AssurancePlanning_81.120

PROJECT MANAGEMENT PLAN

Recovery Act-Energy Assurance Planning

State of Rhode Island

October 13, 2009

WORK PERFORMED UNDER AGREEMENT

DE-OE000062

SUBMITTED BY

Rhode Island Office of Energy Resources
Rhode Island Department of Administration
1 Capitol Hill
Providence RI 02908

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SUBMITTED TO
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National Energy Technology Laboratory
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1. EXECUTIVE SUMMARY

This Project Management Plan (PMP) provides an overview of the tasks required by DE-FOA-0009 that will guide the State of Rhode Island's Energy Assurance Planning and training in accordance with Funding Opportunity Number DE-FOA-00091, Recovery Act – Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency. The PMP is subject to updates and revisions as the work progresses and the lessons learned are applied to subsequent tasks.

The OER will address five major tasks required by DOE:

1. Create this Project Management Plan (PMP)
2. Create a Workforce Development Plan (WDP) to enhance the state energy assurance capabilities by training and augmenting energy staff to achieve the goals of the Energy Assurance Plan (EAP)
3. Develop the state's EAP that includes:
4. A data tracking system to use before, during and after emergencies
5. Train stakeholders from the state and from neighboring jurisdictions

The PMP will address major energy sources such as petroleum, natural gas, and electricity as well as alternative energy sources such as energy efficiency, demand response, renewable energy and distributed resources; and will address data needs as a foundation for energy assurance planning. The plan will address the potential impact of the Internet, computer dependent energy controls and cyber protection protocols that can affect energy delivery.

The plan will include provisions for developing and conducting exercises and training with other state and regional agencies and entities that have significant energy assurance responsibilities in the state and the region.

2. RISK MANAGEMENT

The Rhode Island Department of Administration and the Rhode Island Office of Energy Resources (OER) will provide project oversight in accordance the state's procurement and project management rules. The project has been approved within the State of Rhode Island's ARRA grant management system. The OER and its contractors will include stakeholders to insure that the deliverables of this project are widely understood and accepted by Rhode Island's energy and homeland security managers and private sector stakeholders. Recognizing that the energy security of Rhode Island is intertwined with that of the region, the OER will also work with regional stakeholders to develop and take part in regional training and/or exercises to provide a foundation for coordinating regional efforts that contribute to regional energy security.

3. MILESTONE LOG

Table 1 summarizes the elements of the PMP. The verification method is that the deliverables outlined below will be submitted/reported to DOE as specified in the table.

Task	End Dates	Personnel Contractor/s
Task 1 Project Mgt Plan (PMP)		
Milestone: submit PMP to DOE	10/13/09	OER
Task 2 Workforce Plan (WDP)		
Milestone: Submit Draft WDP outlining personnel and training needs to DOE	11/13/09	OER
Task 3 Energy Assurance Plan (EAP)		
Identify vulnerability & risk factors, and alternative solutions		Contractor OER
Milestone: Submit EAP to DOE that reflects updated and expanded energy data and stakeholder input	2/13/2011	Contractor OER
Task 4 Develop Energy Supply Disruption Data Tracking Process		
Milestone: Submit Energy Supply Disruption Data Tracking Process to DOE	8/13/2010	Contractor OER
Task 5a Develop and Hold Intra-state Exercise		
Milestone: Submit report to DOE summarizing stakeholder participation, training process and results of intrastate training exercise	9/13/2011	OER Contractor/s
Task 5b Participate in Inter-state Training		
Milestone: Submit report to DOE summarizing stakeholder participation, training process and results of interstate training exercise	3/13/2012	OER Contractor/s

4. FUNDING AND COSTING PROFILE
Table 2 Budget information

TABLE 2

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Energy Assurance	81.122	$	$	$ 296,413.00	$	$ 296,413.00
2. Planning						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 296,413.00	$ 0.00	$ 296,413.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)		Total (5)
a. Personnel	$ 52,708.00	$	$	$	$ 52,708.00
b. Fringe Benefits	29,438.00				29,438.00
c. Travel	9,000.00				9,000.00
d. Equipment	0.00				0.00
e. Supplies	1,500.00				1,500.00
f. Contractual	199,000.00				199,000.00
g. Construction	0.00				0.00
h. Other	4,767.00				4,767.00
i. Total Direct Charges *(sum of 6a-6h)*	296,413.00	0.00	0.00	0.00	296,413.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 296,413.00	$ 0.00	$ 0.00	$ 0.00	$ 296,413.00
7. Program Income	$	$	$	$	$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Table 3 – Project Spending Plan

