

## **Grant Proposals for Strategic Goal 10**

**Improve the functional and operational capabilities of DOCs.**

# FY09 State Homeland Security Grant Program Project Proposal Form

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [xushie.brue@sfgov.org](mailto:xushie.brue@sfgov.org) by June 26, 2009.

1. Department: Board of Supervisors  
 2. Point of Contact: Alvin Moses  
 3. Phone: 554-6234  
 4. Email: [Alvin.Moses@sfgov.org](mailto:Alvin.Moses@sfgov.org)  
 5. Project Title: Primary DOC Equipment Purchase

6. Below are the six National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY09 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

1. Measures progress in achieving the National Preparedness Guidelines
2. Strengthen preparedness planning
3. Strengthen (IED) attack deterrence, prevention, and protection capabilities
4. Strengthen Preventive Radiological/Nuclear Detection Capabilities
5. Strengthen Information Sharing and Collaboration Capabilities
6. Strengthen Medical Surge and Mass Prophylaxis

7. Complete the FY09 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category.

(check the appropriate box(es) on the left side)

Program Category	Funding Request
<input type="checkbox"/> Planning	\$
<input checked="" type="checkbox"/> Equipment	\$19,899.00
<b>Total Project Costs</b>	
	<b>\$19,899.00</b>

Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.

All Training and Exercise request will go through the Training & Exercise Committee, and refer to <http://mission.sfgov.org/doccenter/DocAdminList.asp> x or contact Jill Raycroft at [jill.raycroft@sfgov.org](mailto:jill.raycroft@sfgov.org)

8. Program Sub-category: Once you have identified the program category above (planning, and equipment,) please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment	
<input type="checkbox"/> Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario <input type="checkbox"/> Develop and implement homeland security support programs and adopting ongoing DHS national initiatives <input type="checkbox"/> Develop related terrorism prevention activities <input type="checkbox"/> Develop and Enhance Plans and Protocols <input type="checkbox"/> Develop or Conduct Assessments <input type="checkbox"/> Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties) <input type="checkbox"/> Conferences to facilitate planning activities <input type="checkbox"/> Travel/per diem related to planning activities <input type="checkbox"/> Overtime and backfill costs (IAW operational Cost Guidance) <input type="checkbox"/> Other project areas with prior approval from FEMA	<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Explosive Device Mitigation and Remediation Equip <input type="checkbox"/> CBRNE Search and Rescue Equipment <input checked="" type="checkbox"/> Interoperable Communications Equipment <input type="checkbox"/> Detection Equipment <input type="checkbox"/> Decontamination Equipment <input type="checkbox"/> Physical Security Enhancement Equipment <input type="checkbox"/> Terrorism Incident Prevention Equipment <input type="checkbox"/> CBRNE Logistical Support Equipment <input type="checkbox"/> CBRNE Incident Response Vehicle <input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals	<input type="checkbox"/> CBRNE Reference Materials <input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip <input type="checkbox"/> CBRNE Response Watercraft <input type="checkbox"/> CBRNE Aviation Equipment <input type="checkbox"/> Intervention Equipment <input type="checkbox"/> CERT Team Member and Volunteer Responder Equip <input type="checkbox"/> Cyber Security <input checked="" type="checkbox"/> Information Technology <input checked="" type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category

9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY09 Budget Worksheet. WITHOUT AN AEL NUMBER THE REQUEST IS INELIGIBLE. There will be a separate AEL# for each type of equipment that is being purchased.

**Project Narrative:** Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.

**10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.**

**This is a new project.**

**11. Project Description. This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.**

**To purchase the equipment needed to properly outfit the Board of Supervisors' Primary Department Operations Center (DOC), so that it will be fully functional in the event of an emergency.**

**12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends September, 2011).**

**Within 90 days of the receipt of this grant we will obtain quotes for the purchase of this equipment, within 180 days we will have purchased the equipment.**

**13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.**

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
2.  Enhance the City's emergency management and homeland security training and exercise program
3.  Ensure sufficient voice and data communication capabilities are in place to allow for effective inter-agency, multi-jurisdictional communication.
4.  Improve community disaster preparedness and response capabilities
5.  Secure the City leadership's commitment and adequate, sustainable funding for emergency management and homeland security capabilities, and define the DEM/DES role.
6.  Build the City's threat gathering and analysis capabilities
7.  Strengthen chemical, biological, radiological, nuclear and explosive detection capabilities
8.  Develop and implement a comprehensive critical infrastructure protection program
9.  Ensure consistent use of the National Incident Management System and Incident Command System
10.  Improve the functional and operational capabilities of Department Operating Centers
11.  Identify and formalize a resource logistics and distribution strategy.
12.  Coordinate and participate in regional efforts to effectively utilize volunteers
13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

**Improve the functional and operational capabilities of the Board of Supervisor's DOC. This project fits within the framework of San Francisco Strategic goal 10.**

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

**No.**

**16. How does enhancing the local capabilities enhance the regional capabilities?**

**N/A**



# FY09 State Homeland Security Grant Program Project Proposal Form

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [xushie.brue@sfgov.org](mailto:xushie.brue@sfgov.org) by June 26, 2009.

