



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: July 14, 2010
Subject: JFO #2447, #2448, #2449

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2447 — \$100,000 grant from the U.S. Administration on Aging to the Vermont Department of Health. These funds will support efforts to build state infrastructure to implement evidence-based chronic disease self-management programs (Blueprint for Health). This grant is awarded under the American Recovery and Reinvestment Act.
[JFO received 6/04/10]

JFO #2448 — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These funds will be used to provide “seed” money for the creation of an on-line education program for sellers of alcohol in Vermont.
Note: The Joint Fiscal Committee requests updates on the status of this project at their January, 2011 and July, 2011 meetings. These updates should include information on revenues and expenses of the project, number of participants, adjustments to the course fee, and uses of any net revenues.
[JFO received 6/04/10]

JFO #2449 — Request from the Vermont Public Service Department to establish one limited service position. Funding for this position is available through an award from the American Recovery and Reinvestment Act.
[JFO received 6/04/10]

The Governor’s approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Wendy Davis, Commissioner
Michael Hogan, Commissioner
David O’Brien, Commissioner

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice to ensure transparency and accountability.

2. The second section details the various methods used for data collection and analysis. It highlights the use of both qualitative and quantitative techniques to gain a comprehensive understanding of the subject matter.

3. The third part of the document focuses on the results of the study. It presents a series of findings that indicate a significant correlation between the variables being examined. These results are supported by statistical analysis and are presented in a clear and concise manner.

4. The final section discusses the implications of the study and offers recommendations for future research. It suggests that further exploration is needed to fully understand the underlying mechanisms and to develop more effective strategies based on the findings.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 10, 2010
Subject: Grant Requests

Enclosed please find three (3) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of one (1) limited service position.

JFO #2447 — \$100,000 grant from the U.S. Administration on Aging to the Vermont Department of Health. These funds will support efforts to build state infrastructure to implement evidence-based chronic disease self-management programs (Blueprint for Health). This grant is awarded under the American Recovery and Reinvestment Act.
[JFO received 6/04/10]

JFO #2448 — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These funds will be used to provide “seed” money for the creation of an on-line education program for sellers of alcohol in Vermont.
[JFO received 6/04/10]

JFO #2449 — Request from the Vermont Public Department to establish one limited service position. Funding for this position is available through an award from the American Recovery and Reinvestment Act. **Only the position requires JFC approval, but information detailing the funding source has been attached for your information.**
[JFO received 6/04/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by June 24 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

cc: James Reardon, Commissioner
Wendy Davis, Commissioner
Michael Hogan, Commissioner
David O’Brien, Commissioner

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

SFO 2449

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Service Department Date: 03.26.2010

Name and Phone (of the person completing this request): Stephen Wark (802) 828-4052

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

US Department of Energy
Energy Assurance and Resiliency Planning

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Service Engineer - Electrical	1	Engineering	March 2010 - December 2012 August 14,

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position comes as a result of a federal grant referred to as Energy Assurance Planning. It is fully funded through ARRA by the Department of Energy and its purpose is to develop energy resiliency, recovery and response plans and expertise to ensure improved electrical system stability and recovery in the event of a disaster, natural occurrence or other incident that results in electricity outages within the state.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

[Signature] Signature of Agency or Department Head Date 4/12/10

[Signature: Molly Paulye] Approved/Denied by Department of Human Resources Date 4/14/10

[Signature] Approved/Denied by Finance and Management Date 5/20/10

[Signature: Tom Fel] Approved/Denied by Secretary of Administration Date 5/27/10

Comments:

RECEIVED
Date JUN 04 2010
DHR - 11/7/05
JOINT FISCAL OFFICE

REC'D APR 26 2010

DB # 77 Corp FY12

ARRA ACTIVITY ACCEPTANCE REQUEST:	<input type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input checked="" type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F):		2. Department (ARRA-F): Public Service:02240	
3. ARRA Activity (ARRA 1-01): Energy Assurance Planning		3a. ARRA Code (ARRA 2-1): C05.02	
4. Legal Title of Grant: Recovery Act- Energy Assurance Planning- State of Vermont			
4a. Federal Agency Award # (ARRA-B): DE-OE0000107		4b. CFDA # (ARRA-E): 81.122	
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy		5a. Award Date: 8/12/09	
6. Award Amount or Best Estimate: \$257,003		6a. Check if this amount is an estimate: <input type="checkbox"/>	
7. Grant Period (ARRA-H) From:	8/12/09	To:	8/14/12
7a. Date by which ARRA funds must be: <input type="checkbox"/> Obligated by Date: and/or <input checked="" type="checkbox"/> Spent by Date: 8/14/12			

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The objectives of the project are to: first, strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; second, create jobs; and, third, build in-house State and local government energy assurance expertise. Additionally, the project will support the building of regional energy assurance capability to allow the State to better coordinate and communicate state-wide, and with other states, on energy security, reliability and emergency response issues.