Table 3

Project Spending Plan
10//1/09-09/30/10

	Amount
October	4,100
November	4,100
December	4,100
January	4,100
February	13,600
March	13,600
April	13,600
May	13,600
June	13,600
July	13,600
August	13,600
September	13,600
Total	125,200

10/1/10-09/30/11

	Amount
October	4,100
November	4,100
December	13,600
January	13,600
February	13,600
March	13,600
April	13,600
May	13,600
June	13,600
July	4,100
August	4,100
September	4,100
Total	115,700

10/1/11-03/31/12

	Amount
October	13,600
November	13,600
December	13,600
January	4,100
February	4,100
March	6,513
Total	55,513
	296,413

5. PROJECT TIMELINE

Table 4 – Project Management and Milestone Log Table					
Task	**Year Range**	**Start**	**# of Days**	**End Dates**	**Personnel/Contractor**
Task 1 Project Mgt Plan (PMP)					
Milestone: submit PMP to DOE	2009	10/01/09	12	10/13/09	OER
Continue updates as needed					
Task 2 Workforce Plan (WDP)	2009				OER
Prepare outline, review personnel & training needs, draft WDP		10/09/09	24	11/04/09	OER
Milestone: Submit WDP to DOE		11/04/09	8	11/12/09	OER
Task 3a Energy Assurance Plan (EAP)	2009-2010				
Collect data		11/10/09	120	3/10/10	Contractor OER
Develop plan outline		11/10/09	21	12/07/09	Contractor OER
Review outline		12/07/09	29	1/05/10	OER
Set up interviews		12/02/09	14	12/16/09	Contractor OER
Meeting preparation		12/16/09	21	1/07/10	Contractor
In-state interviews		1/07/09	14	1/21/10	Contractor OER
Identify vulnerability & risk factors		1/27/09	28	2/24/10	Contractor OER
Identify & review alternatives (e.g. Smart Grid)		2/24/09	28	3/24/10	Contractor OER
Draft plan		3/24/10	112	7/14/10	Contractor
Edit & Review		7/14/10	42	8/25/10	OER
Edit, make changes, final draft		8/25/10	28	9/22/10	Contractor OER
Submit final draft for OER review		9/22/10	7	9/29/10	OER
Task 3b Energy Assurance Plan (EAP) Internal Review	2009-2011	9/29/10	7	10/06/10	Contractor OER
Brief relevant parties		9/29/10	7	10/06/10	OER Contractor
OER review		10/06/10	42	11/17/10	OER
Revise plan per OER edits		11/17/10	49	1/07/11	Contractor
Milestone: Submit EAP to DOE		1/07/11	29	2/13/11	OER
Task 4 Develop Energy Supply Disruption Process	2009-2010				
Create tracking process plan outline		2/17/10	21	3/10/10	Contractor
Discuss data needs with stakeholders		3/10/10	42	4/21/10	Contractor
Develop tracking Plan		4/21/10	28	5/19/10	Contractor
Internal OER review & edit		5/19/10	28	6/16/10	OER
OER review		6/16/10	28	7/14/10	OER
Milestone: Complete edits, submit to DOE		7/14/10	29	8/14/10	Contractor OER
Task 5a Develop and Hold Intra-state Exercise	2010-2011				
Identify stakeholders		9/15/10	28	10/13/10	OER
Draft training materials		10/20/10	28	11/17/10	Contractor/s
Set up training venue/other logistics		11/17/10	28	12/17/10	OER
Review training materials and scope of work		12/17/10	28	1/17/11	OER
Hold exercise				03/17/11	OER Contractor
Milestone: Report results to DOE		08/13/11		09/13/11	Contractor OER
Task 5b Participate in Developing & Holding Inter-state Training	2009-2012				
Identify contacts & work with participants		11/13/10	120	03/13/11	OER
Coordinate with interstate partners re approach, roles, responsibilities		03/13/11	180	9/13/11	OER Contractor
Draft & review training materials		9/13/11	60	11/13/11	Contractor
Take part in interstate exercise		11/13/11	60	02/13/12	OER Contractor
Milestone: Review results & report t to DOE		02/13/12	30	03/13/12	OER Contractor
Submit Revised EAP to DOE if needed		3/13/12	150	8/14/12	OER

6. SUCCESS CRITERIA

The preliminary recommended success standards for the project, subject to input from a review group organized by OER are:

1. Number of OER and other energy polity staff who can apply the findings and recommendations of the Energy Assurance Pan in their daily energy planning and management tasks.
2. Number of other state emergency management-related staff who can apply the findings and recommendations of the Energy Assurance Plan in their daily energy-related tasks
3. Number of local jurisdiction officials who are familiar with emergency support functions in the Energy Assurance Plan
4. Number of private sector stakeholders who show a willingness to support state efforts to manage and mitigate energy shortages
5. Incorporate provisions of the EAP in the Energy Element of the State Guide Plan as appropriate

7. AGREEMENT STATEMENT OF PROJECT OBJECTIVES DE-OE0000062

ATTACHMENT 2 -STATEMENT OF PROJECT OBJECTIVES (SOPO)

A. OBJECTIVES

The objectives of this EAP are to: 1) strengthen and expand State, local and regional government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; 2) retain jobs, and 3) build in-house State and local government energy assurance expertise.

