AGENDA ITEM _____ March 10, 2015

February 25, 2015

Honorable Board of Supervisors
County Administration Building
1221 Oak Street
Oakland, CA 94612

SUBJECT: APPROVE 1st AMENDMENT 2014 URBAN AREA SECURITY INITIATIVE

Dear Board Members:

RECOMMENDATION:

Authorize the Sheriff or his designee to sign the first amendment between the County of Alameda and the City and County of San Francisco for the distribution of Fiscal Year 2014 Urban Area Security Initiative regional funds for disaster response for the period 11/1/14 - 2/28/16 in the amount of $6,358,300.

DISCUSSION/SUMMARY:

On October 31, 2006, your Board authorized the Sheriff’s Office to sign a Memorandum of Understanding between Alameda County, the City and County of San Francisco, City of Oakland, City of San Jose and Santa Clara County. This agreement establishes the Urban Area Working Group to provide representation for all the jurisdictions that comprise the Urban Area and to allocate funding available through the Urban Area Security Initiative (UASI) program. This agreement represents a regional approach to shared risk and risk-mitigation directly related to terrorism and disaster preparedness.

The total amount awarded under the FY 2014 UASI MOU 1st amendment is $6,358,300. To strengthen emergency planning and citizen preparedness capabilities, funding in the amount of $50,000 has been allocated in the 1st amendment and will be used to procure and install Joint Information Center (JIC) equipment used to improve the Joint Information System (JIS).

San Francisco is designated as the fiscal agent for the consolidated San Jose, Oakland, and San Francisco Urban Area through San Francisco’s Department of Emergency Management for purposes of the Fiscal 2014 UASI grant program. The allocation for Alameda County is $6,358,300 for the period November 1, 2014 through February 28, 2016. The funding received will be used for the continued
Honorable Board of Supervisors
Page 2 of 2
February 25, 2015

enhancement of the Bay Area’s ability to respond effectively to disasters of regional scale, which
includes planning, training, organization, equipment and management.

FINANCING

No additional appropriation is requested. This action will not impact the net County cost in fiscal year
2014-2015 or in subsequent years.

Respectfully submitted,

[Signature]

Gregory J. Ahern
Sheriff-Coronel

GJA:JWC:jwc
AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE COUNTY OF ALAMEDA FOR THE DISTRIBUTION OF FY 2014 UASI GRANT FUNDS

FIRST AMENDMENT

THIS AMENDMENT (this "Amendment") is made as of January 1, 2015, in San Francisco, California, by and between the COUNTY OF ALAMEDA ("ALAMEDA") and the City and County of San Francisco, a municipal corporation ("City"), in its capacity as fiscal agent for the UASI Approval Authority, acting by and through the San Francisco Department of Emergency Management.

RECITALS

WHEREAS, City and ALAMEDA have entered into the Agreement (as defined below); and

WHEREAS, City and ALAMEDA desire to modify the Agreement on the terms and conditions set forth herein;

NOW, THEREFORE, ALAMEDA and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

   a. Agreement. The term “Agreement” shall mean the “Agreement between the City and County of San Francisco and the County of ALAMEDA for the Distribution of FY 2014 UASI Grant Funds” dated November 1, 2014, between ALAMEDA and City.

   b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

   a. Section 3.2, Maximum Amount of Funds. Section 3.2 of the Agreement currently reads as follows:

      In no event shall the amount of Grant Funds disbursed hereunder exceed SIX MILLION, THREE HUNDRED EIGHT THOUSAND, THREE HUNDRED DOLLARS ($6,308,300). The City will not automatically transfer Grant Funds to ALAMEDA upon execution of this Agreement. ALAMEDA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to ALAMEDA.

      Such section is hereby amended in its entirety to read as follows:
In no event shall the amount of Grant Funds disbursed hereunder exceed SIX MILLION, THREE HUNDRED FIFTY-EIGHT THOUSAND, THREE HUNDRED DOLLARS ($6,358,300). The City will not automatically transfer Grant Funds to ALAMEDA upon execution of this Agreement. ALAMEDA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to ALAMEDA.

b. Appendix A, Authorized Expenditures and Timelines. Appendix A includes project descriptions, deliverables, not to exceed ("NTE") amounts, and deadlines for deliverables.

Such Appendix is hereby amended to reflect the following:

i) Modify the Mass Notification project description to include Project Management for Project F; and

ii) Add equipment funds, in the amount of $50,000, for JIC Improvements for Project F.

A revised Appendix A is attached to this Amendment and incorporated by reference as though fully set forth herein. The attached Appendix A supersedes all prior versions of Appendix A.

c. Appendix C, Form of Reimbursement Request dated January 1, 2015. A revised Appendix C is attached to this Amendment and incorporated by reference as though fully set forth herein. The attached Appendix C supersedes all prior versions of Appendix C.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY AND COUNTY OF SAN FRANCISCO:
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

By:

ANNE KRONENBERG
EXECUTIVE DIRECTOR

COUNTY OF ALAMEDA:

By:

GREGORY J. AHERN
SHERIFF/CORONER

Federal Tax ID #: 94-6000501

Approved as to Form:
Dennis J. Herrera
City Attorney

Approved as to Form:
Donna Ziegler
County Counsel

By:

Thomas Owen
Deputy City Attorney

By:

David Nefouse, Deputy County Counsel

Alameda County
Risk Management

By: Barbara G. Lofthus
RISK MANAGEMENT

Appendices:
Amended Appendix A, Authorized Expenditures and Timelines, dated January 1, 2015
Amended Appendix C, Form of Reimbursement Request, dated January 1, 2015
Appendix A — Authorized Expenditures and Timelines

ENTITY: ALAMEDA

Total allocation to be spent on the following solution areas:

