

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

July 8, 2010
9:00 a.m.

Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

Date: July 8, 2010
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling^{DS}, Chief Financial Officer
Re: August 5, 2010, Committee Meeting

The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, August 5, 2010**, at 9:00 a.m. will be held at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216

Thursday, July 8, 2010
9:00 a.m.

(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)

TAB

1. Call to Order, Welcome, Roll Call and Pledge – Chair Williams
- *2. Approval of June 3, 2010 Meeting's Minutes – Chair Williams 1
- *3. May 2010 Financial Report – Donna Starling 2
- *4. FY 2010/2011 Proposed Budget – Donna Starling 3
- *5. Regional Interoperable Communication Exercises Contract Authority – Brian Teeple 4
6. Next Meeting Date and Location: **Thursday, August 5, 2010**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
7. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

June 3, 2010

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **June 3, 2010**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chairman Williams** called the meeting to order with the following members present representing a quorum:

William Bishop	Wendell Davis	Hugh Fish
Michael Griffis	Jane Miller	Bob Sgroi
Larry Williams		

Excused: Kenny Eubanks

Staff: Donna Starling, Brian Teeple, Mario Taylor and Sheron Forde

*Approval of Minutes

Chairman Williams called for a motion on the May 6, 2010 minutes. Councilman Bishop moved approval, seconded by President Griffis; motion passed unanimously.

*April 2010 Financial Report

Ms. Starling reported that the Council posted a net income of \$4,060 for the month of April with a with a year-to-date net loss of \$30,024. Revenues for the month were \$328,255 and expenses April were \$324,194. Ms. Starling stated that additional income was recognized due to there being additional funds remaining in the DCA contract, with the funds being utilized toward the Regional Visioning effort. A brief discussion ensued.

Chairman Williams called for a motion on the April 2010 Financial Report. Mr. Fish moved approval, seconded by Ms. Miller; motion passed unanimously.

FY 2010/2011 Proposed Budget Draft

Ms. Starling stated that, in line with the Interlocal Agreement, the Council is required to pass the FY 2010/2011 budget by July 15th; however, it does not become operational until October 1st. Ms. Starling provided the Committee with an overview of the proposed budget draft for Fiscal Year 2010/2011, which is included in their agenda packet. She highlighted the expected revenues and expenses for the Planning and Development and the Emergency Preparedness departments. She also highlighted estimated revenues from County Dues, which is being kept at the 2007 rates for a third year; the North Florida Procurement Association; and Tenant Revenues, which will decrease due to the Early Learning Coalition's departure later this month. Ms. Starling also highlighted the estimated expenditures for Salaries/Fringe, Contract/Grant Direct Expenses, Common and Indirect Allocated Expenses, and General Fund expenses. Discussion followed.

Mr. Fish stated that he would like to know what the process was that obligated the Council to spend approximately \$400,000 on Visioning so that we can prevent that from happening again without realizing what its really going to cost. He requested that staff go back to when the Council agreed to do

Visioning and look at what was done at that particular time to see whether or not funding the project was adequately vetted and bring that information back to the Committee. Mr. Teeple provided a brief background summary of the Visioning process and stated that staff will bring the historical information to the next meeting.

Mr. Fish stated that his concern is to prevent being in a position with another project without realizing what the ultimate cost will be.

Councilman Bishop suggested that staff create a budget spreadsheet with all the components of Visioning, essentially what we've done and where we're going, where funds came from, where it will come from, what has been spent or not, etc. through the end of the process. This will provide a tool that indicates where we still have to go, but will be a template for doing these type of things in the future. Ms. Starling stated staff will provide the requested information.

Mr. Teeple stated that staff will be bringing the proposed budget back to the Board and Committee as an action item at the July meeting.

CEO Contract

Mr. Teeple stated that the CEO contract is the same as the past three years, only the dates have changed.

