



The ARRA EAP

Energy Assurance Planning Bulletin

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Build an Energy Assurance
Response and Planning
Team

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OE Website

<http://www.oe.energy.gov/>

Welcome to the sixth 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.

Need to Know

DOE/OE to conduct Northeast Regional Energy Assurance Exercise June 16-17, 2011 in Boston, MA. DOE/OE, in coordination with the Massachusetts State Energy Office, the City of Boston, and NASEO, will conduct the tabletop exercise at the Boston Park Plaza Hotel & Towers. The following States are encouraged to attend: Connecticut, Delaware, Maryland, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia. Localities/cities that have received Energy Assurance Grants from DOE and are located in the States listed above are also invited to participate.

This is an invitation-only event. Invitation letters and registration information will continue to be sent out in the coming weeks.

Two additional regional exercises will be held as follows:

Midwest – August 31-September 1, 2011,
Chicago, IL

West – November 2011, specific date and
location TBA.

PTI Local Government Energy Assurance Guidelines, Version 2.0 now available. The Public Technology Institute, in collaboration with DOE/OE, has completed version 2.0 of a guidelines document to assist local governments with their energy assurance planning efforts. Version 2.0 works to synthesize material from the previous PTI Guidelines document with a more in-depth examination of the content from DOE/OE's *10-Step Local Government Energy Assurance Planning Framework*, released last year. The end result is a more comprehensive, integrated look at the same issues examined by each of the prior documents—in a single source, for ease of reference.

It is important to note that the material covered in Version 2.0 is not meant to replace Version 1 of the Guidelines. The purpose of Version 2.0 is to integrate, constructively reexamine, and further elaborate on earlier guidance provided by DOE/OE and PTI.

Visit <http://www.energyassurance.us> to download a free copy of the *Guidelines, Version 2.0*.

News from the States

Electric utilities close to meeting renewable energy goals.

California's three biggest investor-owned electric utility companies are nearing the State's requirement that they produce 20% of their power from renewable sources by 2012. Southern California Edison led the group, generating 19.4% of its electricity from wind, solar, and geothermal sources at the end of 2010.

For more information, visit:

http://latimesblogs.latimes.com/mon ey_co/2011/03/electric-utilities-close-to-meeting-renewable-goals.html.

Action Items

State Grantees:

Intrastate and interstate energy assurance tabletop exercises are to be completed within 24 and 30 months, respectively, of the grant award date. Participation in a DOE/OE-coordinated regional energy assurance tabletop exercise will satisfy the interstate exercise grant requirement. After-action reports are due within 30 days of attending an intra/interstate exercise. Guidance for the reports was distributed to States on December 2, 2010. Questions should be directed to DOE's Project Management Officers.

State and Local Grantees:

Quarterly Reports (Progress Report and SF-425) for grant activity January – March 2011 are due no later than April 30. Quarterly Reports are submitted via the EERE-PMC website: <https://www.eere-pmc.energy.gov/SubmitReports.aspx>.

The ARRA 1512 reporting cycle for the current quarter will begin April 1, 2011. ARRA 1512 reports are submitted via www.federalreporting.gov. For local grantees, further information and sample reporting templates are available at: www.energyassurance.us. Additional questions may be addressed by Attachment 3 (Federal Assistance Reporting Checklist) of the Assistance Agreement, or through contact with the DOE/NETL Project Officer.

REMINDERS:

Project Management Plans and Workforce Development Plans must be kept current. Substantial changes to a project may warrant an updated plan. Contact your DOE/NETL Project Officer with any questions.

States are encouraged to submit 2-3 paragraphs highlighting key accomplishments from their past year of energy assurance planning work. These can include information on job creation, new stakeholder partnerships, or best practices. See examples at: <http://naseo.org/energyassurance/updates/index.html/>.

Energy Assurance Success Stories

“Red Earth” Exercise Recap: On March 1 - 2, 2011, DOE/OE, in coordination with the North Carolina State Energy Office, City of Raleigh, and NASEO, held the first of a series of four regional energy assurance exercises, “Red Earth.” The exercise focused on the southern States and featured 155 participants from Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, and Virginia. Attendees included Governors’ Offices, State Energy Offices, Public Utility Commissions, State-level emergency management and environmental protection agencies. In addition, cities and local jurisdictions, and officials from trade associations and the electricity, oil, natural gas, and renewable energy industries participated. The day-and-a-half event featured three scenarios dealing with natural and man-made hazards impacting electricity, petroleum, natural gas, and renewable energy.