- 1. Department: Board of Supervisors
- 2. Point of Contact: Alvin Moses
- 3. Phone: 554-6234
- 4. Email: [Alvin.Moses@sfgov.org](mailto:Alvin.Moses@sfgov.org)
- 5. Project Title: Secondary DOC Equipment Purchase

6. Below are the six National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY09 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

- 1. Measures progress in achieving the National Preparedness Guidelines
- 2. Strengthen preparedness planning
- 3. Strengthen (IED) attack deterrence, prevention, and protection capabilities
- 4. Strengthen Preventive Radiological/Nuclear Detection Capabilities
- 5. Strengthen Information Sharing and Collaboration Capabilities
- 6. Strengthen Medical Surge and Mass Prophylaxis

7. Complete the FY09 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category. (check the appropriate box(es) on the left side)

Program Category	Funding Request
<input type="checkbox"/> Planning	\$
<input checked="" type="checkbox"/> Equipment	\$94,730.68
<b>Total Project Costs</b> <span style="float: right;"><b>\$94,730.68</b></span>	

*Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.*

*All Training and Exercise request will go through the Training & Exercise Committee, and refer to <http://mission.sfgov.org/doccenter/DocAdminList.aspx> or contact Jill Raycroft at [jill.raycroft@sfgov.org](mailto:jill.raycroft@sfgov.org)*

8. Program Sub-category: Once you have identified the program category above (planning, and equipment,) please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario</li> <li><input type="checkbox"/> Develop and implement homeland security support programs and adopting ongoing DHS national initiatives</li> <li><input type="checkbox"/> Develop related terrorism prevention activities</li> <li><input type="checkbox"/> Develop and Enhance Plans and Protocols</li> <li><input type="checkbox"/> Develop or Conduct Assessments</li> <li><input type="checkbox"/> Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)</li> <li><input type="checkbox"/> Conferences to facilitate planning activities</li> <li><input type="checkbox"/> Travel/per diem related to planning activities</li> <li><input type="checkbox"/> Overtime and backfill costs (IAW operational Cost Guidance)</li> <li><input type="checkbox"/> Other project areas with prior approval from FEMA</li> </ul>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Personal Protective Equipment</li> <li><input type="checkbox"/> Explosive Device Mitigation and Remediation Equip</li> <li><input type="checkbox"/> CBRNE Search and Rescue Equipment</li> <li><input checked="" type="checkbox"/> Interoperable Communications Equipment</li> <li><input type="checkbox"/> Detection Equipment</li> <li><input type="checkbox"/> Decontamination Equipment</li> <li><input type="checkbox"/> Physical Security Enhancement Equipment</li> <li><input type="checkbox"/> Terrorism Incident Prevention Equipment</li> <li><input type="checkbox"/> CBRNE Logistical Support Equipment</li> <li><input type="checkbox"/> CBRNE Incident Response Vehicle</li> <li><input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> CBRNE Reference Materials</li> <li><input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip</li> <li><input type="checkbox"/> CBRNE Response Watercraft</li> <li><input type="checkbox"/> CBRNE Aviation Equipment</li> <li><input type="checkbox"/> Intervention Equipment</li> <li><input type="checkbox"/> CERT Team Member and Volunteer Responder Equip</li> <li><input type="checkbox"/> Cyber Security</li> <li><input type="checkbox"/> Information Technology</li> <li><input checked="" type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Personal Protective Equipment</li> <li><input type="checkbox"/> Explosive Device Mitigation and Remediation Equip</li> <li><input type="checkbox"/> CBRNE Search and Rescue Equipment</li> <li><input checked="" type="checkbox"/> Interoperable Communications Equipment</li> <li><input type="checkbox"/> Detection Equipment</li> <li><input type="checkbox"/> Decontamination Equipment</li> <li><input type="checkbox"/> Physical Security Enhancement Equipment</li> <li><input type="checkbox"/> Terrorism Incident Prevention Equipment</li> <li><input type="checkbox"/> CBRNE Logistical Support Equipment</li> <li><input type="checkbox"/> CBRNE Incident Response Vehicle</li> <li><input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CBRNE Reference Materials</li> <li><input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip</li> <li><input type="checkbox"/> CBRNE Response Watercraft</li> <li><input type="checkbox"/> CBRNE Aviation Equipment</li> <li><input type="checkbox"/> Intervention Equipment</li> <li><input type="checkbox"/> CERT Team Member and Volunteer Responder Equip</li> <li><input type="checkbox"/> Cyber Security</li> <li><input type="checkbox"/> Information Technology</li> <li><input checked="" type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category</li> </ul>
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9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY09 Budget Worksheet. WITHOUT AN AEL NUMBER THE REQUEST IS INELIGIBLE. There will be a separate AEL# for each type of equipment that is being purchased.

**Project Narrative:** Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.

**10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.**

**This is a new project.**

**11. Project Description.** This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.

**To purchase the equipment needed to properly outfit the Board of Supervisors' Secondary Department Operations Center (DOC), so that it will be fully functional in the event of an emergency.**

**12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends September, 2011).**

**Within 90 days of the receipt of this grant we will obtain quotes for the purchase of this equipment, within 360 days we will have purchased the equipment.**

**13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.**

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
2.  Enhance the City's emergency management and homeland security training and exercise program
3.  Ensure sufficient voice and data communication capabilities are in place to allow for effective inter-agency, multi-jurisdictional communication.
4.  Improve community disaster preparedness and response capabilities
5.  Secure the City leadership's commitment and adequate, sustainable funding for emergency management and homeland security capabilities, and define the DEM/DES role.
6.  Build the City's threat gathering and analysis capabilities
7.  Strengthen chemical, biological, radiological, nuclear and explosive detection capabilities
8.  Develop and implement a comprehensive critical infrastructure protection program
9.  Ensure consistent use of the National Incident Management System and Incident Command System
10.  Improve the functional and operational capabilities of Department Operating Centers
11.  Identify and formalize a resource logistics and distribution strategy.
12.  Coordinate and participate in regional efforts to effectively utilize volunteers
13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

**Improve the functional and operational capabilities of the Board of Supervisor's DOC. This project fits within the framework of San Francisco Strategic goal 10.**

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

**No.**

**16. How does enhancing the local capabilities enhance the regional capabilities?**

**N/A**





# FY09 State Homeland Security Grant Program Project Proposal Form

RECEIVED  
JUN 6 2009  
BY:

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [xushie.brue@sfgov.org](mailto:xushie.brue@sfgov.org) by June 26, 2009.