B. SCOPE OF WORK

The following activities are addressed under the EAP project:

- Create in-house expertise at the State level on energy assurance planning and resiliency, focusing on Smart Grid applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis, and communications.
- Develop an EAP that incorporates response actions to new energy portfolios, including Smart Grid technologies.
- Revise appropriate State policies, procedures and practices to reflect the Energy Assurance Plans. The provisions of the EAP will be incorporated in the Energy element of the State Guide Plan as appropriate.
- Develop and initiate a process for tracking the duration, response, restoration and recovery time of energy supply disruption events.
- Train appropriate personnel on energy infrastructure and supply systems and the content and execution of energy assurance plans.
- Conduct energy emergency exercises (intra and inter-state) to evaluate the effectiveness of the Energy Assurance Plans.

The results of the funding provided for the projects will be assessed according to the following performance metrics:

- Energy Assurance Plan submitted to DOE
- Number of jobs retained within State government agencies for energy assurance planning and response capabilities
- Number of energy assurance training sessions, workshops and/or exercises conducted
- Number of people trained

C. TASKS TO BE PERFORMED

Task 1.0 - Project Management Plan

The OER prepared this Project Management Plan (PMP) in accordance with the provided PMP template that details the work elements required to manage and report on activities in accordance with the American Recovery and Reinvestment Act (ARRA) and grant requirements. This PMPM also documents the 3-year plan and project budget for carrying out all Tasks and completing all Deliverables under this Grant. It is anticipated that this document may be periodically revised during the performance period, but will at all times provide sufficient detail to plan, carry out and monitor all project activities.

Task 2.0 – Workforce Development Plan

The OER will prepare and follow a Workforce Development Plan (WDP) that results in development of in-house expertise at the State level on energy assurance planning with an emphasis on Smart Grid applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis, and communications. The WDP will address hiring, retaining, and training personnel in these areas.

Task 3.0 – Energy Assurance Planning

The OER will develop an Energy Assurance Plan to incorporate response actions for new energy portfolios, including Smart Grid technologies. The Energy Assurance Plan shall address, at a minimum, Smart Grid applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis, and communications. Through Cooperative Agreement Number DE-FC26-07NT43264, NASEO, with DOE, has prepared the State Energy Assurance Guidelines, which may serve as a model for State Energy Offices in developing or revising the Energy Assurance plans under this initiative. (link: www.naseo.org/eaguidelines) The OER will work with appropriate parties to revise relevant State policies, procedures and practices to reflect the EAP. The State will incorporate provisions of the EAP in the energy element of the State Guide Plan, as appropriate.

Task 4.0 – Energy Supply Disruption Tracking Process

The OER will initiate a process for tracking the duration, response, restoration and recovery time of energy supply disruption events.

Task 5.0 - Energy Assurance Exercise

The OER will develop a strategy to simulate, through table-top exercises, energy emergency/disruptions, both within the state (including municipal and county governments as well as pertinent state agencies such as Public Utility Commissions and Emergency Management Offices) and on a multi-state or regional scale, incorporating local, state and federal agencies and industry as appropriate. The OER shall conduct, or participate in at least two exercises as described below

Subtask 5.1 – Conduct at least one intra-State training/exercise that includes stakeholders from State agencies, local governments, industry and Federal partners, as appropriate. The OER shall prepare an exercise after-action report, which will include action items and any needed revisions to the Energy Assurance Plan.

Subtask 5.2 – Participate in and/or conduct at least one inter-State/Regional exercise that includes stakeholders from neighboring States, local governments, industry and Federal partners, as appropriate. The OER shall prepare an exercise after-action report, which will include action items and any needed revisions to the Energy Assurance Plan.

D. DELIVERABLES

Reports shall be submitted in accordance with the "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist included as Attachment 3 to this agreement. In addition, the following deliverables, as well as the deliverables identified/described in the Project Management Plan, are required:

Deliverable 1.0 – Project Management Plan (Plan due 60 days after the award and revised as necessary throughout the performance period.)

Deliverable 2.0 – Workforce Development Plan (Plan due 90 days after the award and revised periodically if necessary throughout the performance period.)

