

Alameda County Sheriff's Office

Lakeside Plaza, 1401 Lakeside Drive, 12th Floor, Oakland, CA 94612-4305



Gregory J. Ahern, Sheriff

Director of Emergency Services
Coroner - Marshal

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).

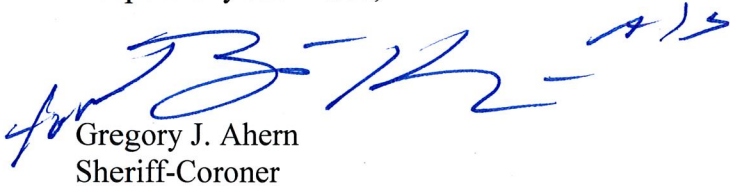
San Francisco is designated as the fiscal agent for the consolidated San Jose, Oakland, and San Francisco Urban Area through San Francisco's Department of Emergency Management for purposes of the Fiscal 2014 UASI grant program. The allocation for Alameda County is \$6,358,300 for the period November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

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,


Gregory J. Ahern
Sheriff-Coroner

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:

COUNTY OF ALAMEDA:

SAN FRANCISCO DEPARTMENT OF
EMERGENCY MANAGEMENT

By:

By:

ANNE KRONENBERG
EXECUTIVE DIRECTOR

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:



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:

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Project B Enhance Information Analysis and Infrastructure Protection Capabilities	Equipment	Funds for an Electronic Surveillance Telephone Tracking Technology and Intercept System. AEL#: 13LE-00-SURV, 21GN-00-TRNG, 13LE-00-SURV, 21GN-00-STAX, 21GN-00-INST Final deadline for submittal of claims is 05/31/2015 .	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

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Project C Strengthen Communication Capabilities	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 Strengthen Communication Capabilities	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 Final deadline for submittal of claims is 10/31/2015 .	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 Strengthen Communication	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

<u>UASI Project Letter and Title</u> Capabilities	<u>Solution Area</u>	<u>Program Description</u> AEL #06CP-02-BRDG AEL #06CC-04-EQSD AEL #06CP-05-BRAC AEL #21GN-00-INST Final deadline for submittal of claims is 09/30/2015 .	<u>Projected Milestone Dates (to be completed on or about)</u> 60 Days From Project Start Date Contract Award: 90 Days From Project Start Date Issuance of Purchase Order: 120 Days From Project Start Date Receive Equipment: 180 Days From Project Start Date Site Installation: 210 Days From Project Start Date Test Equipment: 240 Days From Project Start Date System Acceptance: 270 Days From Project Start Date Sole Source Approval: 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 Submit Reimbursement Documentation: 180 Days From Project Start Date Quarterly Review and Evaluation:	<u>Deliverable Dates</u>	<u>Amount</u>
Project C Strengthen Communication Capabilities	Equipment	Funds for BayLoop Preventative/Corrective Maintenance Services, Extended Warranty and Network Monitoring Services Agreement. AEL #21GN-00-MAIN Final deadline for submittal of claims is 01/31/2016 .	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 Submit Reimbursement Documentation: 180 Days From Project Start Date Quarterly Review and Evaluation:	12/31/2015	Not to Exceed: \$220,000

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
			270 Days From Project Start Date Submit Reimbursement Documentation: 300 Days From Project Start Date		
Project D Strengthen CBRNE Detection, Response, and Decontamination Capabilities	Equipment	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.	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	12/31/2015	Not to Exceed: \$36,961
Project E Enhance Medical, Public Health, and Mass Care Preparedness	Planning	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.	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		
			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	12/31/2015	Not to Exceed: \$150,000

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
		Final deadline for submittal of claims is 01/31/2016.	<p>guidelines, including user protocols for portal use: 90 Days From Project Start Date</p> <p>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</p> <p>ID potential MAC-G Coordinators and orient them to MAC Guide and processes: 150 Days From Project Start Date</p> <p>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</p> <p>Hold Mid progress report meeting with MAC-G Steering Committee: 210 Days From Project Start Date</p> <p>Evaluate portal use for MAC-G and ABAHO PHP Projects: 240 Days From Project Start Date</p> <p>Complete info portal training on additional info sharing functions such as collaborative workspace, real time info sharing:</p>		

