

**AGREEMENT BETWEEN THE CITY AND COUNTY OF  
SAN FRANCISCO AND THE COUNTY OF SAN MATEO  
FOR THE DISTRIBUTION OF FY 2017 UASI GRANT FUNDS**

**FIRST AMENDMENT**

THIS AMENDMENT (this “Amendment”) is made as of **April 1, 2018**, in San Francisco, California, by and between the **COUNTY OF SAN MATEO** (“SAN MATEO”) 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 SAN MATEO have entered into the Agreement (as defined below); and

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

NOW, THEREFORE, SAN MATEO 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 SAN MATEO for the Distribution of FY 2017 UASI Grant Funds” dated **November 1, 2017**, between SAN MATEO 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 **FOUR MILLION TWO HUNDRED SEVENTY-THREE THOUSAND, THREE HUNDRED SEVENTY-EIGHT DOLLARS (\$4,273,378)**. The City will not automatically transfer Grant Funds to SAN MATEO upon execution of this Agreement. SAN MATEO 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 SAN MATEO.

**Such section is hereby amended in its entirety to read as follows:**

In no event shall the amount of Grant Funds disbursed hereunder exceed **FOUR MILLION SEVEN HUNDRED TWENTY-NINE THOUSAND, SIXTY-SIX DOLLARS (\$4,729,066)**. The City will not automatically transfer Grant Funds to SAN MATEO upon execution of this Agreement. SAN

MATEO 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 SAN MATEO.

**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) Increase organization funds, in the amount of \$455,688, for SF Liaisons for Project 1.

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 April 1, 2018.** 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 SAN MATEO:

SAN FRANCISCO DEPARTMENT OF  
EMERGENCY MANAGEMENT

By:

By:

\_\_\_\_\_  
ANNE KRONENBERG  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
DAVE PINE  
PRESIDENT, BOARD OF SUPERVISORS

Federal Tax ID #: 94-60000532

**Approved as to Form:**

Dennis J. Herrera  
City Attorney

**Attest:**

By:

\_\_\_\_\_  
Leila Mongan  
Deputy City Attorney

By:

\_\_\_\_\_  
Clerk of the Board of Supervisors

Appendix:

Amended Appendix A, Authorized Expenditures and Timelines, dated April 1, 2018

Amended Appendix C, Form of Reimbursement Request, dated April 1, 2018

## Appendix A — Authorized Expenditures and Timelines

ENTITY: **SAN MATEO**

Total allocation to be spent on the following solution areas:

| <u>IJ Number and Title</u>   | <u>Program Description</u>   | <u>Projected Milestone Dates (to be completed on or about)</u>   | <u>Deliverable Dates</u>   | <u>Solution Areas</u>  | <u>Amount</u>  |
|--|--|--|--|--|--|
| <b><i>Project Title: FUSION CENTER PROJECT: INFORMATION SHARING AND ANALYSIS, INFRASTRUCTURE PROTECTION AND CYBER SECURITY</i></b> |  |  |  |  |  |
| <b>IJ- 1<br/>Enhance<br/>Information<br/>Analysis and<br/>Infrastructure<br/>Protection<br/>Capabilities</b>                       | <p>Funds for Fusion Center Project to include:</p> <ol style="list-style-type: none"> <li>1. West Bay Information System (WBISS)</li> <li>2. San Mateo County Personnel assigned to the NCRIC</li> <li>3. Personnel from Alameda County, Contra Costa County, Marin County, Santa Clara County, City of San Jose, and San Francisco assigned to the NCRIC</li> <li>4. Travel Funds for NCRIC Personnel</li> <li>5. Operational Overtime</li> <li>6. Funds for equipment related to Infrastructure Protection, Information</li> </ol> | <p>Obtain Quotes: 12/01/2017</p> <p>Sole Source Approval: 01/31/2018</p> <p>Issuance of PO: 03/31/2018</p> <p>Complete Training Cycle: 12/31/2018</p> <p>Equipment Inventory Work Sheet: 12/31/2018</p> <p>See Table of Services, Deliverables and Timelines below for additional information.</p> | <p>Project Completion date:<br/><b>12/31/2018</b></p> <p>Final deadline for Claim Submittal:<br/><b>01/31/2019</b></p> | <p>Planning</p> <p>Organization</p> <p>Equipment</p> <p>AEL#:<br/>21GN-00-MAIN</p> <p>Training</p> | <p>PROJECT<br/>NOT TO<br/>EXCEED<br/>\$4,454,066</p> |