<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project B Enhance Information Analysis and Infrastructure Protection Capabilities</td>
<td>Equipment</td>
<td>Funds for an Electronic Surveillance Telephone Tracking Technology and Intercept System. AEL's: 13LE-00-SURV, 21GN-00-TRNG, 13LE-00-SURV, 21GN-00-STAX, 21GN-00-INSTR</td>
<td>Create Specifications: 1 Day From Project Start Date; Sole Source Approval: 15 Days From Project Start Date; Performance Bond: 20 Days From Project Start Date; Issuance of PO: 30 Days From Project Start Date; Receive Equipment: 90 Days From Project Start Date; Site Installation: 100 Days From Project Start Date; Test Equipment: 100 Days From Project Start Date; Conduct Training: 105 Days From Project Start Date; Deploy Equipment: 110 Days From Project Start Date; Complete Project: 120 Days From Project Start Date</td>
<td>04/30/2015</td>
<td>Not to Exceed: $180,000</td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
<td>Projected Milestone Dates (to be completed on or about)</td>
<td>Deliverable Dates</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>--------------------------------------------------------</td>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Project C</td>
<td>Planning</td>
<td>Funds for P25 Network Coordination in order to enhance P25 interoperability, to manage the regional fleet map plan, to develop standard procedures for intersystem roaming, and to plan for future system interconnectivity. Final deadline for submittal of claims is 01/31/2016.</td>
<td>RFP Release: 30 Days From Project Start Date Contract Award: 45 Days From Project Start Date Quarterly Review and Evaluation: 90 Days From Project Start Date Quarterly Review and Evaluation: 180 Days From Project Start Date Quarterly Review and Evaluation: 270 Days From Project Start Date Project Completion: 365 Days From Project Start Date</td>
<td>12/31/2015</td>
<td>Not to Exceed: $100,000</td>
</tr>
<tr>
<td>Project C</td>
<td>Equipment</td>
<td>Funds to purchase Digital Dispatch Consoles for the EBRCSA P25 Interoperability Initiative. AEL #06CP-02-BRDG AEL #21GN-00-STAX AEL #21GN-00-SHIP AEL #21GN-00-INST</td>
<td>Sole Source and EHP Approval: 60 Days From Project Start Date Issuance of Purchase Order: 90 Days From Project Start Date Receive Equipment: 120 Days From Project Start Date Site Installation: 150 Days From Project Start Date System Acceptance: 180 Days From Project Start Date</td>
<td>09/30/2015</td>
<td>Not to Exceed: $75,000</td>
</tr>
<tr>
<td>Project C</td>
<td>Equipment</td>
<td>Funds to purchase Mobile Command Center Upgrades to add multiple inter-operable voice and video communication consoles. Create Specifications: 30 Days From Project Start Date RFP Release:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FY 14 UASI – ALAMEDA 1st Amendment A-2 January 1, 2015
<table>
<thead>
<tr>
<th>UASI Project Letter and Title Capabilities</th>
<th>Solution Area</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AEL #08CP-02-BRDG</td>
<td>60 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td>AEL #08CC-04-EQSD</td>
<td>Contract Award: 90 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td>AEL #06CP-05-BRAC</td>
<td>Issuance of Purchase Order: 120 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td>AEL #21GN-00-INST</td>
<td>Receive Equipment: 180 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Site Installation: 210 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test Equipment: 240 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>System Acceptance: 270 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sole Source Approval: 30 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td>Final deadline for submittal of claims is 09/30/2015.</td>
<td></td>
</tr>
<tr>
<td>Project C Strengthen Communication Capabilities</td>
<td>Equipment</td>
<td>Funds for BayLoop Preventative/Corrective Maintenance Services, Extended Warranty and Network Monitoring Services Agreement.</td>
</tr>
<tr>
<td></td>
<td>AEL #21GN-00-MAIN</td>
<td>Contract Award: 45 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly Review and Evaluation: 90 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly Review and Evaluation: 180 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit Reimbursement Documentation: 180 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly Review and Evaluation: 180 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12/31/2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to Exceed: $220,000</td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Project D</strong></td>
<td>Equipment</td>
<td>Funds to purchase Ballistic Body Armor and Tactical Emergency Medical Equipment. AEL #01LE-01-ARMR AEL #03OE-03-KTFA Final deadline for submittal of claims is 01/31/2016.</td>
</tr>
<tr>
<td><strong>Project E</strong></td>
<td>Planning</td>
<td>Funds for Strengthening Regional Public Health and Medical Coordination through policy development, collaboration, and resource coordination by enabling the ABAHO Public Health Preparedness Subcommittee to form the Region 2 PH-M Multi Agency Coordinating Group and to test and sustain an electronic information sharing portal.</td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finalize list of MAC Group A-Reps from each Region 2 Jurisdictions and orient them to MAX Guide and Processes. Initiate MAC-G meetings with A-Reps and Coordinators to modify MAC Guide tools to accommodate PH-M incidents. Train ABAHO PHP members on info sharing portal user requirements and policies: 120 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ID potential MAC-G Coordinators and orient them to MAC Guide and processes: 150 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use portal for online collaboration to develop regional PH-M response plans and procedures, such as RECP, MAC Guide and other projects: 180 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hold Mid progress report meeting with MAC-G Steering Committee: 210 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate portal use for MAC-G and ABAHO PHP Projects: 240 Days From Project Start Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete info portal training on additional info sharing functions such as collaborative workspace, real time info sharing:</td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Project E</td>
<td>Equipment</td>
<td>Fund to purchase Realistic Simulation Trauma Manikins to increase proficiency in hemorrhage control and other life-saving interventions. AEL #09TR-01-CSIM AEL #21GN-00-STAX Final deadline for submittal of claims is 08/31/2015.</td>
</tr>
<tr>
<td>Project F</td>
<td>Equipment</td>
<td>Funds to procure and install Joint Information Center (JIC) equipment used to improve the Joint Information System (JIS).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| Planning and Citizen Preparedness Capabilities | AEL# 21GN-00-OCEQ, 21GN-00-STAX, 21GN-00-INST | Funds to purchase a Unified Countywide Mass Notification System that will provide consistent and interoperable emergency messages throughout the County (including 10% for Project Management costs) AEL #04AP-09-ALRT | 60 Days From Project Start Date  
Issuance of PO:  
90 Days From Project Start Date  
Receive Equipment:  
120 Days From Project Start Date  
Site Installation:  
150 Days From Project Start Date | | |
| Project F | Equipment | Final deadline for submittal of claims is 01/31/2016. | Develop protocols on initiation – identify authorized users.  
Set up countywide contact lists.  
Establish pre-recorded messages.  
Training of authorized personnel. | 12/31/2015 | Not to Exceed: $300,000 |
| Project H | Planning | ALAMEDA personnel assigned as the Project Manager. The Project Manager shall oversee the Regional Training and Exercise Program, and shall also function as the liaison to the UASI Management Team. | See Table of Services, Deliverables and Timelines | 12/31/2015 | Not to Exceed: $400,186 |
| Project H | Planning | ALAMEDA personnel assigned to the Regional Training and Exercise Program in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism. | See Table of Services, Deliverables and Timelines | 12/31/2015 | Not to Exceed: $1,001,153 |

FY 14 UASI – ALAMEDA 1st Amendment A-7 January 1, 2015
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Program</td>
<td></td>
<td>Funding for other authorized planning and administrative staffing expenses, including classroom office rent, to support the goals and objectives of the Regional Training and Exercise Program.</td>
<td>See Table of Services, Deliverables and Timelines</td>
<td>12/31/2015</td>
<td></td>
</tr>
<tr>
<td>Project H</td>
<td>Planning</td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
<td></td>
<td></td>
<td>Not to Exceed: $100,000</td>
</tr>
<tr>
<td>Enhance Homeland Security</td>
<td></td>
<td>Provide training in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism.</td>
<td>See Table of Services, Deliverables and Timelines</td>
<td>12/31/2015</td>
<td></td>
</tr>
<tr>
<td>Exercise, Evaluation, and</td>
<td></td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
<td></td>
<td></td>
<td>Not to Exceed: $1,700,000</td>
</tr>
<tr>
<td>Training Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project H</td>
<td>Training</td>
<td>Provide regional exercises in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism.</td>
<td>See table of Services, Deliverables, and Timelines</td>
<td>12/31/2015</td>
<td></td>
</tr>
<tr>
<td>Enhance Homeland Security</td>
<td>Exercise</td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
<td></td>
<td></td>
<td>Not to Exceed: $1,700,000</td>
</tr>
<tr>
<td>Exercise, Evaluation, and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ALLOCATION**

NOT TO EXCEED: $6,358,300
PLANNING
Reimbursement for Planning Requires:

- Personnel – Prior to any expenditure for personnel, ALAMEDA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, ALAMEDA must submit the following: all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed including a statement of completed activities.

- Contracts – All contracts must be pre-approved by the UASI prior to execution. In addition, ALAMEDA must satisfy the following guidelines:
  - Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, ALAMEDA must transmit a sole source request to the UASI for submission to the State.
  - The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments.
  - All services must be performed and paid within the grant performance period.