Deliverable 3.0 – Energy Assurance Plan (The initial Energy Assurance Plan is due 18 months after the award and revised (if necessary) following the energy assurance exercises. A final Energy Assurance Plan shall be delivered at the completion of the performance period.)

Deliverable 4.0 – Documented process or procedure for tracking the duration, response, restoration and recovery time of energy supply disruption events. (Due one year after the award.)

Deliverable 5.0 – Energy Assurance Exercise Summary and After-Action Report(s)

Deliverable 5.1 - The intra-state training/exercise(s) must be completed within 24 months after the award, with an after-action report delivered 30 days following the exercise.

Deliverable 5.2 - The inter-state/regional training/exercise(s) must be completed within 30 months after the award, with an after-action report delivered 30 days following the exercise.

David Cordeiro - ARRa Energy Assurance Project Management Plan Submitted

From: Janet Keller
To: Renaud, Ronald
Date: 10/13/2009 4:50 PM
Subject: ARRa Energy Assurance Project Management Plan Submitted
CC: Capobianco, Julie; Cordeiro, David; Flynn, Kevin; Guglielmetti, Matteo; Luther, Janice; McDonald, Jamia; Payne, Kenneth; Petrone, Laurie

Ron,

ARRA Energy Assurance Project Management Plan submitted.
Today I submitted the Project Management Plan, attached, for the $296,000 ARRA Energy Assurance Planning Grant. The DOE receipt for the submission is below.

Building Capacity to Avert/Deal with Energy Crises
The focus of the grant is to increase the the capacity of OER and other state agencies that have energy assurance responsibilities to build latter day realities into State planning to avoid/deal with energy emergencies. This means include diversifying - going beyond conventional energy resources like oil and natural gas with alternatives like energy efficiency, renewable energy and distributed energy resources, and developing Smart Grid and cyber security strageies as part of energy emergency planning.

Getting the Job Done
The milestones below are ambitions, but OER should be able to meet them provided that plans for new hires and consultant resources proceed accordiing to schedule.

Task	End Dates	Personnel Contractor/s
Task 1 Project Mgt Plan (PMP)		
Milestone: submit PMP to DOE	10/13/09	OER
Task 2 Workforce Plan (WDP)		
Milestone: Submit Draft WDP outlining personnel and training needs to DOE	11/13/09	OER
Task 3 Energy Assurance Plan (EAP)		
Identify vulnerability & risk factors, and alternative solutions		Contractor OER
Milestone: Submit EAP DOE to DOE that reflects updated and expanded energy data and stakeholder input	2/13/2011	Contractor OER
Task 4 Develop Energy Supply Disruption Data Tracking Process		
Milestone: Submit Energy Supply Disruption Data Tracking Process to DOE	8/13/2010	Contractor OER
Task 5a Develop and Hold Intra-state Exercise		
Milestone: Submit report to DOE summarizing stakeholder participation, training process and results of intrastate training exercise	9/13/2011	OER Contractor/s
Task 5b Participate in Inter-state Training		
Milestone: Submit report to DOE summarizing stakeholder participation, training process and results of interstate training exercise	3/13/2012	OER Contractor/s

DOE Receipt for Plan Submitta

Janet Keller, Deputy Director
RI Office of Energy Resources
1 Capitol Hill
Providence RI 02908
jkeller@energy.ri.gov
401-574-9126 tel
401-574-9125 faxl
>>> <eere-pmc@go.doe.gov> 10/13/2009 2:24 PM >>>
EERE: Project Management Center Report Submission for:
DE-EE0000062
Project Title: Recovery Act- Energy Assurance Planning State of Rhode Island
Recipient: Administration, Rhode Island Department of

Status: Active, contract in performance from award date to completion date. **Budget Period:** -

Uploaded Report Information

Report Uploaded: Final Energy As surance Project Management Plan.pdf **Document Type:** application/pdf
Date/Time Uploaded: 10/13/2009 12:24:57 PM **Date Due:** 01/30/2010
Report Type: Other
Report Frequency: A - Within 5 calendar days after events or as specified

Recipient Contact Information

Business Contact:

- Phone:
- Email:

Technical Contact:

- Phone:
- Email:

DOE Contact Information

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- Email: Joseph.Hanna@NETL.DOE.GOV

Project Monitor: Not assigned

- Phone:
- Email:

Financial Assistance Contacts
Contact Officer/Manager: Not assigned

- Phone:
- Email: Not assigned

Financial Assistance Specialist: Janet Laukaitis

- Phone: 412-386-5173
- Email: Janet.Laukaitis@NETL.DOE.GOV

Sent by the EERE: Project Management Center