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|  | Analysis, and Cyber Security.   |  |  |                                    |   |
| <b>Project Title: Regional Law Enforcement and Public Safety Information Sharing - System Sustainment and Maturation</b> |   |  |  |                                    |   |
| <b>IJ-2<br/>Protect Critical Infrastructure and Key Resources</b>  | Funds for Regional Law Enforcement and Public Safety Information Sharing and Analysis Systems Project - System Sustainment and Maturation | <p>Complete Integrations in Progress: 03/01/2018</p> <p>Share Outside Region (LA, Sacramento, San Diego, etc.): 03/01/2018</p> <p>Transition to HTML5 or web-based, No Java: 06/01/2018</p> <p>100+ Local Agency Participation: 06/01/2018</p> <p>Connection with State (DOJ) and Federal (FBI NDex): 09/01/2018</p> <p>Conduct Training: 12/01/2018</p> <p>Federated Multi-Factor Authentication in place: 12/01/2018</p> | <p>Project Completion date: <b>12/31/2018</b></p> <p>Final deadline for Claim Submittal: <b>01/31/2019</b></p> | <p>Equipment AEL# 04SW-04-NETW</p> | <p>PROJECT NOT TO EXCEED \$275,000</p>                |
|  |   | <b>TOTAL ALLOCATION</b>  |  |                                    | <p><b>TOTAL NOT TO EXCEED: <u>\$4,729,066</u></b></p> |

## **PLANNING**

### *Reimbursement for Planning Requires:*

- **Personnel** – Prior to any expenditure for personnel, SAN MATEO 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, SAN MATEO 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, SAN MATEO 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, SAN MATEO 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.

## **ORGANIZATION**

### *Reimbursement for Organization Requires:*

- **Personnel** – Prior to any expenditure for personnel, SAN MATEO 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, SAN MATEO 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, SAN MATEO 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, SAN MATEO 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, SAN MATEO must transmit the request to the UASI for request to the State.
- Prior to reimbursement, SAN MATEO must submit all invoices, AEL numbers, and a list of all equipment ID numbers and the deployed locations.
- SAN MATEO 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 2016 Homeland Security Grant Program Guidance.
- When seeking reimbursement for grant eligible training expenses, SAN MATEO 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).