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
			270 Days From Project Start Date Revise MAC Guide according to MAC Group meeting recommendations and present for approval to MAC Group: 300 Days From Project Start Date Finalize MAC Guide tools to accommodate PH-M incidents: 330 Days From Project Start Date Populate and maintain info portal with regional PH-M documents including MAC Guide and tools, regional PH-M exercise materials, etc. Test MAC-G guide and Portal during statewide MH exercise: 360 Days From Project Start Date		
Project E Enhance Medical, Public Health, and Mass Care Preparedness	Equipment	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 .	Sole Source Approval: 30 Days From Project Start Date Issuance of Purchase Order: 60 Days From Project Start Date Receive Equipment: 180 Days From Project Start Date Test Equipment: 190 Days From Project Start Date Conduct Training: 240 Days From Project Start Date Obtain Quotes: 15 Days From Project Start Date EOC Approval:	07/31/2015	Not to Exceed: \$75,000
Project F Strengthen Emergency	Equipment	Funds to procure and install Joint Information Center (JIC) equipment used to improve the Joint Information System (JIS).		12/31/2015	Not to Exceed: \$50,000

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
UASI Project Planning and Citizen Preparedness Capabilities		AEL# 21GN-00-OCEQ, 21GN-00-STAX, 21GN-00-INST	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	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 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. Final deadline for submittal of claims is 01/31/2016 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$400,186
Project H Enhance Homeland Security Exercise, Evaluation, and	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. Final deadline for submittal of claims is 01/31/2016 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$1,001,153

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Training Program					
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Planning	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 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$100,000
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Training	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 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$1,700,000
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Exercise	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 .	See table of Services, Deliverables, and Timelines	12/31/2015	Not to Exceed: \$1,700,000
		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.

Task	Description	Deliverables/ Milestones	Schedule/Due Date
Task 1- Staffing, Program Standup and Transition	<p>1(a) Alameda shall maintain sufficient staffing to administer the Training and Exercise Program. The Team will consist of the following:</p> <ul style="list-style-type: none"> • 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

	<p>research, arrange training contracts, secure tracking numbers, and maintain a regional training schedule.</p> <ul style="list-style-type: none"> • One half FTE (.5) Lead Training Assistant • 1 Training Assistant 		
Develop Regional Training Plans	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>2(a) Draft Annual Training Plan for 2014.</p> <p>Discuss and finalize the Annual Training Plan at the February 2014 meeting of the Training and Exercise Regional Working Group.</p> <p>Monthly</p> <p>Ongoing</p> <p>Ongoing</p>	1/30/2015
	<p>2(b) Alameda shall develop a new 3-Year Regional Training and Exercise Plan.</p> <p>Regional Training Plan development shall include the following:</p> <ol style="list-style-type: none"> 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 	<p>2(b) Complete a review and update the Multi-year Regional Training and Exercise Plan. An addendum will be produced if necessary.</p> <p>The Training and Exercise Project Manager will attend the monthly Advisory Group Meetings and have relevant issues placed their agenda as necessary/appropriate.</p> <p>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.</p> <p>Ongoing, discussions at the</p>	8/1/2015

	shall propose and implement alternative delivery models for implementing training in the most efficient way possible. This may include the use of satellite training facilities located throughout the Bay Area region, distance learning proposals, consolidated vendor contracts to obtain package deals, and alternative scheduling of courses to minimize backfill and overtime.	monthly Training and Exercise Workgroup Meetings	
Task 3 – Implementation and Operation of Regional Training course program	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing - Randomly attend training course to evaluate the delivery of training.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Monthly reports due on the 14th of the next month. Quarterly reports provided to the Approval Authority as directed and scheduled by UASI Management.</p>	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