9. Impact on existing program if grant is not Accepted:
 As there is currently no existing Energy Assurance Program, if the grant is not accepted, then Vermont will not be able to participate in this project, afford it's employees EA training, or participate in the intra- and inter-state exercises to improve state-wide and regional Energy Assurance planning and take full advantage of Smart Grid resiliency.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010 - end	
Expenditures:						
Personnel Costs	\$0	45,927.77	149,565.25	\$0	\$195,493.02	Includes Fringe
3 rd Party Contracts	\$0	0	\$0	\$0	\$0	
Operating Expenses	\$0	4705.88	56,804.10	\$ 0	\$61,509.98	Includes travel, supplies, equipment and "Other"
Grants/Sub-Awards	\$0			0		
Total	\$0	\$50,633.65	\$206369.35	\$0	\$257,003	
Revenues:						
State Funds:	\$0	\$	\$	\$ 0	\$	
Cash	\$0	\$	\$	\$ 0	\$	
In-Kind	\$0	\$	\$	\$ 0	\$	

ARRA Federal Funds:	\$0	\$	\$	\$ 0	\$	
(Direct Costs)	\$0	\$50,633.65	\$164,859.37	\$0	\$215,493.02	4
(Statewide Indirect)	\$0	\$	\$	\$ 0	\$	
(Dept'l Indirect)	\$0	\$9,767.05	\$31,742.93	\$ 0	\$41,509.98	4
Other Funds:	\$0	\$	\$	\$ 0	\$	
(Other Federal)	\$0	\$	\$	\$ 0	\$	
(list source)	\$0	\$	\$	\$ 0	\$	
Total	\$	\$60,400.70	\$196,602.30	\$0	\$257,003.00	4

DeptID/Appropriation:	Other VISION Chartfield *	Total Amount (all FYs)	Comments
2240015004	Project Code 50014	\$257,003	
		\$	
		\$	
		\$	
		\$	
	Total	\$	

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: sjw (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Financial Administrator III	.01 FTE	20.8		
Various Staff Positions	.05 FTEs	104		
Public Service Engineer	0	0	1	2080
Total Positions	.06	124.8	1	2080

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager:	Date:	
	Name: <u>STEVE WARR</u>	Title: <u>DEPCOM</u>	Date: <u>5-26-10</u>
	Department Head:	Date:	
	Name: <u>STEVE WARR</u>	Title: <u>DEPCOM</u>	Date: <u>5-26-10</u>
	Agency Secretary (if required):	Date:	
	Name:	Title:	


14. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

<input type="checkbox"/>	<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$	FY 2010 \$
		Cite(s):	Cite(s):
Analyst (initial): <u>BO</u>	Date: <u>5-26-10</u>	Commissioner Finance & Management (initial): <u>[Signature]</u>	Date: <u>5/26/10</u>

For ESR Use Only:	Assigned ESR Director's Signature: <i>Coleen Krauss</i>	Date: 5/25/10
The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1		
15. SECRETARY OF ADMINISTRATION		
<input type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee) _____ Date: _____
<input type="checkbox"/>	Rejected	_____ Date: _____
16. ACTION BY GOVERNOR		
<input type="checkbox"/>	Check One Box: Request to JFO	(Governor's signature or designee) _____ Date: _____
<input type="checkbox"/>	Rejected	_____ Date: _____
17. SENT TO JFO		
<input type="checkbox"/>	Sent to JFO	_____ Date: _____
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

NOT SPECIFIED /OTHER

ASSISTANCE AGREEMENT

1. Award No. DE-OE0000107		2. Modification No.		3. Effective Date 08/12/2009		4. CFDA No. 81.122		
5. Awarded To STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601				6. Sponsoring Office U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940			7. Period of Performance 08/12/2009 through 08/14/2012	
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority PL 95-91 DOE Organization Act, PL 111-5 ARRA of 2009 and PL 109-58 EAct of 2005			10. Purchase Request or Funding Document No. 09OE000228			
11. Remittance Address STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601				12. Total Amount Govt. Share: \$257,003.00 Cost Share : \$0.00 Total : \$257,003.00		13. Funds Obligated This action: \$257,003.00 Total : \$257,003.00		
14. Principal Investigator Erin Lawrence 802-828-4036		15. Program Manager Joseph L. Hanna Phone: 304-285-4482			16. Administrator U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940			
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury			18. Paying Office			19. Submit Reports To See Reporting Requirements Checklist		
20. Accounting and Appropriation Data See Schedule								
21. Research Title and/or Description of Project RECOVERY ACT-ENERGY ASSURANCE PLANNING-STATE OF VERMONT								
For the Recipient				For the United States of America				
22. Signature of Person Authorized to Sign				25. Signature of Grants/Agreements Officer 				
23. Name and Title		24. Date Signed		26. Name of Officer MARTIN J. BYRNES		27. Date Signed 08/12/2009		