- Travel - travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority in September 2011) prior to scheduling. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.

EQUIPMENT
Reimbursement for Equipment Requires:

- An approved EHP memo, if applicable.

- A performance bond is required for any equipment item that exceeds $250,000, or for any vehicle, aircraft, or watercraft, regardless of the cost. Failure to obtain and submit a performance bond to the UASI may result in disallowance of cost.

- As allowable under Federal guidelines, procurement of equipment must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, ALAMEDA must transmit the request to the UASI for request to the State.

- Prior to reimbursement, ALAMEDA must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations.

- ALAMEDA must inventory, type, organize and track all equipment purchased in order to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

TRAINING
Reimbursement for Training Requires:

- An approved EHP memo, if applicable.
• Training course expenses may include backfill/overtime, travel, tuition, per diem or other grant eligible expenses. Grant eligible training expenses are published in the FY 2014 Homeland Security Grant Program Guidance.
• When seeking reimbursement for grant eligible training expenses, ALAMEDA must submit completed ledger page indicating course title, feedback number, sub category (e.g., OT, BF, Course Development).
• Provide registration receipts and agendas.
• Provide copies of sign in sheets (must have supervisor’s signature).

EXERCISE
Reimbursement for Exercise Requires:
• An approved EHP memo, if applicable.
• Exercise expenses may include backfill/overtime, travel, exercise planning, or other ancillary expenses needed to successfully complete the exercise. Eligible exercise expenses are published in the FY 2014 Homeland Security Grant Program Guidance.
• An After Action Report (AAR) must be completed within 90 calendar days of the exercise. SUBRECIPIENT must submit a copy of the AAR report and proof of transmittal to the web portal with the final request for reimbursement.

A. Overview of Services and Deliverables.

ALAMEDA shall serve as the Executive Sponsor and fiscal agent for the Bay Area Regional Training and Exercise Program. The Training and Exercise Program shall be staffed by personnel as indicated in Appendix A.

B. Specific Services, Deliverables and Timelines

ALAMEDA shall ensure that the Regional Training and Exercise Program performs the following tasks and produces the following deliverables, on the schedule set forth below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Deliverables/ Milestones</th>
<th>Schedule/Due Date</th>
</tr>
</thead>
</table>
| Task 1- Staffing, Program Standup and Transition | 1(a) Alameda shall maintain sufficient staffing to administer the Training and Exercise Program. The Team will consist of the following:
- 1 Project Manager
- 1 Lead Training & Exercise Planner for Law Enforcement and Emergency Management disciplines.
- 1 Training & Exercise Planner for Emergency Medical Services, Public Health and Emergency Management disciplines.
- 1 Training & Exercise planner for the Fire discipline.
- 1 Planning and Research Coordinator to conduct | Maintain Staff Positions of the Regional Training and Exercise Program team. | Ongoing 1/1/2015 through 12/31/2015 |
| Develop Regional Training Plans | 2(a) Alameda shall develop and draft an Annual Regional Training Plan that will cover regional training and exercise activities for Calendar year 2014. Development of the Annual Regional Training Plan shall cover the following:
1. Conduct briefings with appropriate UASI staff, existing Training and Exercise Working Group members, regional stakeholders.
2. Conduct preliminary assessments of existing UASI/Regional Training Plans, priorities.
4. Using existing grant request information and requests surfaced through the regional Training and Exercise Working Group, develop a prioritized list of training activities for implementation as part of the Annual Training Plan. | 2(a) Draft Annual Training Plan for 2014. Discuss and finalize the Annual Training Plan at the February 2014 meeting of the Training and Exercise Regional Working Group.
Monthly | 1/30/2015 |
| 2(b) Alameda shall develop a new 3-Year Regional Training and Exercise Plan. Regional Training Plan development shall include the following:
1. Continue working as needed with the policy level Executive Steering Committee (UASI Advisory Group), consisting of executive level managers and administrators to obtain input on region-wide training priorities as they relate to Homeland Security.
2. Analyze all existing and relevant training plans and priorities and present findings to the Executive Steering Committee (UASI Advisory Group) to receive input, priorities, directions.
3. As part of the analysis, Alameda | | | 8/1/2015 |

The Training and Exercise Project Manager will attend the monthly Advisory Group Meetings and have relevant issues placed on their agenda as necessary/appropriate.
Training Plans will be reviewed and prioritized on a monthly basis. Course vetting will be conducted on a monthly basis, but may be conducted at any time as an emergency request.
Ongoing, discussions at the
| Task 3 – Implementation and Operation of Regional Training course program | Alameda shall calendar, procure, and track all training activities developed under the Annual Training and Exercise Plan and 3-Year Regional Training Plan. Requirements include:  
1. Submit all EHP memos to the UASI for training courses.  
2. Apply for all Training feedback numbers as provided and required by Cal EMA.  
3. Arrange for all training facilities, provider contracts and curriculum materials, as needed, prior to the training.  
4. Oversee training delivery, as needed.  
5. Track and file all course agendas, registration lists/sign in sheets and records according to grant audit requirements.  
6. Reimburse participating sub-recipient agencies, as applicable.  
7. Report on the success or performance of each training activity, monthly, to the UASI. | On-going for term of agreement. |

| Task 4 Exercise: | Alameda shall facilitate Regional Exercises in support of the Prevention, Protection, Response and Recovery from Terrorism as tested through full scale, table top. | Through the Training and Exercise Workgroup and the Overhead Planning Team, evaluate proposals for and determine best practices to fund for regional exercises.  
1/1/2015 through 12/31/2015 |
| Task 4a - Regional Overhead Planning team | Alameda shall continue development a Regional Overhead Planning Team (REOPT) for the purposes of providing overall direction, assistance and oversight of Urban Shield regional exercise. The REOPT shall consist of high level exercise planners and administrators from the participating sub-recipient agencies in the region. Alameda and the REOPT shall ensure that the Urban Shield Full Scale Exercise is  
1. Multi-disciplinary  
2. Involves full participation of multiple Bay Area jurisdictions and first responder agencies  
3. Provides a vehicle for testing and evaluating first responder Fire, EMS, Law Enforcement, and Emergency Manager staff.  
4. Provides for testing and evaluation of UASI grant funded plans and equipment.  
5. Includes a component relative to regional catastrophic preparedness. | Convene continuing meetings of the REOPT, including noticing of the meeting, developing an agenda, posting minutes. | 1/1/2015  
12/31/2015 |
| Task 4b - Exercise Plans | 4b (1) Urban Shield 2015 Convene a preliminary planning meeting of the REOPT and key Alameda staff to begin planning for Urban Shield 2015. Thereafter, Alameda and the REOPT shall convene planning meetings consistent with HSEEP guidelines to prepare, plan, and execute the Urban Shield 2015. Planning meetings shall identify the new exercise scenarios, overall exercise budget and scenario budgets, documentation for submittal of EHP memos, and other information necessary for the planning of Urban Shield. | 4b (1) Preliminary planning meeting shall occur in March 2014. Initial Exercise Planning meeting shall be convened in March, 2015. Exercise Budget shall be due on July 1, 2015. | 12/31/2015 |
| Task 4c - | Alameda shall produce or support After Action Reports (AARs) for all Exercises, and shall ensure that Improvement Plans and any other recommended actions are included | Within 90 days after the end of the Exercises, Alameda shall submit an After Action Report. Urban Shield 2015 – December 31 2015 Other Exercises as | |
| Task 5 - Periodic Reports | 5a. Alameda shall report on a monthly basis, through its Project Manager, to the UASI and its General Manager. Reports shall be in written form, and may include oral reports to the Approval Authority, when necessary.  
5b. Alameda shall include in their annual report, a FY14 Regional Training and Exercise Grant report that contains a summary of training and exercise activities and accomplishments of the FY 14 Grant cycle. The report should include the following:  
- An assessment of the highlights of the regional Training Program during the first 12 months.  
- A list of training courses completed, with attendance statistics, numbers of attendees in each discipline served.  
- An analysis of costs and benefits of the training and exercise programs, delivery models used, and activities accomplished during the grant cycle.  
- Recommendations for program improvement. | Written reports shall be completed by the 15th day following the end of the month. | Due dates – 15th of each month for the preceding month.  
Regional Training and Exercise Grant report due December 30, 2014 | 12/31/2015 |
| Task 5 - Reimbursement Requests | Alameda shall file reimbursement requests on a quarterly basis and shall submit requests on the 15th of the month after the end of the quarter.  
Alameda shall submit all required backup documentation including contracts and MOUs, invoices, proof of payment, payroll documents for any backfill or overtime, if applicable. | Alameda shall submit Quarterly reimbursement requests. | Quarterly Basis |
Salaries Based on 12 Month Performance Period