Chairman Williams called for a motion on the CEO Contract. Mr. Sgroi moved approval, seconded by Councilman Bishop; motion passed unanimously.

Next Meeting Date and Location

The next meeting is scheduled for Thursday, July 8, 2010, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.

Adjournment

There being no further business before the Committee; the meeting was adjourned at 9:55 a.m.

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MEMORANDUM

DATE: June 29, 2010
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish, Secretary/Treasurer
FROM: Donna Starling, ^{DS} Chief Financial Officer
RE: May 2010 Financial Report

The Northeast Florida Regional Council posted a Net Income of \$7,068 for the month of May and a Year to Date Net Loss of \$22,956. Revenues for the month of were \$523,496 and expenses were \$516,428.

As mentioned last month, revenues from the current DCA contract, which ends June 2010, were used to fund the Regional Visioning efforts in the month of May; therefore, we did not incur a loss.

A loss is anticipated for June due to the closing of the State's fiscal year, three payrolls processed in June and payment of the Council's quarterly membership dues.

Regional Council - Agencywide	Adopted Budget 09/10	May, 2010	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 791,174	58,304	464,378	59%	-8%
Emergency Preparedness	\$ 3,726,786	409,285	1,591,168	43%	-24%
County	\$ 623,091	51,924	415,394	67%	0%
North Florida Procurement Association	\$ 12,000	872	11,049	92%	25%
Tenant Revenue	\$ 84,000	2,738	61,659	73%	6%
Anticipated Revenue/Other	\$ -	374	18,402	0%	0%
TOTAL REVENUES	\$ 5,237,051	\$ 523,496	\$ 2,562,051	49%	
Expenses					
Salaries and Fringe	\$ 1,674,365	111,925	1,061,787	63%	-4%
Contract/Grant Direct Expenses	\$ 2,991,979	363,065	1,181,031	39%	-28%
Common/Indirect - Allocated Expenses*	\$ 421,977	31,174	252,458	60%	-7%
General Fund Expense*	\$ 148,730	10,264	89,731	60%	-7%
TOTAL EXPENSES	\$ 5,237,051	\$ 516,428	\$ 2,585,007	49%	
Net Income (loss)	\$ -	7,068	\$ (22,956)		

*Excludes Salaries & Fringe

Planning and Development	Adopted Budget 09/10		May, 2010	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues						
Local Gov't T.A./DCA	\$ 322,591		29,695	286,677	89%	22%
DRI	\$ 115,000		12,108	72,364	63%	-4%
TD	\$ 114,888		13,187	68,435	60%	-7%
SHIP	\$ 72,000		1,565	24,086	33%	-34%
CEDS	\$ 53,000		1,078	1,343	3%	-64%
Regional Leadership	\$ 4,000		375	2,640	66%	-1%
Anticipated Revenue	\$ 109,695		295	8,832	8%	-59%
TOTAL REVENUES						
	\$ 791,174	\$	58,304	\$ 464,378		59%
Expenses						
Salaries/Fringe	\$ 453,555		34,305	287,687	63%	-4%
Direct	\$ 46,800		2,651	21,833	47%	-20%
Common/Indirect	\$ 290,819		22,751	169,183	58%	-9%
TOTAL EXPENSES						
	\$ 791,174	\$	59,707	\$ 478,703		61%
Net Profit (Loss)						
	\$ -	\$	(1,403)	\$ (14,326)		