NOT SPECIFIED /OTHER



State of Vermont
Department of Public Service
112 State Street
Drawer 20
Montpelier, VT 05620-2601
TEL: 802-828-2811

FAX: 802-828-2342
TTY VT: 800-734-8390
email: vtdps@state.vt.us
<http://publicservice.vermont.gov/>

April 12, 2010

Commissioner James Reardon
Finance and Management
109 State Street
Montpelier, VT 05620

Mr. Stephen Klein
Joint Fiscal Office
120 State Street
Montpelier, VT 05620-2501

Dear Jim and Steve,

Please accept this letter as a formal request from the Public Service Department for authorization for one new position under the job classification Public Service Engineer – Electrical. This position request comes as a result of a federal grant referred to as Energy Assurance Planning. It is fully funded through ARRA by the Department of Energy and its purpose is to develop energy resiliency, recovery and response plans and expertise to ensure improved electrical system stability and recovery in the event of a disaster, natural occurrence or other incident that results in electricity outages within the state. The position will coordinate resources between the department, Vermont Emergency Management and utilities to improve preparedness.

Thank you for your consideration. Please feel free to contact Sheri Rockcastle with any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to be "D. O'Brien", written over a horizontal line.

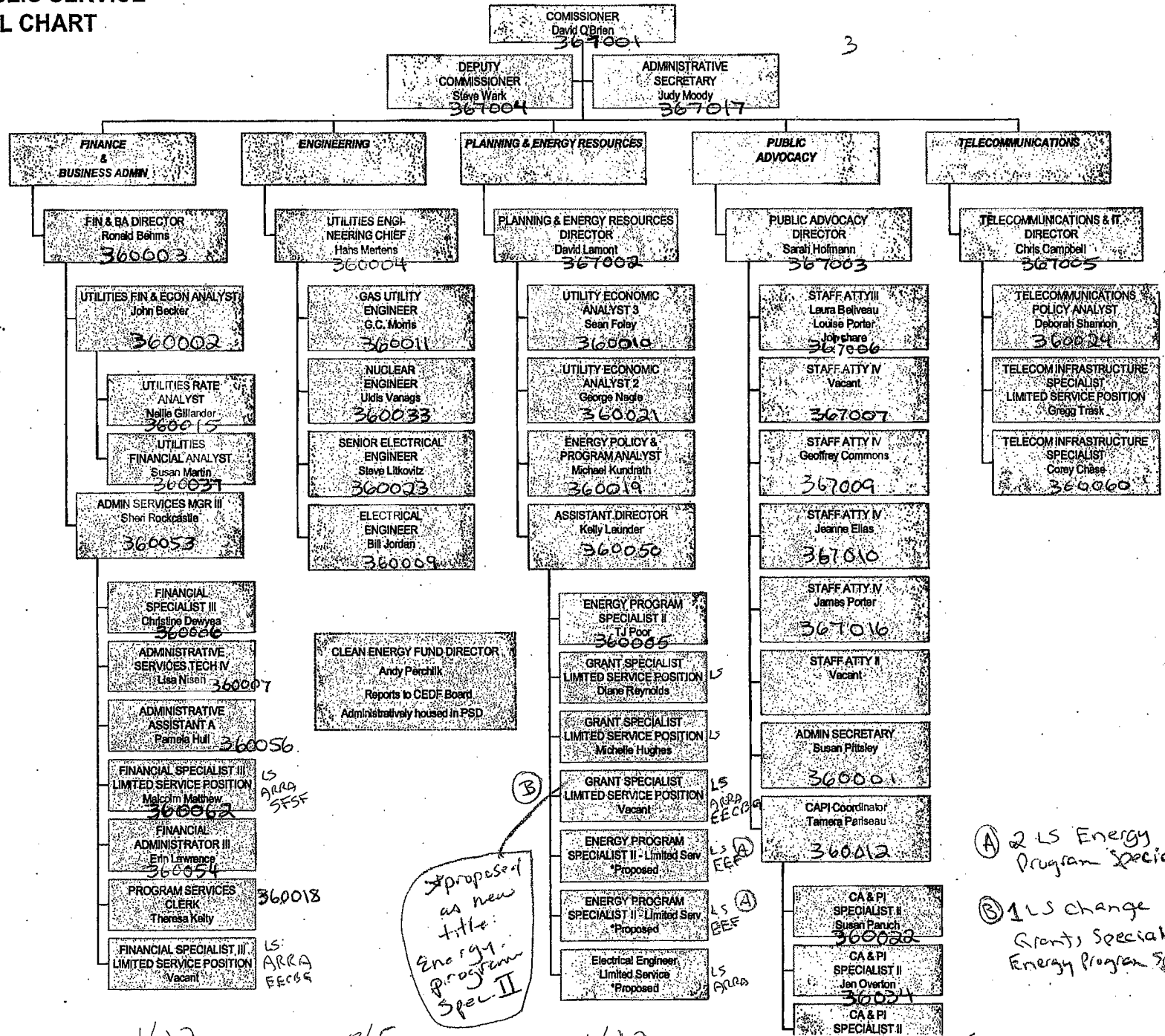
David O'Brien
Commissioner
PSD



RECEIVED APR 26 2010

DEPARTMENT OF PUBLIC SERVICE
ORGANIZATIONAL CHART

3
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48



**proposed as new title: Energy Program Spec-II*

(A) 2 LS Energy Program Specialists II

(B) 1 LS change Grants Specialist to Energy Program Specialist

1. Executive Summary

The State of Vermont has been awarded a formulaic grant of \$257,003 from the U.S. Department of Energy (DOE) as part of the American Recovery and Reinvestment Act of 2009 (ARRA). These funds will support a project entitled "Energy Assurance and Resiliency (EAR): Enhancing State of Vermont Energy Assurance Capabilities and Planning for Smart Grid Resiliency". The Vermont Department of Public Service (DPS), housing the State's Energy Office, is responsible for overseeing this grant award.

This Project Management Plan (PMP) will guide the State of Vermont's Energy Assurance planning and training efforts as specified in DOE Funding Opportunity Announcement (FOA): Recovery Act – Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency (DE-FOA000091), and the associated DOE Assistance Agreement Award (Award): Recovery Act – Energy Assurance Planning – State of Vermont (DE-OE0000107). The PMP is formatted in the manner prescribed by the FOA and the Award. The PMP is understood by the DOE to be an "iterative" document, subject to updates and revisions by the State as the work progresses. The PMP provides the framework to manage and monitor the progression and completion of the EAR project objectives and tasks.

The objectives, as defined by DOE, of the EAR project are to: first, strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; second, create jobs; and, third, build in-house State and local government energy assurance expertise. Additionally, the project will support the building of regional energy assurance capability to allow the State to better coordinate and communicate state-wide, and with other states, on energy security, reliability and emergency response issues.