<table>
<thead>
<tr>
<th>PROJECT H - Training &amp; Exercise</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T&amp;E Project Mgr</td>
<td>$400,186.00</td>
</tr>
<tr>
<td>T&amp;E Staff</td>
<td>$1,001,153.00</td>
</tr>
<tr>
<td>Training</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td>Exercise</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td><strong>Project H - Total</strong></td>
<td><strong>$4,801,339.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT I – Management &amp; Administration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Management &amp; Administration</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Project I - Total</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>

**Total Training & Exercise Program Allocation**  
$4,901,339.00

- All requests for reimbursements must be submitted by January 31, 2016, unless an earlier deadline is set in this Appendix. ALAMEDA should submit reimbursement requests on a quarterly basis, as applicable.
- Authorized expenditures must fall into one of the following categories: Planning, Organization, Equipment, Training, or Exercises. Descriptions of authorized expenditures are in the following documents:
- Authorized Equipment List: [https://www.lis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf](https://www.lis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf)

- **Any equipment purchased under this Agreement must match the UASI 2014 Grant Application Workbook. Any modification to the inventory list in that Workbook must receive prior written approval from by the Bay Area UASI Program Manager.**
• No Management and Administration expenses are allowed, unless expressly identified and authorized in this Appendix.

• Sustainability requirements may apply to some or all of the grant funded projects or programs authorized in this Appendix. See Agreement, ¶3.12.

• All EHP documentation must be submitted and approved prior to any expenditure of funds requiring EHP submission.
Appendix C -- Form of Reimbursement Request

REIMBURSEMENT REQUEST

_________, 2015

UASI Management Team
711 Van Ness Avenue, Suite 420
San Francisco, CA. 94102

Re: FY 14 UASI Grant Reimbursement Request

Pursuant to Section 3.10 of the “Agreement between the City and County of San Francisco and the County of ALAMEDA for the Distribution of FY 2014 UASI Grant Funds” (the “Agreement”), dated NOVEMBER 1, 2014, and as amended by the First Amendment dated January 1, 2015, between the County of ALAMEDA (“ALAMEDA”) and the City and County of San Francisco, ALAMEDA hereby requests reimbursement as follows:

Total Amount of Reimbursement Requested in this Request: $________________

Maximum Amount of Funds Specified in Section 3.2 of the Agreement: $________________

Total of All Funds Disbursed Prior to this Request: $________________

ALAMEDA certifies that:

(a) The total amount of funds requested pursuant to this Reimbursement Request will be used to reimburse ALAMEDA for Authorized Expenditures, which expenditures are set forth on the attached Schedule 1, to which are attached true and correct copies of all required documentation of such expenditures.

(b) After giving effect to the disbursement requested pursuant to this Reimbursement Request, the Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 3.2 of the Agreement, or the not to exceed amounts specified in Appendix A for specific projects and programs.

FY 14 UASI – ALAMEDA 1st Amendment C-1 January 1, 2015
(c) The representations, warranties and certifications made in the Agreement are true and correct in all material respects as if made on the date hereof, and ALAMEDA is in compliance with all Grant Assurances in Appendix B of the Agreement. Furthermore, by signing this report, ALAMEDA certifies to the best of their knowledge and belief that the report is true, complete and accurate and expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. ALAMEDA is aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject ALAMEDA to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise.

(d) No Event of Default has occurred and is continuing.

(e) The undersigned is an officer of ALAMEDA authorized to execute this Reimbursement Request on behalf of ALAMEDA.

Signature of Authorized Agent: ________________________________

Printed Name of Authorized Agent: ________________________________

Title: ________________________________ Date: ________________________________
SCHEDULE 1 TO REQUEST FOR REIMBURSEMENT
The following is an itemized list of Authorized Expenditures for which reimbursement is requested:

<table>
<thead>
<tr>
<th>Project</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
<th>If final claim for project, check box</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following are attached as part of this Schedule 1 (Please check items that are applicable):

Planning:

☐ Invoice/Payroll Charges
☐ Payroll Register
☐ Cleared Check Payment
☐ Job Description
☐ Functional Timesheets
☐ Deliverables/Progress Reports

Organisation:

☐ Invoice/Payroll Charges
☐ Payroll Register
☐ Cleared Check Payment
☐ Job Description
☐ Functional Timesheets
☐ Deliverables/Progress Reports

Equipment:

☐ Invoice
☐ Cleared Check Payment
☐ Purchase Order
☐ Packing Slip
☐ EHP Approval
☐ EOC Approval
☐ Watercraft or Aviation
☐ Sole Source
☐ Performance Bond
☐ Equipment Ledger (Please submit electronic copy to Grants Specialist)

Training:

☐ Invoice
☐ Cleared Check Payment
☐ Training Feedback Number
☐ EHP Approval
☐ Certificates/Proof of Participation
☐ Sign In Sheet
☐ Agenda

Exercise:

☐ Invoice
☐ Cleared Check Payment
☐ After Action Report
☐ EHP Approval
☐ Overtime Authorization

For inquiries/questions, please contact:

Print Name

Phone #:  

Email:  

FY 14 UASI – ALAMEDA 1st Amendment  C-3  

January 1, 2015
AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE COUNTY OF ALAMEDA FOR THE DISTRIBUTION OF FY 2014 UASI GRANT FUNDS

FIRST AMENDMENT

THIS AMENDMENT (this “Amendment”) is made as of January 1, 2015, in San Francisco, California, by and between the COUNTY OF ALAMEDA (“ALAMEDA”) and the City and County of San Francisco, a municipal corporation (“City”), in its capacity as fiscal agent for the UASI Approval Authority, acting by and through the San Francisco Department of Emergency Management.