Emergency Preparedness	Adopted Budget 09/10 May, 2010		YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local T.A.	\$ 114,521	2,155	79,969	70%	3%
Hurricane Study	\$ 1,657,938	274,017	816,699	49%	-18%
DCA LEPC	\$ 40,909	1,124	19,580	48%	-19%
HMEP	\$ 52,445	9,267	15,745	30%	-37%
State Interoperable and Hurricane Exercises	\$ 309,000	41,606	219,106	71%	4%
State TIC/COG Plans	\$ 345,335	3,038	109,311	32%	-35%
SQG	\$ 5,000	4,649	5,502	110%	43%
SHSGP Terrorism Planner	\$ 75,000	19,766	48,609	65%	-2%
DEM TA	\$ 175,000	9,073	67,694	39%	-28%
Infrastructure Assessments	\$ 318,000	16,411	132,057	42%	-25%
Training Exercise Planning Workshop	\$ 45,000	60	13,036	29%	-38%
State Interoperable and LSA Training	\$ 588,638	28,119	63,859	11%	-56%
TOTAL REVENUES	\$ 3,726,786	\$ 409,285	\$ 1,591,168	43%	
Expenses					
Salaries/Fringe	\$ 441,052	27,891	257,025	58%	-9%
Direct	\$ 2,934,859	359,278	1,131,790	39%	-28%
Common/Indirect	\$ 350,875	22,022	201,634	57%	-10%
TOTAL EXPENSES	\$ 3,726,786	\$ 409,191	\$ 1,590,448	43%	
Net Profit (Loss)	\$ -	\$ 94	\$ 720		

Northeast Florida Regional Council
Balance Sheet
May 2010

	FY 08/09	FY 09/10
	May 2009	May 2010
ASSETS		
Cash*	1,767,673	1,337,840
Accounts Receivable	383,382	548,589
Due from other funds - BDC	34,706	-
Prepaid Worker's Comp		1,563
Closing Cost	9,083	8,083
Total Current Assets	2,194,844	1,896,075
Property and Equipment:		
Office furniture and equipment	698,809	687,142
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	235,176	-
Building	1,928,090	1,928,090
Building improvements	467,166	930,081
Less accumulated depreciation	<u>1,120,465</u>	<u>1,255,306</u>
Total Property and Equipment, net	2,595,885	2,677,117
Total Assets	<u>4,790,730</u>	<u>4,573,192</u>
LIABILITIES		
Accounts payable	5,524	27,499
Accrued salaries and leave	75,785	59,145
Deferred Revenue	611,817	513,091
Tenant deposits	8,232	8,232
Notes payable	1,898,595	1,823,255
Total Liabilities	<u>2,599,953</u>	<u>2,431,223</u>
EQUITY		
Equity and Other Credits:		
Retained earnings	2,190,777	2,141,970
Total Equity and Other Credits	<u>2,190,777</u>	<u>2,141,969</u>
Total Liabilities, Equity and Other Credits	<u>4,790,730</u>	<u>4,573,192</u>

* Cash includes advance funding for the Hurricane Evacuation contract and remaining proceeds from the building note refinance that have not been expensed to date.

YTD Comparison

08/09

09/10

AGENCYWIDE

October	\$ (3,978)	\$ 15,613
November	\$ (6,955)	\$ 14,710
December	\$ (25,896)	\$ (12,714)
January	\$ (36,757)	\$ (15,750)
February	\$ (69,465)	\$ (33,979)
March	\$ (83,952)	\$ (34,085)
April	\$ (106,496)	\$ (30,024)
May	\$ (133,288)	\$ (22,956)
June	\$ (153,349)	
July	\$ (159,945)	
August	\$ (149,899)	
September	\$ (117,431)	

MEMORANDUM

DATE: June 29, 2010
 TO: Northeast Florida Regional Council
 FROM: ^{DS} Donna Starling, Chief Financial Officer
 RE: May Investment Report

Sweep Account Interest

	FY 08/09	FY 09/10
May Interest	\$ 188	\$ 105
Year to Date Interest	\$ 2,271	\$ 861

Florida Local Government Investment Trust

	FY 08/09	FY 09/10
Current Balance	\$14,919	\$15,647

Agenda

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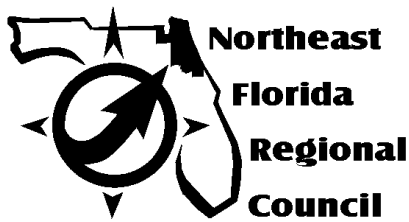
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Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: June 30, 2010
TO: Northeast Florida Regional Council
FROM: ^{DS} Donna Starling, Chief Financial Officer
RE: Proposed Budget FY 10/11

Enclosed is the proposed budget for Fiscal Year 2010/2011 for your final review and approval. A draft of the proposed budget was presented and discussed at the June 2010 Personnel, Budget and Finance committee.

