

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
U.S. DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
SAN FRANCISCO REGIONAL FINANCIAL CENTER
AND
LAS POSITAS COLLEGE**

I. Introduction

The purpose of this agreement is to outline the physical requirements and services associated with the San Francisco Regional Financial Center (SFC) use of Las Positas College (LPC) as its contingency site in the event of a catastrophic emergency. LPC is located at 3000 Campus Hill Drive Livermore, CA 94551. The LPC site will be used by SFC for the following purposes:

- Transfer work to other Financial Management Services operational sites
- Coordinate the repair of the permanent site
- Obtain temporary leased space
- Coordinate the establishment of a new permanent site

The agreed upon facility site is the Reading Room – 2401 in the Multi-Disciplinary Building with approximately 5,000 square feet. The room(s) is conveniently located on the ground floor. A diagram of the space and its location in relation to the campus is provided in Attachment A. If for whatever reason the specific space is unavailable, LPC will provide a suitable alternative site.

II. San Francisco Regional Financial Center Requirements:

Work Space Requirements:

- i. Workspace to support up to 20 employees and a general office or small conference room
- ii. After ten days, space and access time periods would be renegotiated if space is available and it is agreeable by both parties, not to exceed thirty days.

- iii. Internet access via dial-up or high-speed access for as many as 15 computers

- iv. Phone lines:
 - 1. Voice – five lines (including one phone line with teleconference and long-distance capabilities)
 - 2. Data/analog/phone line for a fax machine

- v. Work tables to support up to 20 employees, computers and associated paperwork

Other Requirements

- i. White-board,

- ii. Storage space for three computers and monitors, printer and a fax machine

- iii. Parking for up to 20 employees

- iv. Availability to conduct a yearly contingency exercise

III. Costs/Time Period:

LPC will charge SFC \$ 1,000.00 per day of actual occupancy of the space.

SFC will reimburse LPC an amount not to exceed \$1,500.00 for wiring or long distance services etc. per contingency event.

This MOU shall be in effect for a period not to exceed three years, after which it shall be renegotiated and renewed upon consent of both parties.

The following individuals listed in Attachment B, are authorized to contact and activate the relocation to LPC.

IV. Security

SFC will post an armed security officer, provided by the Department of Homeland Security, Federal Protective Service.

The following individuals listed in Attachment C will be deployed to LPC.