	or other exercises within the region to ensure use of UASI funded training and equipment.		
Task 4a - Regional Overhead Planning team	<p>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</p> <ol style="list-style-type: none"> 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. 	<p>Convene continuing meetings of the REOPT, including noticing of the meeting, developing an agenda, posting minutes.</p>	<p>1/1/2015</p> <p>12/31/2015</p>
Task 4b - Exercise Plans	<p>4b (1) Urban Shield 2015</p> <p>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.</p> <p>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</p>	<p>4b (1) Preliminary planning meeting shall occur in March 2014.</p> <p>Initial Exercise Planning meeting shall be convened in March, 2015.</p> <p>Exercise Budget shall be due on July 1, 2015.</p>	<p>12/31/2015</p>
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.	<p>Urban Shield 2015 – December 31 2015</p> <p>Other Exercises as</p>

	in future Exercises, and any performance gaps are identified for possible future funding by the UASI.		identified, within 90 days.
Task 5.- Periodic Reports	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Written reports shall be completed by the 15th day following the end of the month.</p> <p>Regional Training and Exercise Grant report due December 30, 2014</p>	<p>Due dates – 15th of each month for the preceding month.</p> <p>12/31/2015</p>
Task 6 – Reimbursement Requests	<p>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.</p> <p>Alameda shall submit all required backup documentation including contracts and MOUs, invoices, proof of payment, payroll documents for any backfill or overtime, if applicable.</p>	Alameda shall submit Quarterly reimbursement requests.	Quarterly Basis

Salaries Based on 12 Month Performance Period

PROJECT H -Training & Exercise	
T&E Project Mgr	\$400,186.00
T&E Staff	\$1,001,153.00
Training	\$1,700,000.00
Exercise	\$1,700,000.00
Project H - Total	\$4,801,339.00
PROJECT I – Management & Administration	
Management & Administration	\$100,000.00
Project I - Total	\$100,000.00
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:
- FY 2014 Homeland Security Grant Program Funding Opportunity Announcement, dated March 16, 2014, http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf
- California Supplement to the Federal Funding Opportunity Announcement, dated May 2014, available at <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx> as "FY 2014 Homeland Security Grant Program State Supplement."
- Authorized Equipment List:
https://www.llis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf
- Office of Justice Programs Financial and Administrative Guide for Grants:
http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf
- Cal OES Rules and Regulations:
<http://www.calema.ca.gov/GrantsMonitoring/Pages/Rules%20and%20Regulations.aspx>
- CalOES 2014 Recipient Handbook:
http://www.calema.ca.gov/PublicSafetyandVictimServices/Documents/MiscReports/2014_Recipient_Handbook.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.

- (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:

Project	Payee	Amount	Description	If final claim for project, check box
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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:

Print Name _____ Phone #: _____ Email: _____

**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:

COUNTY OF ALAMEDA:

SAN FRANCISCO DEPARTMENT OF
EMERGENCY MANAGEMENT

By:

By:

ANNE KRONENBERG
EXECUTIVE DIRECTOR

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:



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:

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Project B Enhance Information Analysis and Infrastructure Protection Capabilities	Equipment	Funds for an Electronic Surveillance Telephone Tracking Technology and Intercept System. AEL#: 13LE-00-SURV, 21GN-00-TRNG, 13LE-00-SURV, 21GN-00-STAX, 21GN-00-INST Final deadline for submittal of claims is 05/31/2015 .	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

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Project C Strengthen Communication Capabilities	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 Strengthen Communication Capabilities	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 Final deadline for submittal of claims is 10/31/2015 .	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 Strengthen Communication	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

<u>UASI Project Letter and Title</u> <u>Capabilities</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
		AEL #06CP-02-BRDG AEL #06CC-04-EQSD AEL #06CP-05-BRAC AEL #21GN-00-INST Final deadline for submittal of claims is 09/30/2015 .	60 Days From Project Start Date Contract Award: 90 Days From Project Start Date Issuance of Purchase Order: 120 Days From Project Start Date Receive Equipment: 180 Days From Project Start Date Site Installation: 210 Days From Project Start Date Test Equipment: 240 Days From Project Start Date System Acceptance: 270 Days From Project Start Date Sole Source Approval: 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 Submit Reimbursement Documentation: 180 Days From Project Start Date Quarterly Review and Evaluation:	12/31/2015	Not to Exceed: \$220,000
Project C Strengthen Communication Capabilities	Equipment	Funds for BayLoop Preventative/Corrective Maintenance Services, Extended Warranty and Network Monitoring Services Agreement. AEL #21GN-00-MAIN Final deadline for submittal of claims is 01/31/2016 .			