RECITALS

WHEREAS, City and ALAMEDA have entered into the Agreement (as defined below); and

WHEREAS, City and ALAMEDA desire to modify the Agreement on the terms and conditions set forth herein;

NOW, THEREFORE, ALAMEDA and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

   a. Agreement. The term “Agreement” shall mean the “Agreement between the City and County of San Francisco and the County of ALAMEDA for the Distribution of FY 2014 UASI Grant Funds” dated November 1, 2014, between ALAMEDA and City.

   b. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

   a. Section 3.2, Maximum Amount of Funds. Section 3.2 of the Agreement currently reads as follows:

   In no event shall the amount of Grant Funds disbursed hereunder exceed SIX MILLION, THREE HUNDRED EIGHT THOUSAND, THREE HUNDRED DOLLARS ($6,308,300). The City will not automatically transfer Grant Funds to ALAMEDA upon execution of this Agreement. ALAMEDA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to ALAMEDA.

   Such section is hereby amended in its entirety to read as follows:
In no event shall the amount of Grant Funds disbursed hereunder exceed SIX MILLION, THREE HUNDRED FIFTY-EIGHT THOUSAND, THREE HUNDRED DOLLARS ($6,358,300). The City will not automatically transfer Grant Funds to ALAMEDA upon execution of this Agreement. ALAMEDA must submit a Reimbursement Request under Section 3.10 of this Agreement, approved by the UASI Management Team and City, before the City will disburse Grant Funds to ALAMEDA.

b. Appendix A, Authorized Expenditures and Timelines. Appendix A includes project descriptions, deliverables, not to exceed (“NTE”) amounts, and deadlines for deliverables.

Such Appendix is hereby amended to reflect the following:

i) Modify the Mass Notification project description to include Project Management for Project F; and

ii) Add equipment funds, in the amount of $50,000, for JIC Improvements for Project F.

A revised Appendix A is attached to this Amendment and incorporated by reference as though fully set forth herein. The attached Appendix A supersedes all prior versions of Appendix A.

c. Appendix C, Form of Reimbursement Request dated January 1, 2015. A revised Appendix C is attached to this Amendment and incorporated by reference as though fully set forth herein. The attached Appendix C supersedes all prior versions of Appendix C.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY AND COUNTY OF SAN FRANCISCO:  
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

By:  
ANNE KRONENBERG  
EXECUTIVE DIRECTOR

COUNTY OF ALAMEDA:

By:  
GREGORY J. AHERN  
SHERIFF/CORONER

Federal Tax ID #: 94-6000501

Approved as to Form:  
Dennis J. Herrera  
City Attorney

By:  
Thomas Owen  
Deputy City Attorney

Approved as to Form:  
Donna Ziegler  
County Counsel

By:  
David Nefouse, Deputy County Counsel

Alameda County  
Risk Management

By:  
RISK MANAGEMENT

Appendices:  
Amended Appendix A, Authorized Expenditures and Timelines, dated January 1, 2015  
Amended Appendix C, Form of Reimbursement Request, dated January 1, 2015
Appendix A — Authorized Expenditures and Timelines

ENTITY: ALAMEDA

Total allocation to be spent on the following solution areas:

<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Project B                    | Equipment     | Funds for an Electronic Surveillance Telephone Tracking Technology and Intercept System. AEL#s: 13LE-00-SURV, 21GN-00-TRNG, 13LE-00-SURV, 21GN-00-STAX, 21GN-00-INST | Create Specifications: 1 Day From Project Start Date  
Sole Source Approval: 15 Days From Project Start Date  
Performance Bond: 20 Days From Project Start Date  
Issuance of PO: 30 Days From Project Start Date  
Receive Equipment: 90 Days From Project Start Date  
Site Installation: 100 Days From Project Start Date  
Test Equipment: 100 Days From Project Start Date  
Conduct Training: 105 Days From Project Start Date  
Deploy Equipment: 110 Days From Project Start Date  
Complete Project: 120 Days From Project Start Date | 04/30/2015 | Not to Exceed: $180,000 |

Final deadline for submittal of claims is 05/31/2015.
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Project C                     | Planning     | Funds for P25 Network Coordination in order to enhance P25 interoperability, to manage the regional fleet map plan, to develop standard procedures for intersystem roaming, and to plan for future system interconnectivity. Final deadline for submittal of claims is 01/31/2016. | RFP Release: 30 Days From Project Start Date  
Contract Award: 45 Days From Project Start Date  
Quarterly Review and Evaluation: 90 Days From Project Start Date  
Quarterly Review and Evaluation: 180 Days From Project Start Date  
Quarterly Review and Evaluation: 270 Days From project Start Date  
Project Completion: 365 Days From Project Start Date | 12/31/2015 | Not to Exceed: $100,000 |
| Project C                     | Equipment    | Funds to purchase Digital Dispatch Consoles for the EBRCSA P25 Interoperability Initiative.  
AEL #06CP-02-BRDG  
AEL #21GN-00-STAX  
AEL #21GN-00-SHIP  
AEL #21GN-00-INST | Sole Source and EHP Approval: 60 Days From Project Start Date  
Issuance of Purchase Order: 90 Days From Project Start Date  
Receive Equipment: 120 Days From Project Start Date  
Site Installation: 150 Days From Project Start Date  
System Acceptance: 180 Days From Project Start Date | 09/30/2015 | Not to Exceed: $75,000 |
| Project C                     | Equipment    | Funds to purchase Mobile Command Center Upgrades to add multiple inter-operable voice and video communication consoles. | Create Specifications: 30 Days From Project Start Date  
RFP Release: | 08/31/2015 | Not to Exceed: $270,000 |
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capabilities</td>
<td></td>
<td>AEL #08CP-02-BRDG</td>
<td>60 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AEL #08CC-04-EQSD</td>
<td>Contract Award:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AEL #06CP-05-BRAC</td>
<td>90 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AEL #21GN-00-INST</td>
<td>Issuance of Purchase Order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>120 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Receive Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>180 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Site Installation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>210 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>240 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>System Acceptance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>270 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final deadline for submittal of claims is 09/30/2015.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AEL #21GN-00-MAIN</td>
<td>Sole Source Approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contract Award:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>45 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quarterly Review and Evaluation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>90 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td></td>
<td>Quarterly Review and Evaluation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>180 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submit Reimbursement Documentation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>180 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quarterly Review and Evaluation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12/31/2015</td>
<td></td>
<td>$220,000</td>
</tr>
</tbody>
</table>

FY 14 UASI – ALAMEDA 1st Amendment  A-3  January 1, 2015
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project D</td>
<td>Equipment</td>
<td>Funds to purchase Ballistic Body Armor and Tactical Emergency Medical Equipment. AEL #01LE-01-ARMR AEL #03OE-03-KTFA</td>
<td>270 Days From Project Start Date Submit Reimbursement Documentation: 300 Days From Project Start Date Project Completion: 365 Days From Project Start Date RFP Release: 10 Days From Project Start Date Contract Award: 20 Days From Project Start Date Issuance of Purchase Order: 20 Days From Project Start Date Design Training: 30 Days From Project Start Date Receive Equipment: 60 Days From Project Start Date Conduct Training: 180 Days From Project Start Date Complete Training Cycle: 180 Days From Project Start Date</td>
<td>12/31/2015</td>
<td>Not to Exceed: $36,961</td>
</tr>
<tr>
<td>Project E</td>
<td>Planning</td>
<td>Funds for Strengthening Regional Public Health and Medical Coordination through policy development, collaboration, and resource coordination by enabling the ABAHO Public Health Preparedness Subcommittee to form the Region 2 PH-M Multi Agency Coordinating Group and to test and sustain an electronic information sharing portal.</td>
<td>Video webinar/kick off with stakeholders; MHOAC meeting to present Phase II of MAX project. Complete training ABAHO PHP members on basic portal features. (document sharing and editing): 30 Days From Project Start Date Develop information sharing framework and</td>
<td>12/31/2015</td>
<td>Not to Exceed: $150,000</td>
</tr>
</tbody>
</table>