V. Signature and Certification

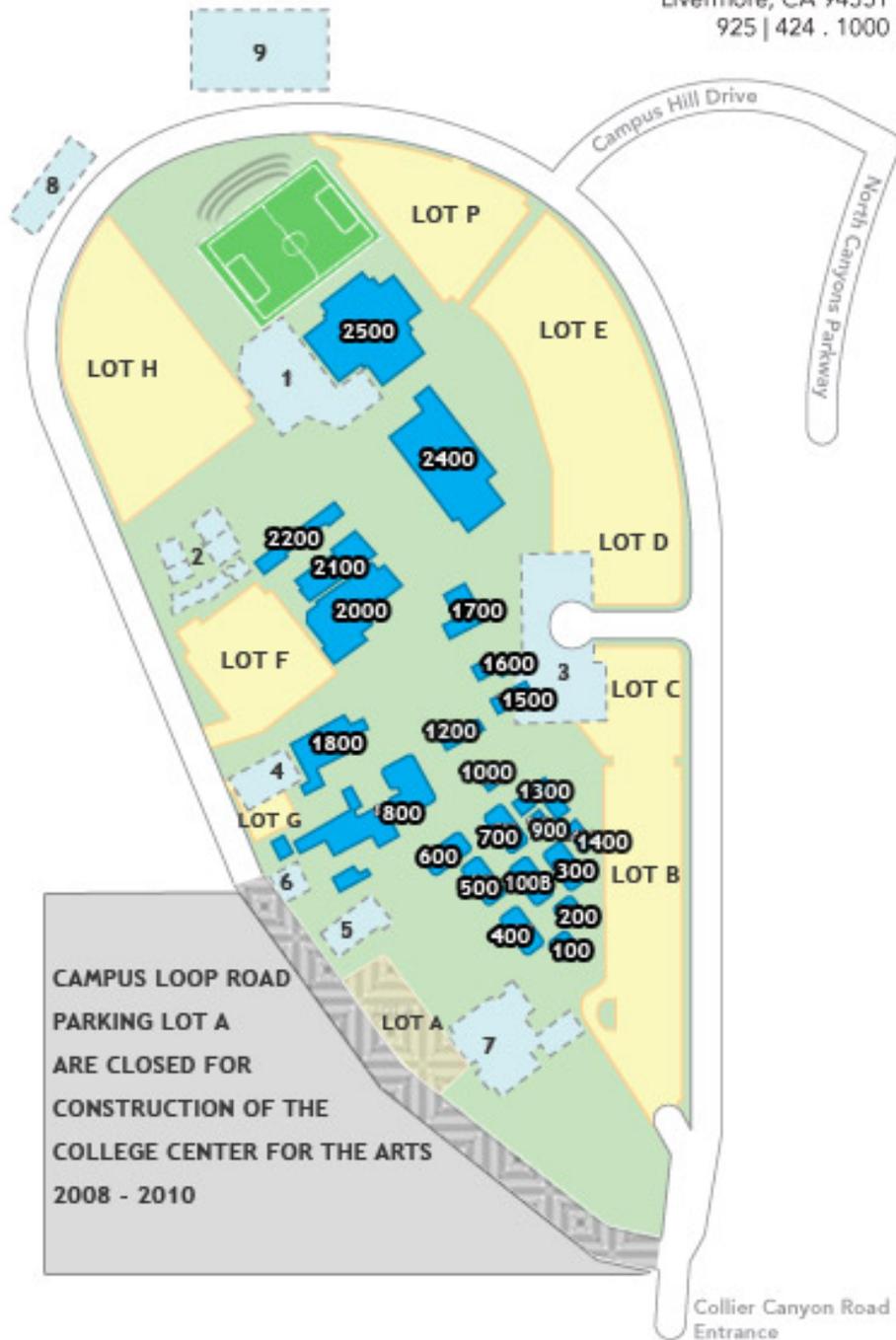
The signing of this document by authorized officials forms a binding commitment between LPC and SFC. The parties are obligated to perform in accordance with the terms and conditions identified in this MOU. All Appendices attached hereto are hereby incorporated into this MOU and made a part hereof.

_____ Authorized Treasury Official	_____ Title	_____ Date
_____ Authorized Treasury Official (41 CFR 102-73.155 (p)) (41 CFR 102-73.80)	_____ Title	_____ Date
_____ Lorenzo Legaspi	_____ Vice Chancellor, Business Services	_____ Date