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
			270 Days From Project Start Date Submit Reimbursement Documentation: 300 Days From Project Start Date		
Project D Strengthen CBRNE Detection, Response, and Decontamination Capabilities	Equipment	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.	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	12/31/2015	Not to Exceed: \$36,961
Project E Enhance Medical, Public Health, and Mass Care Preparedness	Planning	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.	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		
			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	12/31/2015	Not to Exceed: \$150,000

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
		Final deadline for submittal of claims is 01/31/2016 .	<p>guidelines, including user protocols for portal use: 90 Days From Project Start Date</p> <p>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</p> <p>ID potential MAC-G Coordinators and orient them to MAC Guide and processes: 150 Days From Project Start Date</p> <p>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</p> <p>Hold Mid progress report meeting with MAC-G Steering Committee: 210 Days From Project Start Date</p> <p>Evaluate portal use for MAC-G and ABAHO PHP Projects: 240 Days From Project Start Date</p> <p>Complete info portal training on additional info sharing functions such as collaborative workspace, real time info sharing:</p>		

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
			270 Days From Project Start Date Revise MAC Guide according to MAC Group meeting recommendations and present for approval to MAC Group: 300 Days From Project Start Date Finalize MAC Guide tools to accommodate PH-M incidents: 330 Days From Project Start Date Populate and maintain info portal with regional PH-M documents including MAC Guide and tools, regional PH-M exercise materials, etc. Test MAC-G guide and Portal during statewide MH exercise: 360 Days From Project Start Date		
Project E Enhance Medical, Public Health, and Mass Care Preparedness	Equipment	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 .	Sole Source Approval: 30 Days From Project Start Date Issuance of Purchase Order: 60 Days From Project Start Date Receive Equipment: 180 Days From Project Start Date Test Equipment: 190 Days From Project Start Date Conduct Training: 240 Days From Project Start Date Obtain Quotes: 15 Days From Project Start Date EOC Approval:	07/31/2015	Not to Exceed: \$75,000
Project F Strengthen Emergency	Equipment	Funds to procure and install Joint Information Center (JIC) equipment used to improve the Joint Information System (JIS).		12/31/2015	Not to Exceed: \$50,000

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
UASI Project Planning and Citizen Preparedness Capabilities		AEL# 21GN-00-OCEQ, 21GN-00-STAX, 21GN-00-INST	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	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 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. Final deadline for submittal of claims is 01/31/2016 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$400,186
Project H Enhance Homeland Security Exercise, Evaluation, and	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. Final deadline for submittal of claims is 01/31/2016 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$1,001,153

<u>UASI Project Letter and Title</u>	<u>Solution Area</u>	<u>Program Description</u>	<u>Projected Milestone Dates (to be completed on or about)</u>	<u>Deliverable Dates</u>	<u>Amount</u>
Training Program					
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Planning	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 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$100,000
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Training	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 .	See Table of Services, Deliverables and Timelines	12/31/2015	Not to Exceed: \$1,700,000
Project H Enhance Homeland Security Exercise, Evaluation, and Training Program	Exercise	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 .	See table of Services, Deliverables, and Timelines	12/31/2015	Not to Exceed: \$1,700,000
		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.

Task	Description	Deliverables/ Milestones	Schedule/Due Date
Task 1- Staffing, Program Standup and Transition	<p>1(a) Alameda shall maintain sufficient staffing to administer the Training and Exercise Program. The Team will consist of the following:</p> <ul style="list-style-type: none"> • 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