FY 14 UASI – ALAMEDA 1st Amendment   A-4 January 1, 2015
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Final deadline for submittal of claims is 01/31/2016.</td>
<td>guidelines, including user protocols for portal use: 90 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Finalize list of MAC Group A-Reps from each Region 2 Jurisdictions and orient them to MAX Guide and Processes. Initiate MAC-G meetings with A-Reps and Coordinators to modify MAC Guide tools to accommodate PH-M incidents. Train ABAHO PHP members on info sharing portal user requirements and policies: 120 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ID potential MAC-G Coordinators and orient them to MAC Guide and processes: 150 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Use portal for online collaboration to develop regional PH-M response plans and procedures, such as RECP, MAC Guide and other projects: 180 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hold Mid progress report meeting with MAC-G Steering Committee: 210 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evaluate portal use for MAC-G and ABAHO PHP Projects: 240 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complete info portal training on additional info sharing functions such as collaborative workspace, real time info sharing:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
<td>Projected Milestone Dates (to be completed on or about)</td>
<td>Deliverable Dates</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>-------------------------------------------------------</td>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>270 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Revise MAC Guide according to MAC Group meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>recommendations and present for approval to MAC Group:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>300 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Finalize MAC Guide tools to accommodate PH-M incidents:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>330 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project E</td>
<td>Equipment</td>
<td></td>
<td>Populate and maintain info portal with regional PH-M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhance Medical, Public</td>
<td></td>
<td></td>
<td>documents including MAC Guide and tools, regional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health, and Mass Care</td>
<td></td>
<td></td>
<td>PH-M exercise materials, etc. Test MAC-G guide and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparedness</td>
<td></td>
<td></td>
<td>Portal during statewide MH exercise:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>360 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final deadline for submittal</td>
<td></td>
<td></td>
<td>of claims is 08/31/2015.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sole Source Approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>30 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Issuance of Purchase Order:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>60 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Receive Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>180 Days From Project Start Date</td>
<td>07/31/2015</td>
<td>$75,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>190 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Conduct Training:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>240 Days From Project Start Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project F</td>
<td>Equipment</td>
<td>Funds to procure and</td>
<td>Obtain Quotes:</td>
<td>12/31/2015</td>
<td>Not to</td>
</tr>
<tr>
<td>Strengthen Emergency</td>
<td></td>
<td>install Joint</td>
<td>15 Days From Project Start Date</td>
<td></td>
<td>Exceed:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information System</td>
<td>EOC Approval:</td>
<td></td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(JIC) equipment used</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to improve the Joint</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(JIS).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UASI Project Letter and Title</td>
<td>Solution Area</td>
<td>Program Description</td>
<td>Projected Milestone Dates (to be completed on or about)</td>
<td>Deliverable Dates</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>------------------------------------------------------</td>
<td>------------------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| Planning and Citizen Preparedness Capabilities | AEL# 21GN-00-OCEQ, 21GN-00-STAX, 21GN-00-INST | Funds to purchase a Unified Countywide Mass Notification System that will provide consistent and interoperable emergency messages throughout the County (including 10% for Project Management costs) **AEL #04AP-09-ALRT** | 60 Days From Project Start Date  
Issuance of PO:  
90 Days From Project Start Date  
Receive Equipment:  
120 Days From Project Start Date  
Site Installation:  
150 Days From Project Start Date | | |
| Project F  
Strengthen Emergency Planning and Citizen Preparedness Capabilities | Equipment | Final deadline for submittal of claims is **01/31/2016**. | Develop protocols on initiation — identify authorized users.  
Set up countywide contact lists.  
Establish pre-recorded messages.  
Training of authorized personnel. | **12/31/2015** | **Not to Exceed: $300,000** |
| Project H  
Enhance Homeland Security Exercise, Evaluation, and Training Program | Planning | **ALAMEDA** personnel assigned as the Project Manager. The Project Manager shall oversee the Regional Training and Exercise Program, and shall also function as the liaison to the UASI Management Team. | See Table of Services, Deliverables and Timelines | **12/31/2015** | **Not to Exceed: $400,186** |
| Project H  
Enhance Homeland Security Exercise, Evaluation, and Training Program | Planning | **ALAMEDA** personnel assigned to the Regional Training and Exercise Program in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism. | See Table of Services, Deliverables and Timelines | **12/31/2015** | **Not to Exceed: $1,001,153** |
<table>
<thead>
<tr>
<th>UASI Project Letter and Title</th>
<th>Solution Area</th>
<th>Program Description</th>
<th>Projected Milestone Dates (to be completed on or about)</th>
<th>Deliverable Dates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Program</td>
<td>Planning</td>
<td>Funding for other authorized planning and administrative staffing expenses, including classroom office rent, to support the goals and objectives of the Regional Training and Exercise Program. Final deadline for submittal of claims is 01/31/2016.</td>
<td>See Table of Services, Deliverables and Timelines</td>
<td>12/31/2015</td>
<td>Not to Exceed: $100,000</td>
</tr>
<tr>
<td>Project H</td>
<td>Training</td>
<td>Provide training in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism. Final deadline for submittal of claims is 01/31/2016.</td>
<td>See Table of Services, Deliverables and Timelines</td>
<td>12/31/2015</td>
<td>Not to Exceed: $1,700,000</td>
</tr>
<tr>
<td>Project H</td>
<td>Exercise</td>
<td>Provide regional exercises in direct support of the goals and objectives pertaining to the prevention, protection, response and recovery from acts of terrorism. Final deadline for submittal of claims is 01/31/2016.</td>
<td>See table of Services, Deliverables, and Timelines</td>
<td>12/31/2015</td>
<td>Not to Exceed: $1,700,000</td>
</tr>
<tr>
<td><strong>TOTAL ALLOCATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NOT TO EXCEED: $6,358,300</td>
</tr>
</tbody>
</table>
PLANNING
Reimbursement for Planning Requires:

- **Personnel** – Prior to any expenditure for personnel, ALAMEDA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, ALAMEDA must submit the following: all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed including a statement of completed activities.

- **Contracts** – All contracts must be pre-approved by the UASI prior to execution. In addition, ALAMEDA must satisfy the following guidelines:
  - Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, ALAMEDA must transmit a sole source request to the UASI for submission to the State.
  - The contract must have a clearly stated scope of work and deliverables, deadlines for completion of work, and a schedule of contract payments.
  - All services must be performed and paid within the grant performance period.

- **Travel** – travel for planning activities must be pre-approved in accordance with the Bay Area UASI Travel Policy (adopted by the Approval Authority in September 2011) prior to scheduling. Invoices must include all backup documentation, including conference agendas, programs, brochures, lodging receipts, per diem calculations, airfare receipts/boarding passes, mileage calculations, other transportation receipts, and proof of payment.

EQUIPMENT
Reimbursement for Equipment Requires:

- An approved EHP memo, if applicable.

- A performance bond is required for any equipment item that exceeds $250,000, or for any vehicle, aircraft, or watercraft, regardless of the cost. Failure to obtain and submit a performance bond to the UASI may result in disallowance of cost.

- As allowable under Federal guidelines, procurement of equipment must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, ALAMEDA must transmit the request to the UASI for request to the State.