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

1. SAN MATEO shall serve as the fiscal agent for the NCRIC, a collaborative Bay Area regional fusion center established effective January 1, 2009 to allow information sharing in an effort to prevent, protect against and respond to terrorist acts in the region. The NCRIC shall be staffed by regional personnel as indicated in Appendix A.
2. The Director of the NCRIC shall ensure that all NCRIC operations conform with and incorporate fusion center best practices as found in, at a minimum:
  - a. "The Strategic Business Plan Concept of Operations California State Threat Assessment System" – 2008
  - b. "Baseline Capabilities for State and Major Urban Area Fusion Centers – A Supplement to the Fusion Center Guidelines" – 2008
  - c. "Privacy and Civil Liberties Policy Development Guide - 2008"
  - d. "National Strategy for Information Sharing – Successes and Challenges in Improving Terrorism-Related Information Sharing" – 2007
  - e. "The National Infrastructure Protection Plan and the Sector-Specific Plans" - 2007
  - f. "Fusion Center Guidelines – Developing and Sharing Information and Intelligence in a New Era" – 2006
  - g. "Applying Security Practices to Justice Information Sharing" - 2004
  - h. "The National Criminal Intelligence Sharing Plan" – 2003
3. The Director of the NCRIC shall ensure that:
  - a. The NCRIC supports and covers the fifteen Bay Area counties in the Northern District of California (Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Francisco, San Mateo, San Benito, Santa Clara, Santa Cruz and San Mateo).
  - b. The NCRIC provides analytic and technical resources to collect, evaluate, analyze and disseminate timely information related to terrorist threats to government and private sector agencies that have a legal need and right to know the information.
  - c. The NCRIC provides a platform for interagency cooperation, communication, training and technical/equipment support to the jurisdictions located in the NCRIC area.
  - d. The NCRIC provides training and vulnerability assessments to governmental and private sector Critical Infrastructure and Key Resource ("CI/KR") facilities in an effort to mitigate the potential exploitation of vulnerabilities by terrorist groups.
4. Under a prior agreement the NCRIC developed a Privacy Protection Policy, setting a policy and procedures ensuring that NCRIC activities protect the privacy, civil liberties, and other legal rights of all individuals. The Director of the NCRIC shall ensure NCRIC personnel review the standing Privacy Protection Policy and update it as necessary to ensure it remains current and consistent with 28 CFR Part 23 and the Department Of Justice's Global "Privacy and Civil Liberties Policy Development Guide" – 2008.
5. Under a prior agreement the NCRIC developed the following materials:



- a. Regional Strategic Business Plan Concept of Operations ("CONOP"),
- b. Standard Operating Procedures ("SOP") Manual, which includes, among other things, information-flow processes and contingency and continuity of operations plans.
- c. Performance Plan for the NCRIC for the period July 1, 2009 through June 30, 2010,
- d. Secure web based system for information related to NCRIC operations;
- e. Notification Plan, including notification protocols for key leaders and partner agencies within the region;
- f. Security Measures Plan,
- g. Training Plan and Program,
- h. Internal database for NCRIC personnel,
- i. Suspicious Activity and Incident Reporting ("SAR") Process Plan,
- j. Terrorism Liaison Officer Plan, and
- k. CI/KR Vulnerability Assessment Plan.

The Director of the NCRIC shall ensure the NCRIC personnel update these materials as necessary to ensure they are current and comply with all legal requirements, and maintain these materials in force and effect for the term of this Agreement. In addition, during the term of this Agreement, SAN MATEO shall ensure that the NCRIC implements and continues all plans and programs described above (a-k).

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

SAN MATEO shall ensure that the NCRIC performs the following tasks and produces the following deliverables, on the schedule set forth below.

| <b>Task</b> | <b>Description</b>  | <b>Deliverable</b>             | <b>Schedule/Due Date</b>          |
|-------------|---|--------------------------------|-----------------------------------|
| 1.          | The NCRIC, through its Privacy Officer, shall review and if needed, update the Privacy Protection Policy for the NCRIC, setting a policy and procedures ensuring that NCRIC activities protect the privacy, civil liberties, and other legal rights of all individuals. | Review and update information. | Ongoing during term of Agreement. |