Please contact me at your convenience should you have any questions. Thank you.

Regional Council- Agencywide

Proposed Budget
10/01/10- 09/30/11**Revenues**

Planning and Development	\$ 811,232
Emergency Preparedness	3,275,960
County Dues	623,091
North Florida Procurement Association	12,000
Tenant Revenue	34,000

TOTAL REVENUES \$ 4,756,283**Expenses**

Salaries/Fringe	\$ 1,733,930
Contract/Grant Direct Expenses	2,456,281
Common/Indirect - Allocated Expenses*	395,623
General Fund Expense*	170,449

TOTAL EXPENSES \$ 4,756,283**Net Income (loss)** \$ -***Excludes Salaries & Fringe**

Planning and Development

Proposed Budget
10/01/10- 09/30/11

Revenues	
Local Government T.A.	\$ 102,750
DCA- Statutory Obligation	\$ 119,841
DCA-Visioning	\$ 100,000
Visioning Fundraising by RCI	25,000
Revenue Needed to Fund Visioning	119,954
DRI	107,000
TD	115,067
SHIP	35,000
CEDS	53,000
Regional Leadership	4,000
Revenue Needed to Fund Other Programs	29,620

TOTAL REVENUES	\$ 811,232
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Expenses	
Salaries/Fringe	\$ 472,489
Contract/Grant Direct Expenses	15,500
Common/Indirect	323,243

TOTAL EXPENSES	\$ 811,232
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Net Income (loss)	-
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Emergency Preparedness

Proposed Budget
10/01/10- 09/30/11**Revenues**

Emergency Preparedness Local T.A.	\$ 125,051
Hurricane Study	725,000
DCA LEPC	40,909
HMEP	30,000
SQG	5,000
SHSGP Terrorism Planner	75,000
State Interoperable Communication Exercises	1,070,000
State Interoperable Communication Training	650,000
State Exercise Evaluation	80,000
State Planning Technical Assistance	40,000
DEM Technical Assistance	80,000
Infrastructure Assessments	245,000
UASI Program	50,000
Training Exercise Planning Workshop	60,000

TOTAL REVENUES \$ 3,275,960**Expenses**

Salaries/Fringe	\$ 468,202
Contract/Grant Direct Expenses	2,430,641
Common/Indirect	377,117

TOTAL EXPENSES \$ 3,275,960**Net Income (loss)**

-

NORTHEAST FLORIDA REGIONAL COUNCIL
PROPOSED BUDGET
FISCAL YEAR 2010/2011

Presented July 8, 2010

**Northeast Florida Regional Council
Proposed Budget Narrative
FY 10/11**

REVENUES

Planning and Development Revenues

Budget based on Local Government Contracts (\$102,750), DCA Contract-Statutory Obligation (\$119,841), DCA Contract-Visioning (\$100,000), Visioning Fundraising by RCI (\$25,000), DRI (\$107,000), Transportation Disadvantaged (\$115,067), Putnam SHIP (\$35,000), CEDS (\$53,000), Regional Leadership Series (\$4,000), Revenue Needed to Fund Visioning (\$119,954), Revenue Needed to Fund Other Planning Programs (\$29,620).