Upcoming Events

2011 Energy Information Administration (EIA) Energy Conference – April 26-27, Washington, DC The 2011 EIA Conference will bring together leaders from industry, government, and academia to discuss current and future challenges facing energy markets and policymakers. Conference topics will include electricity and the environment, the long-term U.S. energy outlook, intelligent electric systems, and many more. For additional information and a list of sessions, visit: <http://www.eia.doe.gov/conference/2011/>.

Pacific NorthWest Economic Region (PNWER) 2011 Annual Summit – July 19-22, 2011, Portland, Oregon PNWER's 21st annual summit will feature sessions focusing on energy sector innovations, as well as a range of economic, sustainable development, and natural resource management issues. For more information visit: <http://www.pnwer.org/2011AnnualSummit.aspx>.

Other Useful Information and Links

NARUC “tabletop-in-a-box” now available. With funding from DOE/OE, NARUC has developed a toolkit for use by State energy assurance planners in creating tabletop energy assurance exercises. The tabletop-in-a-box provides a step-by-step guide for exercise planning and implementation, as well as scenario materials from multiple prior State-level energy assurance tabletop exercises. It will be a useful resource for States in designing intrastate exercises to meet grant deliverable requirements, and may be a good starting point for those cities whose grant agreements contain tabletop exercises as well. Find the tabletop-in-a-box at: <http://www.naruc.org/grants/programs.cfm?page=3>.

Guidance from PTI

The PTI *Local Government Energy Assurance Guidelines, Version 2.0* has a list of 10 helpful steps for local governments to consider when developing energy assurance plans. The *ARRA EAP* will be highlighting one of these steps each quarter. What follows is the first installment of this series. For more information contact Ronda Mosley at mosley@pti.org.

Build an Energy Assurance Response and Planning Team

Building a planning team is one of the more important tasks that must be accomplished before any planning work can get started. This process begins with designating an energy assurance coordinator and establishing an energy assurance working group.

Designate an Energy Assurance Coordinator

The first step many local governments take toward developing and eventually implementing an EAP is the selection of an official energy assurance coordinator (the coordinator). The coordinator is responsible for building consensus around the EAP, and is usually the EAP's primary architect and internal and external champion. While it is not essential, it is often helpful if the coordinator has an emergency management or energy background and some familiarity with relations between local government and DOE, the U.S. Department of Homeland Security (DHS), and local or State emergency management agencies.

Since the coordinator is often charged with briefing people about energy assurance and other technical concepts, excellent communication and public speaking skills are recommended. It is not uncommon for the coordinator to lead meetings where a variety of department directors are present. Therefore, the coordinator's ability to explain, engage and motivate, and in some cases inspire local government officials is critically important to the overall success of the EAP. Where possible, it is recommended that the coordinator have local government experience.

Establish an Energy Assurance Working Group

The coordinator will often be responsible for establishing a local energy assurance working group or task force. This working group is sometimes responsible for the development and implementation of the EAP. Working groups often start out with a small group of people and grow or contract as necessary.

The following public agencies, where present, are often represented on energy assurance working groups:

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|-----------------------------------|-------------------------------|-------------------------|
| - Emergency Management | - Environment | - General Services |
| - Communications/Public Affairs | - Fleet Management | - Facilities Management |
| - Fire Department | - Police Department | - Public Works |
| - Health Services | - Energy Management | - Procurement |
| - Electricity/Gas/Water Utilities | - Information Technology (IT) | |

It can be helpful to involve State energy assurance representatives (from the State Energy Office or Public Utility Commission) and regional government leaders in the working group. State Representatives may not be able to attend every working group meeting, but keeping them abreast of local government efforts and involving them as resources and advocates can yield many benefits for the planning process.

Private sector expertise is helpful to most working groups, particularly when addressing electricity, gas, water, and related utilities. It is important to include decision-makers, subject matter experts, or related personnel from relevant utilities where and when appropriate. At a minimum, it is recommended to involve representatives from local gas and electric utilities since they may have access to energy information and related resources to support local planning efforts. Pipeline and storage facility operators may also be useful, as well as water and wastewater treatment utility representatives. It is recommended that planners start by contacting the Office of Government Affairs within the local utility or other energy supplier for a contact person if one is not already in place. It may be worthwhile as well to seek assistance from other partners in the jurisdiction or region to see what utility contacts they have already developed.

It is recommended that planners brief these individuals on their planning efforts and include them as soon as possible in the development of the EAP. If it is not possible to include utility representatives on the working group, outside experts can also be brought in, when appropriate, to brief the working group.