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| 2. | <p>The NCRIC shall review and if needed, update the NCRIC's CONOP for the exchange of homeland security and criminal information between federal, state, local and tribal public safety agencies in the NCRIC region. The CONOP shall include the lawful exchange of homeland security information with CI/KR facilities.</p> <p>The NCRIC shall review and if needed, update the SOP Manual that establishes and delineates the various job functions of the personnel assigned to the NCRIC. Contractor shall implement and enforce the procedures in the SOP Manual.</p> <p>The NCRIC shall review and if needed, update the information-flow process to identify how information is communicated between various groups and personnel (e.g. incoming and outgoing avenues of information - such as Terrorism Liaison Officers ("TLOs"), fusion centers, Cal OES, Regional Terrorism Threat Assessment Centers ("RTTACs"), etc.; communication mechanisms – such as Homeland Security Information Network ("HSIN"), FBI National Data Exchange ("NDex"), FBI Law Enforcement On-Line ("LEO"), FBI eGuardian, etc. The NCRIC shall incorporate any updates of the information flow schematic into the NCRIC SOP Manual.</p> | If updated, an electronic version in PDF of the CONOP and SOP delivered to UASI Management Team. | Ongoing during term of Agreement. |
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|  | <p>The NCRIC, through its Security Officer, shall review and if needed, update the Security Measures Plan for the NCRIC facility. The plan shall address, at a minimum: physical security, information systems security, and personnel and visitor security. This plan shall be consistent with “Applying Security Practices to Justice Information Sharing” – 2004.</p> <p>The NCRIC, through its Security Officer, shall implement and enforce the Security Measures Plan.</p> <p>The NCRIC shall review and if needed update NCRIC contingency and continuity-of-operations plans to ensure sustained operations (including enhancement and maintenance) of information technology systems and other mission critical functions and ensure performance of these functions, if necessary, at an alternate location. The NCRIC shall support a common database where all NCRIC personnel can access the following information:</p> <ol style="list-style-type: none"> <li>1) Catalog of fusion center members, contact information, and their areas of responsibility. Contractor shall ensure this information is current at least every 6 months.</li> <li>2) Fusion center chain of command and organizational charts. Contractor shall ensure this information is current at least every 6 months.</li> </ol> |  |  |
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|    | <p>3) General information regarding ongoing and planned operations. Contractor shall ensure this information is current at least on a weekly basis.</p> <p>4) Calendar of events, training opportunities, etc. Contractor shall ensure this information is current at least on a weekly basis.</p> <p>5) Administrative announcements. Contractor shall ensure this information is current at least on a weekly basis.</p> <p>6) A tracking system for internal and external support requests. Contractor shall ensure this information is current on a daily basis</p> |  |                                   |
| 3. | The NCRIC shall prepare Performance reports that measure NCRIC activity and performance related to Suspicious Activity and criminal reporting; Critical Infrastructure/ Key Resource assessments and support; training and outreach support, The reports must provide a statistical accounting of the activities performed during the year and include annualized information.  | An electronic version in PDF of the Performance Reports will be submitted to the UASI Management Team. | Ongoing during term of Agreement. |
| 4. | The NCRIC Lead Analysts shall provide support to the UASI in completing the Annual Data Call for DHS, using the information contained in the DSB Tool.  | Meetings and Reports as requested.   | Ongoing during term of Agreement. |
| 5. | The NCRIC shall support a secure web based system. NCRIC management shall determine which governmental personnel will be allowed to access the  | Operational and functioning secure web based system.   | Ongoing during term of Agreement. |

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|  | <p>system. The NCRIC shall include the following information on the site:</p> <ol style="list-style-type: none"> <li>1) NCRIC training available,</li> <li>2) Analytical, technical, and equipment resources for entities in the Operational Area (OA).</li> <li>3) General contact information for personnel assigned as the points of contact for the various agencies throughout the OA.</li> <li>4) Other pertinent information to ensure successful information sharing and dissemination.</li> </ol> <p>The web based system shall include a method to allow external partners to access and provide information in relevant areas. The system will be designed to store and share state and local criminal intelligence information in compliance with 28 CFR Part 23 and any other applicable legal requirements.</p> <p>The NCRIC shall ensure that the website information is current by reviewing and as necessary updating the information in the system.</p> <p>The NCRIC shall update the NCRIC notification protocol list of key leaders and partner agencies within the region.</p> <p>The NCRIC shall review and if needed, update the NCRIC Notification Plan to use various systems, including e-mail, Short Message Service ("SMS"), and</p> | <p>Review and update information.</p> |  |
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|    | voice messaging, to communicate routine and crisis information to the key leaders and partner agencies in the region.   |  |                                   |
| 6. | The NCRIC Security Officer will be responsible for developing, implementing, and enforcing the NCRIC Security Measures Plan.  | Review and update information.   | Ongoing during term of Agreement. |
| 7. | <p>1. The NCRIC shall review and if needed, update the NCRIC Training Plan to ensure that NCRIC personnel and partners understand the intelligence process and the NCRIC's mission, functions, plans, and procedures. The plan shall identify the basic training needs of the NCRIC personnel and identify specialized training needed. This plan shall include a professional development plan to enhance analysts' critical thinking, research, writing, presentation, and reporting skills. Contractor shall implement the Training Plan through a Training Program.</p> <p>2. The NCRIC shall ensure all NCRIC personnel begin training within 6 months of assignment to NCRIC and will maintain a training file of personnel assigned to the NCRIC documenting their training.</p> | <p>1. Review and if needed update Training Plan.</p> <p>2. Follow Training Plan, implement Training Program, and ensure all new personnel begin training within 60 days of assignment to the NCRIC.</p> <p>3. If updated, an electronic version in PDF of the Training Plan will be delivered to UASI Management Team.</p> | Ongoing during term of Agreement. |
| 8. | The NCRIC shall support a common database where all NCRIC personnel can access the following information:   | 1a. Database supported.  | Ongoing during term of Agreement. |