TOTAL FY 10/11: \$811,232

Emergency Preparedness Revenues

Budget based on Emergency Preparedness Local Technical Assistance (\$125,051), Hurricane Study (\$725,000), DCA LEPC (\$40,909), HMEP (\$30,000), Small Quantity Generator (SQG) inspection project (5,000), State Homeland Security Grant Program (SHSGP) (\$75,000), State Interoperable Communication Exercises (\$1,070,000), State Interoperable Communication Training (\$650,000), State Exercise Evaluation (\$80,000), State Planning Technical Assistance (\$40,000), Department of Emergency Management (DEM) Technical Assistance(\$80,000), Infrastructure Assessments (\$245,000), Urban Area Security Initiative(UASI) Grant (\$50,000), State Training Plan Exercise and Workshop (\$60,000).

TOTAL FY 10/11: \$3,275,960

County Dues

The seven member governments of the Northeast Florida Regional Council jointly participate financially in the annual operation of the Council. Calculations are based on a rate of \$0.41 per capita, using population data according BEBR, 2007. This is the third year of level funding for County dues.

Baker	\$10,505
Clay	\$75,704
Duval	\$368,015
Flagler	\$38,363
Nassau	\$28,523
Putnam	\$30,668
St. Johns	\$71,313

TOTAL FY 10/11: \$623,091

North Florida Procurement Association

Membership fees and Expo registration fees for the North Florida Procurement Association.

TOTAL FY 10/11: \$12,000

Tenant Revenue

Tenant Income based on one executed lease.

TOTAL FY 10/11: \$34,000

EXPENDITURES

Salaries/Fringe

This line item consists of all staff salaries and fringe benefits which include the employer's share of Social Security, Medicare, health/life insurance, Florida Retirement System contributions, leave and worker's compensation, unemployment compensation and group disability.

TOTAL FY 10/11: \$1,733,930

Contract/Grant Direct Expenses

This line item includes all expenses charged directly to a contract or grant including sub-recipient contracts, office supplies, cellular telephones, printing, travel, advertising, field offices, computer hardware/software, furniture/equipment, client materials, training, etc.

TOTAL FY 10/11: \$2,456,281

Common & Indirect – Allocated Expenses

Includes local and long distance telephone service and lines, data and internet lines, pagers, mortgage expense, utilities, storage space, building maintenance, equipment purchases, equipment repairs and maintenance agreements, copier rental, postage meter rental, computer hardware/software, depreciation, postage, office supplies, periodicals/subscriptions, printing, general liability/casualty insurance, interest expense, audit expense, fiscal related office supplies, accounting system support costs and staff training/travel, etc. (Excludes salaries/fringe)

TOTAL FY 10/11: \$395,623

General Fund Expense: Includes all expenses directly related to Chief Executive Officer (excluding salary/fringe), Council Board expenses, publications, and initiatives, Council membership dues, legal fees, vehicle fleet maintenance, other expenses that are not allowable charges to existing contracts or grants, etc.

TOTAL FY 10/11: \$170,449

Budget Format

Historically, the Council has presented its budget in essentially this same format. It is zero-based and considered a "flexible" budget as allowed for enterprise funds where it is sometimes difficult to estimate the demand for services and therefore, the level of spending needed to meet demand. The Council's budget provides for a sources and uses of cash.

Budget Assumptions Related to Significant Changes from the adopted FY 10/11

REVENUES

- ❑ Planning and Development overall will not change a great deal. The funding for Local Government T.A. is expected to remain constant. The Council received level funding for the DCA contract, of which \$100,000 of those funds have been allocated directly for Regional Visioning efforts to update the Strategic Regional Policy Plan (SRPP) that is scheduled to be completed in September 2011. The Council has tasked the Regional Community Institute (RCI) to raise \$25,000 toward the Regional Visioning efforts. However, \$119,954 will still be needed to complete the Regional Visioning effort. As discussed at the April 2010 Personnel, Budget, and Finance committee meeting, if funding is not raised, Council reserves will be used. A decrease in DRI fees are anticipated due to the current economic environment and the uncertainty of Amendment 4 passing. The Putnam Ship program was not funded by the Legislature this year, thus the reduction in revenues for the program. Finally an additional \$29,620 in revenues will be needed to meet current estimated expenditures.
- ❑ Emergency Preparedness revenues decreased as a result of the uncertainty of future State funding for programs that were undertaken in FY 09/10 such as contracts for State Exercise Evaluation and State Technical Assistance. The Hurricane Study is expected to be extended into FY 10/11, however the revenues realized from the Study will be decreased as the project is in the final stages of completion. The contract for Interoperable Communication Exercises that began in June 2010 will carry into FY 10/11 and provide one million dollars in revenue for the year; Emergency Preparedness is also expected to receive funding from the Jacksonville Sherriff's Office to conduct Urban Area Security Initiative (UASI) assessments.
- ❑ **County dues remain constant at \$.41 per capita.** This is the third consecutive year of level funding for County dues.