ATTACHMENT A – Las Positas College
Campus Map & Room Diagram

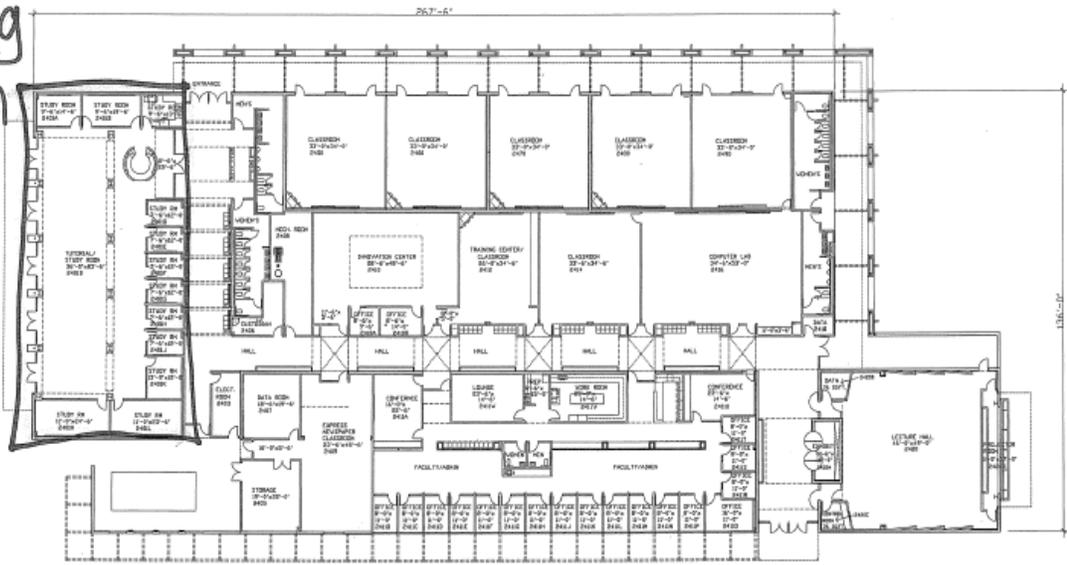
Las Positas College

3000 Campus Hill Drive
Livermore, CA 94551
925 | 424 . 1000



Bldg. 2400 – Multi-Disciplinary Building
Room 2401- Reading Room

Reading Room
→



LAS POSITAS COLLEGE
MULTI-DISCIPLINARY BUILDING 2400
SCALE: 1/8" = 1'-0"



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CHART - LAS POSITAS COMMUNITY COLLEGE DISTRICT
FACILITY MAINTENANCE DEPARTMENT
AND TRAFFIC OFFICE
COURTESY: REGINA C. DEBONO

**San Francisco Regional Financial Center
1650 65th Street, Suite A, Emeryville CA 94608
510-594-7100**

**Attachment B
SFC COOP Employee List for Las Positas Security**

- a. Philip Belisle, Director
Work Phone 510-594-7101
Cell Phone 510-859-1306
- b. Abbie Loftus, Deputy Director
Work Phone 510-594-7111
Cell Phone 415-859-1307
- c. William Harris, COOP Officer
Work Phone 510-594-7102
Cell Phone 415-859-1308
- d. Lyann Kinoshita, Manager, Administrative Management Branch
Work Phone 510-594-7210
Cell Phone 415-859-1330
- e. Joe Paule, Manager, Electronic Operations Branch
Work Phone 510-594-7130
Cell Phone 415-859-1314
- f. Margaret Tong, Manager, Debt Management Support and Testing Branch
Work Phone 510-594-7310
Cell Phone 415-859-1329
- g. Tualua Sagote, Manager, Payment Facilities Branch
Work Phone 510-594-7240
Cell Phone 414-859-1345
- h. Debbie Price, Manager, Special Payments & Claims Branch
Work Phone 510-594-7170
Cell Phone 415-859-1323

**San Francisco Regional Financial Center
1650 65th Street, Suite A, Emeryville CA 94608
510-594-7100**

Attachment C

Philip Belisle	Director
Abbie Loftus	Deputy Director
Dan O'Dell	ADP / ISSO
William Harris	COOP Officer
Elaine Laurel	ADP / ISSO – Backup
Joe Paule	EOB Manager
Jackie Mitchell	IT Specialist
Gary Namanny	Super Programmer
Albert Lee	Super Programmer
Bobby Neal	Control Room Lead
Nick Rosse	EOB Supervisor
Eddie Cruz	EOB Supervisor
Darien Smith	EOB Supervisor
Tualua Sagote	PFB Manager
Fred Lasher	PFB Supv
Arnold Dilag	PFB Supv
Marisa Esplana	PFB Supv
Debbie Price	SPCB Manager
Cheri Getchell	Fedline Payments
Louisa Wong	Fedline Payments
Marc Gouveia	Fedline Payments
Edgar Cacanindin	Computer Operator
Joe Chan	Computer Operator
Leo Santiago	Computer Operator
Margaret Tong	DMST Manager
Stephanie Kolstad	Admin Officer/Check Vault Custodian
Lyann Kinoshita	AMB Manager
George Snow	Contact Specialist
Larry Lingerfelt	Physical Security Officer