- 1. Department: GSA Fleet Management / Central Shops
- 2. Point of Contact: David Del Grande
- 3. Phone: 415.550.4603
- 4. Email: [dave.del.grande@sfgov.org](mailto:dave.del.grande@sfgov.org)
- 5. Project Title: Security Gate

6. Below are the six National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY09 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

- 1. Measures progress in achieving the National Preparedness Guidelines
- 2. Strengthen preparedness planning
- 3. Strengthen (IED) attack deterrence, prevention, and protection capabilities
- 4. Strengthen Preventive Radiological/Nuclear Detection Capabilities
- 5. Strengthen Information Sharing and Collaboration Capabilities
- 6. Strengthen Medical Surge and Mass Prophylaxis

7. Complete the FY09 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category.

(check the appropriate box(es) on the left side)

Program Category	Funding Request
<input type="checkbox"/> Planning	\$
<input checked="" type="checkbox"/> Equipment	\$115,000.00
<b>Total Project Costs</b>	<b>\$115,000.00</b>

Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.

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8. Program Sub-category: Once you have identified the program category above (planning, and equipment,) please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment
<input type="checkbox"/> Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario <input type="checkbox"/> Develop and implement homeland security support programs and adopting ongoing DHS national initiatives <input type="checkbox"/> Develop related terrorism prevention activities <input type="checkbox"/> Develop and Enhance Plans and Protocols <input type="checkbox"/> Develop or Conduct Assessments <input type="checkbox"/> Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties) <input type="checkbox"/> Conferences to facilitate planning activities <input type="checkbox"/> Travel/per diem related to planning activities <input type="checkbox"/> Overtime and backfill costs (IAW operational Cost Guidance) <input type="checkbox"/> Other project areas with prior approval from FEMA	<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Explosive Device Mitigation and Remediation Equip <input type="checkbox"/> CBRNE Search and Rescue Equipment <input type="checkbox"/> Interoperable Communications Equipment <input type="checkbox"/> Detection Equipment <input type="checkbox"/> Decontamination Equipment <input checked="" type="checkbox"/> Physical Security Enhancement Equipment <input type="checkbox"/> Terrorism Incident Prevention Equipment <input type="checkbox"/> CBRNE Logistical Support Equipment <input type="checkbox"/> CBRNE Incident Response Vehicle <input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals <input type="checkbox"/> CBRNE Reference Materials <input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip <input type="checkbox"/> CBRNE Response Watercraft <input type="checkbox"/> CBRNE Aviation Equipment <input type="checkbox"/> Intervention Equipment <input type="checkbox"/> CERT Team Member and Volunteer Responder Equip <input type="checkbox"/> Cyber Security <input type="checkbox"/> Information Technology <input type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category

9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY09 Budget Worksheet. WITHOUT AN AEL NUMBER THE REQUEST IS INELIGIBLE. There will be a separate AEL# for each type of equipment that is being purchased.

Project Narrative: Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.



This request is for equipment to properly secure the City's vehicle maintenance and refueling resources for police, fire, public works and other infrastructure related-equipment.

10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.

YES

11. Project Description. This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.

This project would secure the facility at 1880 Jerrold where Police, Fire, Ambulance and Public Works vehicles are repaired and maintained. Ensuring that these vehicles are secure from trespassers and outside tampering is of great value as they are normally in-service and loaded with their respective equipment.

The project includes installation of a rolling security gate and barrier (chain link and barbed wire) with electronic proximity controls and pedestrian access to replace a manual swinging type gate. This gate would allow for 24x7 restricted vehicle access. Currently, the existing gate remains open from 6:00am to 6:00pm from Monday through Friday creating potential security issues and access to countless city vehicles, equipment, tools and resources. The replacement of this swinging type gate with the requested type would ensure limited vehicle and pedestrian access throughout the day.

As part of the electrical installation, extra conduit would be installed to carry the power and communication wire required to supply a new guard structure placed adjacent to the gate.

12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends September, 2011).

Fall 2009	Receive grant approval
Spring 2010	Order security gate
Spring 2010	Install gate & final acceptance

13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
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8.  Develop and implement a comprehensive critical infrastructure protection program
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11.  Identify and formalize a resource logistics and distribution strategy.
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13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

This project would allow the City to secure existing public safety investments and maintain a secure facility without using personnel to monitor the entry of vehicles and equipment during daily operations as well as an emergency event. This manpower could be better utilized to perform critical duties where needed.

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

NO. Although regional resources may need the services of Central Shops in the event of a disaster.

**16. How does enhancing the local capabilities enhance the regional capabilities**

N/A. Better able to support mutual aid processes and operations.

<b>Planning</b>				
Project Description	Final Deliverable (What plan will be completed at the end of this project?)	Anticipated Completion Date	Program Category	Planning Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			<b>Total</b>	\$ -

All columns must be completed. Planning projects with incomplete budgets will not be considered.

<b>Equipment</b>			
Equipment Description	Authorized Equipment List (AEL) <small>go to: <a href="https://www.rkb.us/">https://www.rkb.us/</a></small>	AEL Title	Equipment Cost
Security Gate	14SW-01-DOOR	Doors and Gates, Imp Physical Security Enh	\$ 115,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		<b>Total</b>	\$ 115,000.00

All columns must be completed. Equipment projects with incomplete budgets will not be considered.

