



# The ARRA EAP

## Energy Assurance Planning Bulletin

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**Welcome to the twelfth and final issue** of the quarterly *Energy Assurance Planning Bulletin*, a service of the U.S. Department of Energy, Office of Electricity Delivery and Energy Reliability (DOE/OE). The *ARRA EAP Bulletin* provides information on energy assurance planning resources, upcoming events, training opportunities, and important grant deliverable dates. Past issues can be found at: <http://energy.gov/oe/information-center/recovery-act/recovery-act-enhancing-state-energy-assurance>.

## Need to Know

The EAP Initiative began in August 2009 providing funds to 47 States, DC, 2 territories, and 43 cities to develop or refine their energy assurance plans. Over the past 3 years, DOE hosted numerous webinars and workshops, conducted four regional exercises in 2011 and concluded the grant program with the National Energy Assurance Planning Conference in June 2012. The conference After-Action Report and a recap of lessons learned were distributed to all conference attendees and grant recipients.

## Action Items

**Quarterly Reporting Requirements:** In accordance with the Reporting Checklist (found in Attachment 3) of your Assistance Agreement, the Quarterly Progress Report and Financial Status Report (SF-425) are due October 30, 2012, for the current reporting period (unless the Period of Performance has ended and the project is in Close-Out). Those reports should be submitted to <https://www.eere-pmc.energy.gov/SubmitReports.aspx>. Also, the quarterly 1512 Recovery Act (ARRA) Report is due to [www.federalreporting.gov](http://www.federalreporting.gov) by Sunday, October 14, 2012.

**Project Close-Out:** In accordance with Statement of Project Objectives (SOPO) and the Reporting Checklist (found in Attachment 3) of your Assistance Agreement, the following should be submitted to <https://www.eere-pmc.energy.gov/SubmitReports.aspx> upon grant completion:

1. Unless the SOPO in your Agreement states otherwise, the **Final Energy Assurance Plan** must be submitted at the end of the Period of Performance of your grant.
2. The **Final Progress Report** must be submitted within 90 days following the expiration of the grant. In addition to the typical Quarterly Progress Report updates, the Final Progress Report should summarize and document all accomplishments under the grant, including energy assurance implementation actions and exercises, and summarize workforce development activities, including persons hired, retained, and trained for energy assurance activities through the energy assurance initiative. Additional products or reports developed under the Grant should be referenced and/or summarized and included as addendums, unless previously submitted to <https://www.eere-pmc.energy.gov/SubmitReports.aspx>.
3. The following two forms, available at <https://www.eere-pmc.energy.gov/Forms.aspx>, should be submitted within 90 days following the expiration of the grant.
  - The **Property Certification** (SF-428B - Final Award Closeout Report), including the required inventories of non-exempt property, should be signed and submitted in PDF.
  - The final **Financial Status Report** (SF-425)
4. Local Energy Assurance Program (LEAP) grant recipients should refer to the SOPO contained in their Assistance Agreement to determine if there are any **additional deliverables** required under their grant.

If you have any questions regarding submission of deliverables or project close-out, please contact your DOE Project Officer or DOE Award Administrator.

## Energy Assurance Success Stories

Portland's Bureau of Emergency Management (PBEM) successfully engaged the interest and attention of the community during its Local Government Energy Assurance Planning (LEAP) process. Portland's planning process enabled the concepts of energy assurance and sustainability to gain more momentum in the community, highlighting their interrelationship. The effort can serve as a model for other cities looking to engage their communities in similar efforts.

To read more, please visit

<http://www.energyassurance.us/best-practices/portland>

## News from the States

North Carolina is more energy-efficient than it was in 2009. Homes, schools, college campuses, businesses, and government facilities are using less energy, saving on utility bills and generating more power from renewable sources as a result of grants distributed by the N.C. Energy Office and funded through the American Reinvestment and Recovery Act.

You can learn more by visiting

<http://www.energync.net/about-us/recovery-act-in-nc>

## Upcoming Events

**GridWeek 2012**, planned by a representative committee of 14 industry stakeholder groups and dedicated to the modernization of our global Smart Grid, will be held in Washington, DC, **October 2-4, 2012**. For more information or to register, go to <http://www.gridweek.com/2012/>.

DOE/OE, the U.S. Energy Information Administration (EIA), and the National Association of State Energy Officials (NASEO) are hosting the 2012 – 2013 **Winter Fuels Outlook Conference** in Washington, DC, **October 10, 2012**. Details are available at <http://www.naseo.org/events/winterfuels/>.