- Prior to reimbursement, ALAMEDA must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations.

- ALAMEDA must inventory, type, organize and track all equipment purchased in order to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

TRAINING
Reimbursement for Training Requires:

- An approved EHP memo, if applicable.
• Training course expenses may include backfill/overtime, travel, tuition, per diem or other grant eligible expenses. Grant eligible training expenses are published in the FY 2014 Homeland Security Grant Program Guidance.
• When seeking reimbursement for grant eligible training expenses, ALAMEDA must submit completed ledger page indicating course title, feedback number, sub category (e.g., OT, BF, Course Development).
• Provide registration receipts and agendas.
• Provide copies of sign in sheets (must have supervisor’s signature).

**EXERCISE**

**Reimbursement for Exercise Requires:**
- An approved EHP memo, if applicable.
- Exercise expenses may include backfill/overtime, travel, exercise planning, or other ancillary expenses needed to successfully complete the exercise. Eligible exercise expenses are published in the FY 2014 Homeland Security Grant Program Guidance.
- An After Action Report (AAR) must be completed within 90 calendar days of the exercise. SUBRECIPIENT must submit a copy of the AAR report and proof of transmittal to the web portal with the final request for reimbursement.

**A. Overview of Services and Deliverables.**

ALAMEDA shall serve as the Executive Sponsor and fiscal agent for the Bay Area Regional Training and Exercise Program. The Training and Exercise Program shall be staffed by personnel as indicated in Appendix A.

**B. Specific Services, Deliverables and Timelines**

ALAMEDA shall ensure that the Regional Training and Exercise Program performs the following tasks and produces the following deliverables, on the schedule set forth below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Deliverables/Milestones</th>
<th>Schedule/Due Date</th>
</tr>
</thead>
</table>
| Task 1-Staffing, Program Standup and Transition | 1(a) Alameda shall maintain sufficient staffing to administer the Training and Exercise Program. The Team will consist of the following:  
• 1 Project Manager  
• 1 Lead Training & Exercise Planner for Law Enforcement and Emergency Management disciplines.  
• 1 Training & Exercise Planner for Emergency Medical Services, Public Health and Emergency Management disciplines.  
• 1 Training & Exercise planner for the Fire discipline.  
• 1 Planning and Research Coordinator to conduct | Maintain Staff Positions of the Regional Training and Exercise Program team. | Ongoing  
1/1/2015 through 12/31/2015 |
| Develop Regional Training Plans | 2(a) Alameda shall develop and draft an Annual Regional Training Plan that will cover regional training and exercise activities for Calendar year 2014. Development of the Annual Regional Training Plan shall cover the following:
1. Conduct briefings with appropriate UASI staff, existing Training and Exercise Working Group members, regional stakeholders.
2. Conduct preliminary assessments of existing UASI/Regional Training Plans, priorities.
4. Using existing grant request information and requests surfaced through the regional Training and Exercise Working Group, develop a prioritized list of training activities for implementation as part of the Annual Training Plan. | 2(a) Draft Annual Training Plan for 2014.
Discuss and finalize the Annual Training Plan at the February 2014 meeting of the Training and Exercise Regional Working Group. Monthly Ongoing
| 2(b) Alameda shall develop a new 3-Year Regional Training and Exercise Plan. Regional Training Plan development shall include the following:
1. Continue working as needed with the policy level Executive Steering Committee (UASI Advisory Group), consisting of executive level managers and administrators to obtain input on region-wide training priorities as they relate to Homeland Security.
2. Analyze all existing and relevant training plans and priorities and present findings to the Executive Steering Committee (UASI Advisory Group) to receive input, priorities, directions.
3. As part of the analysis, Alameda | 2(b) Complete a review and update the Multi-year Regional Training and Exercise Plan. An addendum will be produced if necessary. The Training and Exercise Project Manager will attend the monthly Advisory Group Meetings and have relevant issues placed their agenda as necessary/appropriate.
Training Plans will be reviewed and prioritized on a monthly basis. Course vetting will be conducted on a monthly basis, but may be conducted at any time as an emergency request. Ongoing, discussions at the | 1/30/2015 8/1/2015

FY 14 UASI – ALAMEDA 1st Amendment A-11 January 1, 2015
<table>
<thead>
<tr>
<th>Task 3 – Implementation and Operation of Regional Training course program</th>
<th>Alameda shall calendar, procure, and track all training activities developed under the Annual Training and Exercise Plan and 3-Year Regional Training Plan. Requirements include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submit all EHP memos to the UASI for training courses.</td>
</tr>
<tr>
<td>2.</td>
<td>Apply for all Training feedback numbers as provided and required by Cal EMA.</td>
</tr>
<tr>
<td>3.</td>
<td>Arrange for all training facilities, provider contracts and curriculum materials, as needed, prior to the training.</td>
</tr>
<tr>
<td>4.</td>
<td>Oversee training delivery, as needed.</td>
</tr>
<tr>
<td>5.</td>
<td>Track and file all course agendas, registration lists/sign in sheets and records according to grant audit requirements.</td>
</tr>
<tr>
<td>6.</td>
<td>Reimburse participating sub-recipient agencies, as applicable.</td>
</tr>
<tr>
<td>7.</td>
<td>Report on the success or performance of each training activity, monthly, to the UASI.</td>
</tr>
<tr>
<td></td>
<td>monthly Training and Exercise Workgroup Meetings</td>
</tr>
<tr>
<td></td>
<td>On-going for term of agreement.</td>
</tr>
<tr>
<td>Task 4</td>
<td>Through the Training and Exercise Workgroup and the Overhead Planning Team, evaluate proposals for and determine best practices to fund for regional exercises.</td>
</tr>
<tr>
<td>Exercise:</td>
<td>Alameda shall facilitate Regional Exercises in support of the Prevention, Protection, Response and Recovery from Terrorism as tested through full scale, table top,</td>
</tr>
<tr>
<td></td>
<td>1/1/2015 through 12/31/2015</td>
</tr>
</tbody>
</table>
| Task 4a - Regional Overhead Planning team | Alameda shall continue development of a Regional Overhead Planning Team (REOPT) for the purposes of providing overall direction, assistance and oversight of Urban Shield regional exercise. The REOPT shall consist of high level exercise planners and administrators from the participating sub-recipient agencies in the region. Alameda and the REOPT shall ensure that the Urban Shield Full Scale Exercise is  
1. Multi-disciplinary  
2. Involves full participation of multiple Bay Area jurisdictions and first responder agencies  
3. Provides a vehicle for testing and evaluating first responder Fire, EMS, Law Enforcement, and Emergency Manager staff.  
4. Provides for testing and evaluation of UASI grant funded plans and equipment.  
5. Includes a component relative to regional catastrophic preparedness. | Convene continuing meetings of the REOPT, including noticing of the meeting, developing an agenda, posting minutes. | 1/1/2015  
12/31/2015 |
| Task 4b - Exercise Plans | 4b (1) Urban Shield 2015 Convene a preliminary planning meeting of the REOPT and key Alameda staff to begin planning for Urban Shield 2015. Thereafter, Alameda and the REOPT shall convene planning meetings consistent with HSEEP guidelines to prepare, plan, and execute the Urban Shield 2015. Planning meetings shall identify the new exercise scenarios, overall exercise budget and scenario budgets, documentation for submittal of EHP memos, and other information necessary for the planning of Urban Shield. | 4b (1) Preliminary planning meeting shall occur in March 2014. Initial Exercise Planning meeting shall be convened in March, 2015. Exercise Budget shall be due on July 1, 2015. | 12/31/2015 |
| Task 4c - | Alameda shall produce or support After Action Reports (AARs) for all Exercises, and shall ensure that Improvement Plans and any other recommended actions are included. | Within 90 days after the end of the Exercises, Alameda shall submit an After Action Report. | Urban Shield 2015 - December 31 2015  
Other Exercises as
<table>
<thead>
<tr>
<th><strong>Task 5 - Periodic Reports</strong></th>
<th><strong>Task 6 - Reimbursement Requests</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5a.</strong> Alameda shall report on a monthly basis, through its Project Manager, to the UASI and its General Manager. Reports shall be in written form, and may include oral reports to the Approval Authority, when necessary.</td>
<td><strong>Alameda shall file reimbursement requests on a quarterly basis and shall submit requests on the 15th of the month after the end of the quarter.</strong> Alameda shall submit all required backup documentation including contracts and MOUs, invoices, proof of payment, payroll documents for any backfill or overtime, if applicable.</td>
<td></td>
</tr>
<tr>
<td>Written reports shall be completed by the 15th day following the end of the month.</td>
<td><strong>Alameda shall submit Quarterly reimbursement requests.</strong></td>
<td><strong>Quarterly Basis</strong></td>
</tr>
<tr>
<td>Due dates – 15th of each month for the preceding month.</td>
<td>Regional Training and Exercise Grant report due December 30, 2014</td>
<td></td>
</tr>
<tr>
<td><strong>5b.</strong> Alameda shall include in their annual report, a FY14 Regional Training and Exercise Grant report that contains a summary of training and exercise activities and accomplishments of the FY 14 Grant cycle. The report should include the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- An assessment of the highlights of the regional Training Program during the first 12 months.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- A list of training courses completed, with attendance statistics, numbers of attendees in each discipline served.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- An analysis of costs and benefits of the training and exercise programs, delivery models used, and activities accomplished during the grant cycle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recommendations for program improvement.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Salaries Based on 12 Month Performance Period