EXPENDITURES

- ❑ Salaries and fringe increased as one of our key staff member is retiring in March 2011, and a required salary overlap is necessary for a new staff member to be trained.
- ❑ Contract/Grant Direct Services decreased as a result of the decrease in funding for Emergency Preparedness.
- ❑ Common & Indirect expenses decreased mainly as a result of continued cost saving measures. Decreased cost in large part was the reduction of staff and outsourcing of various operational services.
- ❑ General Fund expenses increased to cover unforeseen cost such as legal fees and bad debt.

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Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: June 21, 2010

TO: Northeast Florida Regional Council

FROM: Jeffrey Alexander, Director, Emergency Preparedness 

RE: Regional Interoperable Communication Exercises

The NEFRC has received a contract from FDEM in the amount of \$1.12 million dollars to design and implement seven (7) Interoperable Communication Functional Exercises in the seven (7) Regional Domestic Security Task Force (RDSTF) Regions throughout the State. The purpose of the exercises is to instruct personnel from various agencies in the use of equipment, plans and procedures to enable Interoperable Public Safety Communications procedures.

Each of the 7 RDSTF regions will be submitting a Tactical Interoperable Communications Plan (TICP) to FDEM June 30, 2010 (NEFRC contract). These TIC plans will be used as guidance to develop the exercises.

Staff Recommendation:

It is respectfully requested that the Council authorize Brian Teeple to enter into agreements with six of the RPCs in the State for the implementation of this program. Each RPC contract will be for approximately \$150,000.00.

ATTACHMENT A

1. Introduction

The Regional Planning Council will design and conduct an Interoperable Communication Functional Exercise. The purpose of this exercise is to instruct personnel from various agencies in the use of equipment, plans and procedures to enable Interoperable Public Safety Communications procedures to be implemented in all seven (7) regions in the state of Florida. This exercise is to be conducted to ensure agencies belonging to a Regional Domestic Security Task Force (RDSTF) are trained on equipment, plans and procedures for compliance with Interoperable Public Safety Communications.

2. Scope of Work

The development of the exercise shall include that the Council complete the following tasks:

1. Address elements found in the Regional Tactical Interoperable Communications Plan.
2. Exercise design and selection will be approved through the RDSTF Interoperable Communications Committee.
3. Conduct the exercise using the Homeland Security Exercise Evaluation Plan (HSEEP) 2007ed.
4. Conduct the exercise in compliance with National Emergency Communications Plan goals and objectives.
5. Conduct in all regions prior to August 31, 2010, unless extended by Notice of Extension.
6. The development of the exercise shall include as many of the following as possible:
 - a) The utilization of the RDSTF Interoperable communications committee to assist in designing the exercise.
 - b) Facilitate the development of the exercise objectives. The objectives are compliance with the National Emergency Communication Plan (NECP), Tactical Interoperability Plan and regional standard operating procedures.
 - c) Develop the scenario based on regional threat.
 - d) Include at least two county EOC's in the exercise.
 - e) Operational exercises shall facilitate the activation of another RDSTF.
 - f) Operational exercises shall cause the activation of the State Emergency Operations Center (SEOC).
 - g) Establish benchmarks for the exercise to measure:
 - i. NECP goals and objectives.
 - ii. TIC plans level of training of regional staff.
 - iii. Effectiveness of local and regional Standard Operating Procedures.
 - iv. Test regional communication leader issues.
 - h) Provide administrative support in the development of the exercise, for example, support of regional staff in sourcing meeting locations and printing or copying services.
 - i) Provide evaluation tools and evaluators. Evaluation tools are the Controller and Evaluation Handbook and Master Scenario Events List (MSEL). The number of evaluators shall be commensurate with the size of the regional exercise.
 - j) Provide a facilitator for each exercise.
 - k) Create at least one cross regional response of one or more disciplines.
7. The exercise will incorporate one or more of the 15 Department of Homeland Security Office of Domestic Preparedness approved scenarios.
8. The exercise will evaluate for and be designed to be NIMS and NRF compliant.