The Association of State Energy Research & Technology Transfer Institutions (ASERTTI)'s **Fall Meeting** will be hosted by the Washington State University Energy Program and Pacific Northwest National Laboratory **October 10-12, 2012** in Seattle. See <http://www.asertti.org/events/fall/> for details.

New Mexico State University (NMU) offers week-long courses specifically designed to capture the nuances of energy industries. The next courses, **The Basics: Practical Regulatory Training for the Electric Industry** and **Natural Gas Local Distribution (LDC) Industry**, will be held **October 14 - October 19, 2012**, in Albuquerque. See <http://business.nmsu.edu/programs-centers/cpu/> for more information.

The Association of Energy Engineers (AEE) is hosting the 35<sup>th</sup> **World Energy Engineering Conference**, **October 31-November 2, 2012** in Atlanta, featuring a multi-track conference agenda, a full line-up of seminars on a variety of current topics, and an exposition of promising new technologies. Details are available at <http://www.energycongress.com/>.

The National Association of Regulatory Utility Commissioners (NARUC) 124<sup>th</sup> **Annual Meeting** will be held in Baltimore, MD, **November 11-14, 2012**: <http://annual.narucmeetings.org/>.

The New York State Energy Research Development Authority (NYSERDA) is sponsoring the national **Clean Energy Workforce Education Conference**, scheduled for **November 13-15, 2012** in Albany. The CEWEC offers current information on instructional strategies, curriculum development, credentialing, and best practices for training in the renewable energy and energy efficiency fields. <http://cewec.org/> has details.

NASEO's 2013 **State Energy Policy and Technology Outlook Conference** is scheduled for **February 5-8, 2013**, in Washington, DC. More information will be available at <http://www.naseo.org>.

AEE is also hosting **Globalcon 2013**, geared to those seeking integrated energy solutions that can help ensure both a secure and affordable energy supply. The event will be held **March 6-7, 2013**, in Philadelphia; more information is available at <http://www.globalconevent.com/>.

## Other Useful Information

### Next Steps with Energy Assurance Planning – Keeping the Momentum Going

Though much good work has been accomplished already, stakeholders should remain vigilant to ensure that Energy Assurance Plans (EAPs) remain viable, sustainable, and adaptable to meet the needs of States and localities into the future. Some ideas from the National Conference are presented here.

#### Sustaining Preparedness

- Educate the public on energy assurance measures through various media such as newsletters, blogs, and Facebook pages.
- Make energy assurance capabilities an *intentional* part of staff development.
  - Make EA training and exercise development a job description of someone on staff.
  - Develop concise, creative exercises that promote retention (e.g. 30-minute online courses, “treasure hunt” questions that require using WebEOC to respond).
  - Ask at annual evaluations: How have you contributed to EA goals and emergency management?
- Use predictive analysis to obtain new insight into risk management and to battle uncertainty.
- Leverage the Threat and Hazard Identification for Risk Analysis (THIRA) guide to assess risks and use identified gaps as a foundation for future funding.
  - Put priorities in place regardless of budget.
- Convene a Lifelines Emergency Coordination Group to help develop energy emergency procedures that address multiple interdependencies.
  - Build partnerships with other agencies that can attract funding which meets mutual goals.

#### Moving From Plans To Actions That Build Energy Resiliency

- Leverage fusion centers and information-sharing working groups to share information between State and Federal governments and private sector to help reduce risks.
- Maintain personal relationships. This takes time for all concerned but helps ensure better situational awareness and speeds recovery during an event.
  - Operate in a continuous state of monitoring. Communicate constantly with energy producers and providers.
- Update the State’s energy profile to accurately reflect how energy is produced, transmitted, and distributed.
  - Develop a common platform that displays this profile across the State and identifies interdependencies before and during an event.
- Conduct direct outreach and education to emergency preparedness partners in other Emergency Support Functions.
  - Don’t plan in a vacuum. Incorporate the Energy Assurance Plan into the State’s Emergency Operations Plan to raise the importance of energy assurance policies and procedures with partners.
- Response to cyber disruptions should follow the State’s all-hazards approach, but cyber risk mitigation requires close coordination with security experts in the energy industry and Federal government.

#### Sustaining Energy Assurance Capabilities

- Review plans and update every one to two years.
- Require annual updates to State, local, and energy industry contact lists.
- Reference the EAP in the State’s emergency response plans and as part of any ESF-12 Annex.
- Include energy assurance-specific duties in position descriptions of staff with those responsibilities.
- Require training for new staff and periodic refresher training for existing staff.
- Hold periodic energy exercises in States, and, if possible, multi-State regional exercises.