<table>
<thead>
<tr>
<th>PROJECT H - Training &amp; Exercise</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T&amp;E Project Mgr</td>
<td>$400,186.00</td>
</tr>
<tr>
<td>T&amp;E Staff</td>
<td>$1,001,153.00</td>
</tr>
<tr>
<td>Training</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td>Exercise</td>
<td>$1,700,000.00</td>
</tr>
<tr>
<td>Project H - Total</td>
<td>$4,801,339.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT I - Management &amp; Administration</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Management &amp; Administration</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Project I - Total</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

Total Training & Exercise Program Allocation | $4,901,339.00

- All requests for reimbursements must be submitted by January 31, 2016, unless an earlier deadline is set in this Appendix. ALAMEDA should submit reimbursement requests on a quarterly basis, as applicable.
- Authorized expenditures must fall into one of the following categories: Planning, Organization, Equipment, Training, or Exercises. Descriptions of authorized expenditures are in the following documents:
  - Authorized Equipment List: [https://www.lis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf](https://www.lis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf)

- Any equipment purchased under this Agreement must match the UASI 2014 Grant Application Workbook. Any modification to the inventory list in that Workbook must receive prior written approval from by the Bay Area UASI Program Manager.
• **No Management and Administration expenses are allowed, unless expressly identified and authorized in this Appendix.**

• **Sustainability requirements may apply to some or all of the grant funded projects or programs authorized in this Appendix. See Agreement, ¶3.12.**

• **All EHP documentation must be submitted and approved prior to any expenditure of funds requiring EHP submission.**
Appendix C -- Form of Reimbursement Request

REIMBURSEMENT REQUEST

__________, 2015

UASI Management Team
711 Van Ness Avenue, Suite 420
San Francisco, CA 94102

Re: FY 14 UASI Grant Reimbursement Request

Pursuant to Section 3.10 of the “Agreement between the City and County of San Francisco and the County of ALAMEDA for the Distribution of FY 2014 UASI Grant Funds” (the "Agreement"), dated NOVEMBER 1, 2014, and as amended by the First Amendment dated January 1, 2015, between the County of ALAMEDA (“ALAMEDA”) and the City and County of San Francisco, ALAMEDA hereby requests reimbursement as follows:

Total Amount of Reimbursement Requested in this Request: $__________

Maximum Amount of Funds Specified in Section 3.2 of the Agreement: $__________

Total of All Funds Disbursed Prior to this Request: $__________

ALAMEDA certifies that:

(a) The total amount of funds requested pursuant to this Reimbursement Request will be used to reimburse ALAMEDA for Authorized Expenditures, which expenditures are set forth on the attached Schedule 1, to which are attached true and correct copies of all required documentation of such expenditures.

(b) After giving effect to the disbursement requested pursuant to this Reimbursement Request, the Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 3.2 of the Agreement, or the not to exceed amounts specified in Appendix A for specific projects and programs.

FY 14 UASI – ALAMEDA 1st Amendment C-1

January 1, 2015
(c) The representations, warranties and certifications made in the Agreement are true and correct in all material respects as if made on the date hereof, and ALAMEDA is in compliance with all Grant Assurances in Appendix B of the Agreement. Furthermore, by signing this report, ALAMEDA certifies to the best of their knowledge and belief that the report is true, complete and accurate and expenditures, disbursements, and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. ALAMEDA is aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject ALAMEDA to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise.

(d) No Event of Default has occurred and is continuing.

(e) The undersigned is an officer of ALAMEDA authorized to execute this Reimbursement Request on behalf of ALAMEDA.

Signature of Authorized Agent: ___________________________

Printed Name of Authorized Agent: ___________________________

Title: ___________________________ Date: ___________________________
**SCHEDULE 1 TO REQUEST FOR REIMBURSEMENT**

The following is an itemized list of Authorized Expenditures for which reimbursement is requested:

<table>
<thead>
<tr>
<th>Project</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
<th>If final claim for project, check box</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following are attached as part of this Schedule 1 (Please check items that are applicable):

**Planning:**
- □ Invoice/Payroll Charges
- □ Payroll Register
- □ Cleared Check Payment
- □ Job Description
- □ Functional Timesheets
- □ Deliverables/Progress Reports

**Organization:**
- □ Invoice/Payroll Charges
- □ Payroll Register
- □ Cleared Check Payment
- □ Job Description
- □ Functional Timesheets
- □ Deliverables/Progress Reports

**Equipment:**
- □ Invoice
- □ Cleared Check Payment
- □ Purchase Order
- □ Packing Slip
- □ EHP Approval
- □ EOC Approval
- □ Watercraft or Aviation
- □ Sole Source
- □ Performance Bond
- □ Equipment Ledger (Please submit electronic copy to Grants Specialist)

**Training:**
- □ Invoice
- □ Cleared Check Payment
- □ Training Feedback Number
- □ EHP Approval
- □ Certificates/Proof of Participation
- □ Sign In Sheet
- □ Agenda

**Exercise:**
- □ Invoice
- □ Cleared Check Payment
- □ After Action Report
- □ EHP Approval
- □ Overtime Authorization

For inquiries/questions, please contact:

_____________________________  Phone #: ___________________  Email: ___________________

Print Name

FY 14 UASI – ALAMEDA 1st Amendment  C-3  January 1, 2015