<b>Personnel</b>							
Functional Title	New Position (Yes/No)	Civil Service Title	Class	Percentage of FTE Requested	Percentage of FTE department will match*	Personnel Cost (including fringe)	Total Amount Requested
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						<b>Total</b>	<b>\$ -</b>

All columns must be completed. Personnel projects with incomplete budgets will not be considered. (Note: Grant funds can not be used to pay for existing general fund positions.)

\*Priority will be given to departments with matching funds.

**Total Project Cost \$ 115,000.00**

# FY09 State Homeland Security Grant Program Project Proposal Form

RECEIVED  
JUN 26 2009  
BY:

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [xushie.brue@sfgov.org](mailto:xushie.brue@sfgov.org) by June 26, 2009.

1. Department: SF Unified School District  
 2. Point of Contact: Walter Patrick  
 3. Phone: 730 4021  
 4. Email: patrickw@sfusd.edu  
 5. Project Title: DOC Enhancements

6. Below are the six National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY09 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

- 1. Measures progress in achieving the National Preparedness Guidelines
- 2. Strengthen preparedness planning
- 3. Strengthen (IED) attack deterrence, prevention, and protection capabilities
- 4. Strengthen Preventive Radiological/Nuclear Detection Capabilities
- 5. Strengthen Information Sharing and Collaboration Capabilities
- 6. Strengthen Medical Surge and Mass Prophylaxis

7. Complete the FY09 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category.

(check the appropriate box(es) on the left side)

Program Category	Funding Request
<input type="checkbox"/> Planning	\$
<input checked="" type="checkbox"/> Equipment	\$15,594.00
<b>Total Project Costs</b>	
	<b>\$15,594.00</b>

*Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.*

*All Training and Exercise request will go through the Training & Exercise Committee, and refer to <http://mission.sfgov.org/doccenter/DocAdminList.asp> or contact Jill Raycroft at [jill.raycroft@sfgov.org](mailto:jill.raycroft@sfgov.org)*

8. **Program Sub-category:** Once you have identified the program category above (planning, and equipment,) please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario</li> <li><input type="checkbox"/> Develop and implement homeland security support programs and adopting ongoing DHS national initiatives</li> <li><input type="checkbox"/> Develop related terrorism prevention activities</li> <li><input type="checkbox"/> Develop and Enhance Plans and Protocols</li> <li><input type="checkbox"/> Develop or Conduct Assessments</li> <li><input type="checkbox"/> Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)</li> <li><input type="checkbox"/> Conferences to facilitate planning activities</li> <li><input type="checkbox"/> Travel/per diem related to planning activities</li> <li><input type="checkbox"/> Overtime and backfill costs (IAW operational Cost Guidance)</li> <li><input type="checkbox"/> Other project areas with prior approval from FEMA</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Personal Protective Equipment</li> <li><input type="checkbox"/> Explosive Device Mitigation and Remediation Equip</li> <li><input type="checkbox"/> CBRNE Search and Rescue Equipment</li> <li><input type="checkbox"/> Interoperable Communications Equipment</li> <li><input type="checkbox"/> Detection Equipment</li> <li><input type="checkbox"/> Decontamination Equipment</li> <li><input type="checkbox"/> Physical Security Enhancement Equipment</li> <li><input type="checkbox"/> Terrorism Incident Prevention Equipment</li> <li><input type="checkbox"/> CBRNE Logistical Support Equipment</li> <li><input type="checkbox"/> CBRNE Incident Response Vehicle</li> <li><input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals</li> <li><input type="checkbox"/> CBRNE Reference Materials</li> <li><input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip</li> <li><input type="checkbox"/> CBRNE Response Watercraft</li> <li><input type="checkbox"/> CBRNE Aviation Equipment</li> <li><input type="checkbox"/> Intervention Equipment</li> <li><input type="checkbox"/> CERT Team Member and Volunteer Responder Equip</li> <li><input type="checkbox"/> Cyber Security</li> <li><input type="checkbox"/> Information Technology</li> <li><input checked="" type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category</li> </ul>

9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY09 Budget Worksheet. WITHOUT AN AEL NUMBER THE REQUEST IS INELIGIBLE. There will be a separate AEL# for each type of equipment that is being purchased.

**Project Narrative:** Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space. Over the last fiscal year

the SF Unified School District has partnered with the Department of Emergency Management to enhance its ability to respond and recover to all incidents. This work is highlighted through the upcoming completion of the new District EOP and Site Template, as well as several DOC staff trainings.

However, as one of the 21 recognized DOC's that work in Partnership with the City, the facility in which the DOC is located is sorely lacking in its supplies and equipment. Through this grant the District hopes to model its DOC after the City's alternate EOC. This money will be used to procure crucial supplies such as lap tops, storage bins, push carts and office supplies.

**10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.**

yes

**11. Project Description. This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.**

This SFUSD DOC enhancement project has just begun. The District recently installed a handful of new telephone lines and a fax line into the room. We have also identified a room to store all DOC equipment while the DOC is inactive. However, outside of these minor improvements, the SFUSD DOC lacks the basic tools and supplies to function properly.

The main objective of this project is to build up the resources available to those members of the District responding to emergencies and provide them with a sufficient and functioning DOC to work in. The main target capabilities this project supports is Emergency Operations Center Management as well as Critical Resource Logistics and Distribution.