9. The scope of the exercise should be such to warrant participation of the RDSTF Communications and support agencies.

III. Deliverables

Deliverables to be provided by the Council:

1. An exercise Implementation Meeting between RDSTF staff and the Exercise Contractor, with minutes provided to the Division within ten (10) days of the meeting. The due date for the Implementation Meeting is on or about August 1, 2010.
2. A minimum of three meetings with regional exercise planning staff in conjunction with region interoperable communications chair:
 - i. The Initial Planning Conference will determine each exercise concept, location, overall objectives, scope, major participants and the broad scenario and tentative dates.
 - ii. The Midterm Planning Conference will be an in-progress review of all major issues/key events, including the functional, administrative and logistical support areas. A date for the Final Planning Conference will be verified, as well as conducting a MSEL conference.
 - iii. The Final Planning Conference will be the last review of all exercise planning details before the actual exercise. The final Functional Exercise plan along with the MSEL will be approved at this time. The Controller/Evaluator (C/E) Handbook and the exercise Evaluation Plan will be developed and reviewed at this conference as well.
 - iv. Any additional meetings in between the planning conferences that will facilitate meeting the goals of the planning conferences.
 - v. Minutes and an attendance roster must be submitted for all meetings.
3. The Council shall provide facilitation for each conference.
4. The Council shall provide exercise control staff to assist the RDSTF in conducting the exercise in accordance with HSEEP 2007ed. This will include developing and delivering the participant, facilitator and media briefings prior to and at the end of the exercises.
5. The Council will produce After Action Report (AAR) for the exercise and will complete within 60 days. The AAR will include a list of participating agencies and the number of participants.
6. Logistical support for the exercises, which will include:
 - i.Refreshments for breaks and meals for the participants during the exercise.
 - ii.Situation manuals for all participants.
 - iii.Exercise Instructions for all participants.
 - iv.Credentials/Badges for all participants.
 - v.Sign-in sheets for exercise and planning conferences
 - vi.Notes from all meetings and conferences.
 - vii.Exercise sites and materials as needed.
 - viii.Player Handbooks
 - ix.Controller and Evaluator Handbooks

IV. Reimbursement

1. Reimbursement will be based on submittal of a satisfactory documented, detailed invoice.

Estimated Sample Budget	
Support and Materials	
Approximate Breakdown	
Documentation Printing	\$4,500.00
Equipment	\$7,550.00
Consumables	\$5,000.00
Identifications	\$1,250.00
Travel	\$8,300.00
Facilities	\$3,500.00
Local Agency Backfill/OT	\$45,000.00
Meeting Costs	\$2,000.00
	\$77,100.00
Planning and Documentation	
Approximate Breakdown	
Planning Staff	\$40,650.00
PR Staff/support	\$3,700.00
SME/Support Staff	\$16,500.00
Travel & Printing	\$2,000.00
Equipment /Supplies	\$5,000.00
Facilities	\$3,500.00
	\$71,350.00
Estimated Project Total	\$148,450.00