

Grant Proposals for Strategic Goal 1

Develop, maintain, and sustain a comprehensive emergency management and homeland security program.

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 by June 26, 2009.

1. **Department:** Recreation and Parks

2. **Point of Contact:** Karin Jensen

3. **Phone:** 415/831-2085

4. **Email:** Karin.jensen@sfgov.org

5. **Project Title:** Emergency Planner

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 checked="" type="checkbox"/> Planning	\$49,800
<input type="checkbox"/> Equipment	\$

Total Project Costs **\$49,800**

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

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"> <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 checked="" 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 	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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 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, 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.

The project is to hire a half-time Emergency Planning Coordinator. This Emergency Planning Coordinator will plan, develop, implement, and evaluate a comprehensive emergency operations plan for the San Francisco Recreation and Parks Department for natural and manmade disasters and will serve as the Department's Disaster Preparedness Coordinator and departmental liaison with the City and County of San Francisco's Department of Emergency Management.

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, Recreation and Parks will begin hiring process for job class 8247, Emergency Planning Coordinator. By end of grant performance period, Emergency Planning Coordinator will be hired.

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.

2. Having a dedicated Emergency Planning Coordinator (EPC) would allow the Recreation and Parks Department (RPD) to participate in the City-Wide Disaster Training and Exercise (T&E) planning process, so that RPD's mass care and debris and rubble clearance capabilities are effectively integrated into exercises. The EPC would enhance RPD's ability to facilitate departmental

participation in city-wide exercises through pre-exercise in-house planning, staff training and table-top discussions.

9. The EPC would be given responsibility for RPD compliance with NIMS and the Incident Command System, including but not limited to improving readiness and developing confidence among DOC members and general staff in performing their specific assignments during a disaster through ongoing training, ensuring completion of NIMS training by all DOC members on a timely basis, and maintaining the Department's Emergency Operations Plan in compliance with NIMS and ICS.

10. The EPC would be given responsibility for improving the functional and operational capabilities of the Department's Operations Center, including but not limited to participating in the city-wide DOC Operations planning process, developing and maintaining a DOC Activation Guide, and updating DOC equipment, resources, and forms as appropriate.

18. The EPC would work with the City-wide Care and Shelter planning committee to facilitate RPD's efficient provision of disaster shelters, including but not limited to coordinating shelter operations training for RPD recreation staff, developing a shelter start-up guide for each shelter site, assisting in shelter operations drills, assisting in planning for outdoor sheltering at park sites, and updating information in the shelter database such as due to facility renovations or temporary closures.

19. The EPC would facilitate Departmental participation in the Building Occupancy Resumption Program (BORP) planning process. This would include but not be limited to facilitating training of RPD staff in the Structural Assessment Program and developing means to ensure that RPD post-disaster facility assessment data is appropriately captured and forwarded to the lead BORP agency.

20. The EPC would work with the city-wide Recovery Planning Group to coordinate integration of RPD's debris and rubble clearing capabilities in the city-wide recovery plan. In addition, the EPC would coordinate training of RPD Heavy Equipment Operations staff in debris and rubble clearing operations.

Without approval for this position none of these items will be completed with the exception of limited response to Strategic Goals 2, 9, 10, and 18.

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?

Enhancing RPD's mass care and debris and rubble clearing capabilities allows the City to be more self-sufficient during a disaster and diminishes the need to call for mutual aid for these capabilities. It also allows the Department to better provide mutual aid to other jurisdictions should the need arise.

Planning

Project Description	Final Deliverable (What plan will be completed at the end of this project?)	Anticipated Completion Date	Program Category	Planning Cost
Develop a Mass Casualty Plan	Completed Mass Casualty Plan	12/31/2010	Developing and enhancing plans and protocols	\$ 50,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ -

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

Equipment

Equipment Description	Authorized Equipment List (AEL) go to: https://www.frb.us/	AEL Title	Program Category	Equipment Cost
LEVEL C SUITS	01CB-03-ENSM	Ensemble, Terrorism Incident Protective, NFPA 1994 Class 3	Personal Protective Equipment	\$ 20,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ -

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

Personnel

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
Exercise Planner	Yes	Planner III	5291	50%	50%	\$ 100,000.00	\$ 50,000.00
Emergency Planning Coordinator	Yes	Planning Coordinator	8247	50%	0%	\$ 99,600	\$ 49,800.00
						\$ -	\$ -
						\$ -	\$ -
Total						\$ -	\$ 49,800.00

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.

Total Project Cost \$ 49,800.00