**12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends September, 2011).**

90 Days – The first round of office supplies will be purchased (pens, paper, storage bins, etc)

270 Days – The rest of the supplies will be purchased. This will include the lap tops and lap top cart.

**13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.**

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
2.  Enhance the City's emergency management and homeland security training and exercise program
3.  Ensure sufficient voice and data communication capabilities are in place to allow for effective inter-agency, multi-jurisdictional communication.
4.  Improve community disaster preparedness and response capabilities
5.  Secure the City leadership's commitment and adequate, sustainable funding for emergency management and homeland security capabilities, and define the DEM/DES role.
6.  Build the City's threat gathering and analysis capabilities
7.  Strengthen chemical, biological, radiological, nuclear and explosive detection capabilities
8.  Develop and implement a comprehensive critical infrastructure protection program
9.  Ensure consistent use of the National Incident Management System and Incident Command System
10.  Improve the functional and operational capabilities of Department Operating Centers
11.  Identify and formalize a resource logistics and distribution strategy.
12.  Coordinate and participate in regional efforts to effectively utilize volunteers
13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

This grant will be used strictly to buy supplies and equipment necessary to maintain and operate a fully functional Department Operation Center. The supplies purchased through this grant will allow the District to respond and manage each incident that arises efficiently. This will in turn help in the maintaining and sustaining of a citywide, comprehensive, risk – based emergency management and homeland security program by allowing the District to better respond to their own incidents while improving its capabilities to partner and communicate with the City.

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

NO

**16. How does enhancing the local capabilities enhance the regional capabilities?**

By enhancing local capabilities it makes the City and County of San Francisco more self reliant and self sustaining thus providing less of a strain on the region and the state for resources and aid.

Project Description	Final Deliverable (What plan will be completed at the end of this project?)	Anticipated Completion Date	Program Category	Planning Cost
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$ -

All columns must be completed. Planning projects with incomplete budgets will not be considered.

Equipment Description	Authorized Equipment List (AEL) go to: <a href="https://www.kb.us/">https://www.kb.us/</a>	AEL Title	Program Category	Equipment Cost
6730-B HP Compaq Computer (10)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 8,290.00
Notebook Computer Cart (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 1,300.00
Multimedia Projector (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 800.00
Canon Fax (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 280.00
2 door steel mobile utility cabinet (2)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 650.00
Service utility cart (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 155.00
Mobile Workmate (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 125.00
13-Gallon Wing-Lid Tote (6)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 126.00
Surge Protectors (10)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 350.00
Weather Ready Led Crank Light (10)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 180.00
Heavy Duty Extension Cord (2)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 60.00
Gooseneck Desk Lamp (10)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 300.00
Extension Card (10)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 95.00
Tripp Lite Easel (2)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 340.00
Paper Shredder (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 40.00
Erasable Monthly Calendar (1)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 30.00
Dry Erase Cleaner (2)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 8.00
Office Supply Paper (2)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 90.00
Bic/pen (20)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 40.00
Hi-Liter (4)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 32.00
Duct Tape (5)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 43.00
Painter Tape (4)	21GN-00-0CEQ	Equipment/Supplies, informat	Information Technology	\$ 19.00
Ham Radio Antenna/Power Supply Con	21GN-00-0CEQ	Equipment/Supplies, informat	Interoperable Communications E	\$ 2,176.00
	Total			\$ 15,594.00

All columns must be completed. Equipment projects with incomplete budgets will not be considered.

Functional Title	New Position (Yes/No)	Civil Service Title	Class	Percentage of FTE Requested	Personnel Cost (including fringe)	Total Amount Requested
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
				Total	\$ -	\$ -

Total Project Cost \$ 15,594.00

All columns must be completed. Personnel projects with incomplete budgets will not be considered. (Note: Grant funds can not be used to pay for existing general fund positions.)  
\*Priority will be given to departments with matching funds.



# FY09 State Homeland Security Grant Program

## Project Proposal Form

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [xushie.brue@sfgov.org](mailto:xushie.brue@sfgov.org) by June 26, 2009.

1. Department: Department of Public Works  
 2. Point of Contact: Cynthia Chono  
 3. Phone: 554-6901  
 4. Email: Cynthia.Chono@sfdpw.org  
 5. Project Title: DOC ESF 3 Workshop

6. Below are the six National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY09 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

1. Measures progress in achieving the National Preparedness Guidelines
2. Strengthen preparedness planning
3. Strengthen (IED) attack deterrence, prevention, and protection capabilities
4. Strengthen Preventive Radiological/Nuclear Detection Capabilities
5. Strengthen Information Sharing and Collaboration Capabilities
6. Strengthen Medical Surge and Mass Prophylaxis

7. Complete the FY09 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category.

(check the appropriate box(es) on the left side)

Program Category	Funding Request
<input type="checkbox"/> Planning	\$ 12,000.00
<input type="checkbox"/> Equipment	\$
<b>Total Project Costs</b>	
	<b>\$12,000.000</b>

*Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.*

*All Training and Exercise request will go through the Training & Exercise Committee, and refer to <http://mission.sfgov.org/doccenter/DocAdminList.asp> or contact Jill Raycroft at [jill.raycroft@sfgov.org](mailto:jill.raycroft@sfgov.org)*