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|  | <ol style="list-style-type: none"> <li>1) Catalog of fusion center members, contact information, and their areas of responsibility. Contractor shall ensure this information is current at least every 6 months.</li> <li>2) Fusion center chain of command and organizational charts. Contractor shall ensure this information is current at least every 6 months.</li> <li>3) General information regarding ongoing and planned operations. Contractor shall ensure this information is current at least on a weekly basis.</li> <li>4) Calendar of events, training opportunities, etc. Contractor shall ensure this information is current at least on a weekly basis.</li> <li>5) Administrative announcements. Contractor shall ensure this information is current at least on a weekly basis.</li> <li>3. 6) A tracking system for internal and external support requests. Contractor shall ensure this information is current on a daily basis. The NCRIC shall review and if needed, update the NCRIC Training Plan to ensure that NCRIC personnel and partners understand the intelligence process and the NCRIC's mission, functions, plans, and procedures. The plan shall identify the basic training needs of the NCRIC personnel and identify specialized training needed. This</li> </ol> | <ol style="list-style-type: none"> <li>1b. Provide NCRIC personnel with access to database.</li> <li>1c. Review and if needed update Training Plan.</li> <li>2. Follow Training Plan, implement Training Program, and ensure all new personnel begin training within 60 days of assignment to the NCRIC.</li> </ol> |  |
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|    | <p>plan shall include a professional development plan to enhance analysts' critical thinking, research, writing, presentation, and reporting skills. Contractor shall implement the Training Plan through a Training Program.</p> <p>4. The NCRIC shall ensure all NCRIC personnel begin training within <u>6 months</u> of assignment to NCRIC and will maintain a training file of personnel assigned to the NCRIC documenting their training.</p>   |  |  |
| 9. | <p>The NCRIC shall provide, at a minimum, the following services to facilitate the Bay Area region's exchange of homeland security information and protection of CI/KR facilities:</p> <ol style="list-style-type: none"> <li>1) Weekly updates through the Partners Update Brief report.</li> <li>2) Situational-awareness bulletins for official use only ("FOUO") and law enforcement sensitive ("LES") dissemination describing issues of concern and threats related to homeland security</li> <li>3) Threat trend and vulnerability assessment reports as needed</li> <li>4) Briefings as needed to CI/KR facility managers of the 18 sectors identified by DHS, regarding services available, vulnerability mitigation and general threat information.</li> </ol> | <p>Reports, bulletins, products, services and briefings to the NCRIC regional partners and the UASI Management Team.</p> <p>If updated, two (2) hard copies and one electronic version (in PDF and Microsoft Word 97-2003 format) of contingency and continuity-of-operations plans due to UASI Management</p> | <p>Ongoing during term of Agreement.</p> |