	<p>research, arrange training contracts, secure tracking numbers, and maintain a regional training schedule.</p> <ul style="list-style-type: none"> • One half FTE (.5) Lead Training Assistant • 1 Training Assistant 		
Develop Regional Training Plans	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>2(a) Draft Annual Training Plan for 2014.</p> <p>Discuss and finalize the Annual Training Plan at the February 2014 meeting of the Training and Exercise Regional Working Group.</p> <p>Monthly</p> <p>Ongoing</p> <p>Ongoing</p>	1/30/2015
	<p>2(b) Alameda shall develop a new 3-Year Regional Training and Exercise Plan.</p> <p>Regional Training Plan development shall include the following:</p> <ol style="list-style-type: none"> 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 	<p>2(b) Complete a review and update the Multi-year Regional Training and Exercise Plan. An addendum will be produced if necessary.</p> <p>The Training and Exercise Project Manager will attend the monthly Advisory Group Meetings and have relevant issues placed their agenda as necessary/appropriate.</p> <p>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.</p> <p>Ongoing, discussions at the</p>	8/1/2015

	shall propose and implement alternative delivery models for implementing training in the most efficient way possible. This may include the use of satellite training facilities located throughout the Bay Area region, distance learning proposals, consolidated vendor contracts to obtain package deals, and alternative scheduling of courses to minimize backfill and overtime.	monthly Training and Exercise Workgroup Meetings	
Task 3 – Implementation and Operation of Regional Training course program	<p>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:</p> <ol style="list-style-type: none"> 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. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing - Randomly attend training course to evaluate the delivery of training.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Monthly reports due on the 14th of the next month. Quarterly reports provided to the Approval Authority as directed and scheduled by UASI Management.</p>	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

	or other exercises within the region to ensure use of UASI funded training and equipment.		
Task 4a - Regional Overhead Planning team	<p>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</p> <ol style="list-style-type: none"> 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. 	<p>Convene continuing meetings of the REOPT, including noticing of the meeting, developing an agenda, posting minutes.</p>	<p>1/1/2015</p> <p>12/31/2015</p>
Task 4b - Exercise Plans	<p>4b (1) Urban Shield 2015</p> <p>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.</p> <p>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</p>	<p>4b (1) Preliminary planning meeting shall occur in March 2014.</p> <p>Initial Exercise Planning meeting shall be convened in March, 2015.</p> <p>Exercise Budget shall be due on July 1, 2015.</p>	<p>12/31/2015</p>
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.	<p>Urban Shield 2015 – December 31 2015</p> <p>Other Exercises as</p>

	in future Exercises, and any performance gaps are identified for possible future funding by the UASI.		identified, within 90 days.
Task 5.- Periodic Reports	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	<p>Written reports shall be completed by the 15th day following the end of the month.</p> <p>Regional Training and Exercise Grant report due December 30, 2014</p>	<p>Due dates – 15th of each month for the preceding month.</p> <p>12/31/2015</p>
Task 6 – Reimbursement Requests	<p>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.</p> <p>Alameda shall submit all required backup documentation including contracts and MOUs, invoices, proof of payment, payroll documents for any backfill or overtime, if applicable.</p>	Alameda shall submit Quarterly reimbursement requests.	Quarterly Basis

Salaries Based on 12 Month Performance Period

PROJECT H -Training & Exercise	
T&E Project Mgr	\$400,186.00
T&E Staff	\$1,001,153.00
Training	\$1,700,000.00
Exercise	\$1,700,000.00
Project H - Total	\$4,801,339.00
PROJECT I – Management & Administration	
Management & Administration	\$100,000.00
Project I - Total	\$100,000.00
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:
- FY 2014 Homeland Security Grant Program Funding Opportunity Announcement, dated March 16, 2014, http://www.fema.gov/media-library-data/1395161200285-5b07ed0456056217175fbdee28d2b06e/FY_2014_HSGP_FOA_Final.pdf
- California Supplement to the Federal Funding Opportunity Announcement, dated May 2014, available at <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx> as "FY 2014 Homeland Security Grant Program State Supplement."
- Authorized Equipment List:
https://www.llis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf
- Office of Justice Programs Financial and Administrative Guide for Grants:
http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf
- Cal OES Rules and Regulations:
<http://www.calema.ca.gov/GrantsMonitoring/Pages/Rules%20and%20Regulations.aspx>
- CalOES 2014 Recipient Handbook:
http://www.calema.ca.gov/PublicSafetyandVictimServices/Documents/MiscReports/2014_Recipient_Handbook.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.

- (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:

Project	Payee	Amount	Description	If final claim for project, check box
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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:

Print Name _____ Phone #: _____ Email: _____