8. Program Sub-category: Once you have identified the program category above (planning, and equipment,) please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment	
<input type="checkbox"/> Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario <input type="checkbox"/> Develop and implement homeland security support programs and adopting ongoing DHS national initiatives <input type="checkbox"/> Develop related terrorism prevention activities <input type="checkbox"/> Develop and Enhance Plans and Protocols <input type="checkbox"/> Develop or Conduct Assessments <input type="checkbox"/> Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties) <input checked="" type="checkbox"/> Conferences to facilitate planning activities <input type="checkbox"/> Travel/per diem related to planning activities <input type="checkbox"/> Overtime and backfill costs (IAW operational Cost Guidance) <input type="checkbox"/> Other project areas with prior approval from FEMA	<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Explosive Device Mitigation and Remediation Equip <input type="checkbox"/> CBRNE Search and Rescue Equipment <input type="checkbox"/> Interoperable Communications Equipment <input type="checkbox"/> Detection Equipment <input type="checkbox"/> Decontamination Equipment <input type="checkbox"/> Physical Security Enhancement Equipment <input type="checkbox"/> Terrorism Incident Prevention Equipment <input type="checkbox"/> CBRNE Logistical Support Equipment <input type="checkbox"/> CBRNE Incident Response Vehicle <input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals	<input type="checkbox"/> CBRNE Reference Materials <input type="checkbox"/> Agriculture Terrorism Prevention, Response and Mitigation Equip <input type="checkbox"/> CBRNE Response Watercraft <input type="checkbox"/> CBRNE Aviation Equipment <input type="checkbox"/> Intervention Equipment <input type="checkbox"/> CERT Team Member and Volunteer Responder Equip <input type="checkbox"/> Cyber Security <input type="checkbox"/> Information Technology <input type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category

9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY09 Budget Worksheet. WITHOUT AN AEL NUMBER THE REQUEST IS INELIGIBLE. There will be a separate AEL# for each type of equipment that is being purchased.

**Project Narrative:** Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.

**10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.**

Yes

**11. Project Description. This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.**

Emergency Support Function #3: Public Works & Engineering annex to the Emergency Response Plan was issued March 2009. DPW is identified as the coordinating agency of ESF #3. The objectives of a DOC ESF#3 workshop are: 1) educate DPW staff on roles and responsibilities in ESF3 2) identify gaps between DPW Disaster Plan and ESF #3 and 3) align DPW Disaster Plan and DOC manual with the city's ERP and ESF#3.

**12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends September, 2011).**

Month 2: confirm project plan and detailed budget; assemble project team  
Month 4: reserve venue and confirm facilitators and presenters  
Month 5: send out invitations;  
Month 6: finalize agenda and materials – order printing and supplies  
Month 10: Conduct workshop  
Month 12: update and print new DPW Emergency Operations Plan and DOC Activation Manual

**13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.**

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
2.  Enhance the City's emergency management and homeland security training and exercise program
3.  Ensure sufficient voice and data communication capabilities are in place to allow for effective inter-agency, multi-jurisdictional communication.
4.  Improve community disaster preparedness and response capabilities
5.  Secure the City leadership's commitment and adequate, sustainable funding for emergency management and homeland security capabilities, and define the DEM/DES role.
6.  Build the City's threat gathering and analysis capabilities
7.  Strengthen chemical, biological, radiological, nuclear and explosive detection capabilities
8.  Develop and implement a comprehensive critical infrastructure protection program
9.  Ensure consistent use of the National Incident Management System and Incident Command System
10.  Improve the functional and operational capabilities of Department Operating Centers
11.  Identify and formalize a resource logistics and distribution strategy.
12.  Coordinate and participate in regional efforts to effectively utilize volunteers
13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

DPW is the identified in the ESF 3 annex as the coordinating agency. The training of staff on the ESF # 3 annex and aligning DPW's Disaster Plan and DOC Activation Manual with the city's ERP and annex will enhance DPW's ability to more effectively and efficiently use our resources, improve DPW's DOC functioning and strengthen the city's overall response efforts.

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

No

**16. How does enhancing the local capabilities enhance the regional capabilities?**

The efficient and effective use of local resources will allow the region to more effectively use regional resources.



# FY08 State Homeland Security Grant Program JUN 26 2009

## Project Proposal Form

BY: \_\_\_\_\_

Complete items 1-16 on the Project Proposal Form. Departments should turn in a completed Project Proposal Form and Budget Worksheet (excel document) for each project they are submitting. All project proposals and their corresponding budget worksheets must be submitted electronically to [krista.slanker@sfgov.org](mailto:krista.slanker@sfgov.org) by July 10, 2008.

1.	Department:	Controller's Office
2.	Point of Contact:	Jeannie Wong
3.	Phone:	415-554-7604
4.	Email:	Jeannie.wong@sfgov.org
5.	Project Title:	Controller's Office / Finance Section Emergency Polices and Plans

This section will be completed by the Goal Management Team:

Strategic Plan Goal Number:	Project Priority:
-----------------------------	-------------------

6. Below are the three National Overarching Priorities that have been identified by the Federal Department of Homeland Security as the priorities for FY08 funding. Please check the priority that will be directly supported by this Project. (check only one box on the left side)

- 1. Measures progress in achieving the National Preparedness Guidelines
- 2. Strengthens improvised explosive device (IED) attack deterrence, prevention, and protection capabilities
- 3. Strengthens preparedness planning

7. Complete the FY08 SHSGP Budget Worksheet and insert the amount of funding that is being requested for each Program Category.

(check the appropriate box(es) on the left side)

Program Category	Funding Request
<input checked="" type="checkbox"/> Planning	\$293,118.57
<input type="checkbox"/> Equipment	\$
<input type="checkbox"/> Training	\$
<b>Total Project Costs</b>	<b>*\$293,118.57</b>

Note: "Total Project Costs" on this form should match the "Total Project Costs" calculated in the budget worksheet.

\*See attached Project Budget Worksheet for assumptions and calculations.

8. **Program Sub-category:** Once you have identified the program category above (planning, equipment, or training), please select the sub-category that the project fits in based on the list below. The list below accounts for all eligible grant expenditures. If your project does not fit into one of the sub-categories, please contact the grant program manager to ensure your project is grant eligible.