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|  | <p>5) Bulletins as needed based on specific threats and disseminate the information to those facilities and public safety personnel that have a need and right to know the information based on 28 CFR Part 23.</p> <p>6) Products and services in response to emerging or current threats on an as-needed basis as determined by NCRIC management or as requested by those agencies to which the NCRIC provides services (e.g. risk assessments, SARs, alerts, warnings, notifications, situational awareness reporting, etc.)The NCRIC shall review and if needed update NCRIC contingency and continuity-of-operations plans to ensure sustained operations (including enhancement and maintenance) of information technology systems and other mission critical functions and ensure performance of these functions, if necessary, at an alternate location.</p> | <p>Team and incorporated into NCRIC SOP Manual.</p> |  |
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| 10. | <p>The NCRIC shall provide, at a minimum, the following services to facilitate the Bay Area region's exchange of homeland security information and protection of CI/KR facilities:</p> <ol style="list-style-type: none"> <li>1) Weekly updates through the SAR report.</li> <li>2) Monthly situational-awareness bulletins for official use only ("FOUO") dissemination describing issues of concern and threats related to homeland security</li> <li>3) Threat trend-assessment reports as needed</li> <li>4) Briefings as needed to CI/KR facility managers of the 18 sectors identified by DHS, regarding services available, vulnerability mitigation and general threat information.</li> <li>5) Bulletins as needed based on specific threats to CI/KR facilities and disseminate the information to those facilities that have a need and right to know the information based on 28 CFR Part 23.</li> <li>6) Products and services in response to emerging or current threats on an as-needed basis as determined by NCRIC management or as requested by those agencies to which the NCRIC provides services (e.g. risk assessments, SARs, alerts, warnings, notifications, situational awareness reporting, etc.)</li> </ol> | <p>Reports, bulletins, products, services and briefings to the NCRIC regional partners and the UASI Management Team.</p> | <p>Ongoing during term of Agreement.</p> |
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### **C. Reports**

The NCRIC will submit written reports as requested by the UASI Management Team.

#### **D. Department Liaison**

The NCRICs liaison with the UASI Management Team will be Mikyung Kim-Molina.

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- **All requests for reimbursements must be submitted by January 31, 2019, unless an earlier deadline is set in this Appendix. SAN MATEO 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 2017 Homeland Security Grant Program Notice of Funding Opportunity:* [https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY\\_2017\\_HSGP\\_NOFO\\_20170601v2014\\_605.pdf](https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY_2017_HSGP_NOFO_20170601v2014_605.pdf)
  - *California Supplement to the Federal Funding Opportunity Announcement*, dated September 2017, available at <http://www.caloes.ca.gov/GrantsManagementSite/Documents/FY%202017%20HSGP%20State%20Guidances.pdf#search=Fiscal%20Year%202017%20Homeland%20Security%20Grant%20Program%20California%20Supplement%20to%20the%20Federal%20Notice%20of%20Funding%20Opportunity%20September> as “FY 2017 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity.”
  - *Authorized Equipment List:* <http://www.fema.gov/authorized-equipment-list>
  - *Cal OES Rules and Regulations, including the Recipient Handbook:* <http://www.caloes.ca.gov/GrantsManagementSite/Documents/2017%20Subrecipient%20Handbook.pdf>
  - **Any equipment purchased under this Agreement must match the UASI 2017 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

\_\_\_\_\_, 2018

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

Re: FY 17 UASI Grant Reimbursement Request

Pursuant to Section 3.10 of the "Agreement between the City and County of San Francisco and the County of SAN MATEO for the Distribution of FY 2017 UASI Grant Funds" (the "Agreement"), dated NOVEMBER 1, 2017, and as amended by the First Amendment dated APRIL 1, 2018, between the County of SAN MATEO ("SAN MATEO") and the City and County of San Francisco, SAN MATEO 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: \$\_\_\_\_\_

SAN MATEO certifies that:

- (a) The total amount of funds requested pursuant to this Reimbursement Request will be used to reimburse SAN MATEO 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 SAN MATEO is in compliance with all Grant Assurances in Appendix B of the Agreement. Furthermore, by signing this report, SAN MATEO 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. SAN MATEO is aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject SAN MATEO 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 SAN MATEO authorized to execute this Reimbursement Request on behalf of SAN MATEO.

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:

\_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Print Name