Planning	Equipment	Training
<input type="checkbox"/> Citizen Corps Public Education / Outreach <input checked="" type="checkbox"/> Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams <input checked="" type="checkbox"/> Develop and Enhance Plans and Protocols <input checked="" type="checkbox"/> Develop or Conduct Assessments <input type="checkbox"/> Establish, Enhance or Evaluate Citizen Corps-related Volunteer Programs	<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Explosive Device Mitigation and Remediation Equip <input type="checkbox"/> CBRNE Search and Rescue Equipment <input type="checkbox"/> Interoperable Communications Equipment <input type="checkbox"/> Detection Equipment <input type="checkbox"/> Decontamination Equipment <input type="checkbox"/> Physical Security Enhancement Equipment <input type="checkbox"/> Terrorism Incident Prevention Equipment <input type="checkbox"/> CBRNE Logistical Support Equipment <input type="checkbox"/> CBRNE Incident Response Vehicle <input type="checkbox"/> Medical Supplies and Limited Types of Pharmaceuticals <input type="checkbox"/> CBRNE Reference Materials <input type="checkbox"/> AgTerror Prevention, Response and Mitigation Equip <input type="checkbox"/> CBRNE Response Watercraft <input type="checkbox"/> CBRNE Aviation Equipment <input type="checkbox"/> Intervention Equipment <input type="checkbox"/> CERT Team Member and Volunteer Responder Equip <input type="checkbox"/> Cyber Security <input type="checkbox"/> Information Technology <input type="checkbox"/> Other Authorized Equipment, contact grant program manager prior to selected this sub-category	<input type="checkbox"/> Backfill <input type="checkbox"/> Training Course and Program Development, Delivery, or Evaluation <input type="checkbox"/> Overtime



9. If your project is an equipment request, please find the Authorized Equipment List number from the [www.rkb.us](http://www.rkb.us) website and list it on the FY08 Budget Worksheet. There will be a separate AEL# for each type of equipment that is being purchased.

**Project Narrative:** Please note that the spaces below will expand & rollover to the next page as text is entered, and thus you are not limited to the amount of narrative provided per space.

10. Is this a new project? If not, provide the project name, the grant title and year funded, along with the TOTAL amount of grant funding that this project has received to date.

New Project.

11. **Project Description.** This response should include the current state of the project, objectives that will be accomplished, capability gap that this project is intended to address and accomplishments to date supporting the project.

The Controller's Office is currently endeavoring to finalize its Emergency Operations Plan (EOP), along with developing its Continuity of Operations Plan (COOP). The EOP and COOP will provide the guiding policies and procedures for the Finance & Administration Section (Finance Section) of the City and County of San Francisco. The Finance Section's scope of authority and areas of responsibility include: Emergency Financial Policies and Procedures, Employee Compensation, Accounts Payable, Cost Recovery and Training of the City's financial and payroll staffs. In addition, the Controller's Office is establishing its Departmental Operations Center (DOC) which will provide management, communication, coordination and support of the Finance Section's Branches and help direct and coordinate the various City departments' finance and payroll staffs during an emergency.

Lack of resources has prevented the Controller's Office from engaging in a comprehensive review of current policies and procedures, completing development of its EOP, COOP and DOC Plans, and providing comprehensive training to the City's financial and payroll staffs.

We are requesting one (1) grant-funded FTE (Class 1823) to help provide the necessary time and resources to complete the above noted Plans and to help develop and conduct training to the City's financial and payroll staffs as it relates to their responsibilities in support of the Finance Section and as articulated in the above noted Plans.

12. Please provide the major milestones for this project and a timeline that ensures the project will be started within 90-days of receiving the grant award and completed by the end of the grant performance period (performance period ends January, 2011).

**First 90 Days:**

- Hire 1823 within 6 – 8 weeks of grant funding.
- Orientation and familiarization with existing policies and procedures and draft Plans within 2 weeks of hire.
- Research and interviews with Finance Section Chief, Branch Directors, DOC Management, and Logistics Section Management within 4 weeks of hire.
- Gap analysis and draft recommendations within 6 weeks of hire.

**Major Milestones to be completed during Grant Performance Period, concluding January 2011:**

- Assist in finalizing the Finance Section of the City's Emergency Operations Plan.
- Work with the Logistics Section to close gaps, reduce duplication, clarify roles for tracking and accounting for procurement and continuity processes.
- Complete the Controller's Office Emergency Operations Plan and Continuity of Operations Plan.
- Coordinate and assemble all Plans, written documentation, forms and instructions.
- Develop Training Plan and execute trainings related to the Finance Section's EOP for the City and County of San Francisco financial and payroll staffs once EOP, COOP and DOC Plans are in place.

**13. In the table below, please identify the state investment justification(s) and strategic plan goal(s) that your project supports. Check at least one box from Sections I and one box from Section II.**

**I. State Investment Justifications (check one or more):**

1.  Strengthen communications capabilities
2.  Strengthen information sharing, collaboration capabilities and law enforcement investigations
3.  Strengthen medical and public health preparedness
4.  Enhance protection of critical infrastructure and key resources (enhance transportation and maritime security)
5.  Citizen preparedness and participation
6.  Enhance agriculture, food systems and animal health preparedness
7.  Enhance catastrophic incident planning, response and recover
8.  Enhance Homeland Security exercise, evaluation and training programs

**II. City and County of San Francisco All-Hazards Strategic Plan (circle one or more):**

1.  Develop, maintain, and sustain a citywide, comprehensive, risk-based emergency management and homeland security program
2.  Enhance the City's emergency management and homeland security training and exercise program
3.  Ensure sufficient voice and data communication capabilities are in place to allow for effective inter-agency, multi-jurisdictional communication.
4.  Improve community disaster preparedness and response capabilities
5.  Secure the City leadership's commitment and adequate, sustainable funding for emergency management and homeland security capabilities, and define the DEM/DES role.
6.  Build the City's threat gathering and analysis capabilities
7.  Strengthen chemical, biological, radiological, nuclear and explosive detection capabilities
8.  Develop and implement a comprehensive critical infrastructure protection program
9.  Ensure consistent use of the National Incident Management System and Incident Command System
10.  Improve the functional and operational capabilities of Department Operating Centers
11.  Identify and formalize a resource logistics and distribution strategy.
12.  Coordinate and participate in regional efforts to effectively utilize volunteers
13.  Coordinate and participate in regional efforts to effectively manage donations
14.  Improve chemical, biological, radiological, nuclear and explosive/weapons of mass destruction/hazardous materials response and decontamination capabilities
15.  Work with regional groups to develop evacuation and/or shelter-in-place plans and procedures
16.  Strengthen joint information center and emergency public information and warning capabilities
17.  Enhance public health, healthcare, and medical examiner readiness
18.  Strengthen mass care (sheltering, feeding, and related services) capabilities
19.  Enhance structural damage assessment capabilities
20.  Build the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident

**14. Describe how the project supports the identified Strategic Plan goals.**

Completion of the Controller's Emergency Operations Plan, Continuity of Operations Plan, establishment of its Departmental Operations Center and the development of finance-specific training to the City's financial and payroll staffs will help to ensure that the Finance Section of the City's emergency management structure is prepared to assume its responsibilities during an emergency. The development of emergency finance-related training to the City's financial and payroll staffs will help to ensure that the City's finance/payroll cores are trained, prepared and ready to execute their responsibilities supporting departments and the Finance Section during an emergency.

There are sixteen (16) critical departments that may have major responsibilities during an emergency. The Controller's Office has directed each of these departments to include a "Finance Section" within these departments' Departmental Operations Center. It is important that these finance and payroll staffs understand the Controller's/Finance Section EOP, COOP and DOC Plans and their related responsibilities. These departments are:

1. Airport
2. Building Inspection
3. Emergency Services
4. Fire
5. General Services Agency (Admin Svcs, Animal Control & Care, Telecommunication & Information Systems, and Medical Examiner)
6. Human Services Agency
7. Human Resources
8. Parking & Traffic / Municipal Transportation Agency
9. Police
10. Port of San Francisco



- 11. Public Health
- 12. Public Utilities
- 13. Public Works
- 14. Recreation and Parks
- 15. Sherriff
- 16. San Francisco Unified School District

Since the Controller's Office is the lead agency responsible for the finances of the City, a coordinated emergency management structure, following the appropriate policies and procedures, is essential to the successful management of a major emergency incident and the City's ability to recover, both in terms of the City's internal structure and in support of the San Francisco City & County community-at-large. Therefore, the establishment of a strong financial emergency plan and the ability to maintain continuity of operations are critical components in building the City's capabilities to restore lifelines and facilitate economic and community recovery following a major incident.

**15. Is the project regional in nature? If yes, please explain. (Projects with a regional scope may be eligible for additional funding opportunities.)**

FY08 State Homeland Security Grant Program  
Project Budget Worksheet

	Project Description	Program Category	Program Sub-Category	AEL#	Cost
<b>Planning</b>					
	<p><b>Controller's Office / Finance Section Emergency Policies and Plans:</b> The Controller's Office is currently endeavoring to finalize its Emergency Operations Plan (EOP), along with developing its Continuity of Operations Plan (COOP). The EOP and COOP will provide the guiding policies and procedures for the Finance &amp; Administration Section (Finance Section) of the City and County of San Francisco. The Finance Section's scope of authority and areas of responsibility include: Emergency Financial Policies and Procedures, Employee Compensation, Accounts Payable, Cost Recovery and Training of the City's financial and payroll staffs. In addition, the Controller's Office is establishing its Departmental Operations Center (DOC) which will provide management, communication, coordination and support of the Finance Section's Branches and help direct and coordinate the various City departments' finance and payroll staffs during an emergency.</p>	Planning	Develop or Conduct Assessments		
	<p>Lack of resources has prevented the Controller's Office from engaging in a comprehensive review of current policies and procedures, completing development of its EOP, COOP and DOC plans, and providing comprehensive training to the City's financial and payroll staffs.</p> <p>We are requesting one (1) grant-funded FTE (Class 1823) to help provide the necessary time and resources to complete the above noted Plans and to help develop and conduct training to the City's financial</p>				\$ -
	Salary Increase Assumptions				
	Sept 2008 - Dec 2008 (92,482 / year per MOU) = 7,706 / mth + .30 MFB				\$ 40,071.20
	Jan 2009 - Jun 2009 (95,654 / year per MOU) = 7,971 / mth + .30 MFB				\$ 62,173.80
	Jul 2009 - Dec 2009 (at same rate Jan - Jun 2009, assumed)				\$ 62,173.80
	Jan 2010 - Dec 2010 (assumes 3.5 increase to salary)				\$ 128,699.77
					\$ -
	<b>Total Planning</b>				\$ 293,118.57
<b>Equipment</b>					
					\$ -
	<b>Total Equipment</b>				\$ -
<b>Training</b>					
					\$ -
	<b>Total Training</b>				\$ -
<b>Total Project Cost</b>				*	\$ 293,118.57