The PMP covers the five major tasks required by DOE.

- The first of these tasks is to prepare this PMP. [Note: This Revision "B" to the PMP updates the budget and schedule and provides an explanation for the budget development.]
- The second task is to prepare a Workforce Development Plan (WDP). The WDP will inform DOE about how the State intends to address hiring, retaining and training personnel regarding energy assurance planning.
- The third task is to develop a new, State of Vermont Energy Assurance Plan (EAP). Development of the EAP is the core of the EAR project.
- The fourth task is development of an Energy Supply Disruption Tracking Process (ESDTP) that will allow for tracking the duration, response, restoration and recovery time of energy supply disruption events and associated data before, during and after such an event.
- The fifth task is for the state to participate in Energy Assurance Exercises (EAEs) both within the state and on a multi-state scale. The EAEs provide opportunities for the State to test and evaluate and modify the EAP.

This project provides an opportunity for the State to broaden the scope of its energy assurance planning to address existing energy resources as well as the potential role and impact of new and alternative energy portfolios' (e.g., Smart Grid technology, solar, hydro, wind, bio-fuels, combined heat and power, etc.) applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis and communications, and how these impacts can affect the continuity of energy delivery, energy vulnerability and the State energy's resiliency before, during and after an energy disruption.



**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

SFO 2449

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Service Department Date: 03.26.2010

Name and Phone (of the person completing this request): Stephen Wark (802) 828-4052

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

US Department of Energy
Energy Assurance and Resiliency Planning

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Service Engineer - Electrical	1	Engineering	March 2010 - December 2012 August 14,

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position comes as a result of a federal grant referred to as Energy Assurance Planning. It is fully funded through ARRA by the Department of Energy and its purpose is to develop energy resiliency, recovery and response plans and expertise to ensure improved electrical system stability and recovery in the event of a disaster, natural occurrence or other incident that results in electricity outages within the state.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

[Signature] Signature of Agency or Department Head Date 4/12/10

[Signature: Molly Paulsen] Approved/Denied by Department of Human Resources Date 4/14/10

[Signature] Approved/Denied by Finance and Management Date 5/22/10

[Signature: T. Fel] Approved/Denied by Secretary of Administration Date 5/27/10

Comments:

2010-5-25-10

RECEIVED

Date JUN 04 2010

DHR - 11/7/05
JOINT FISCAL OFFICE

REC'D APR 26 2010

DB # 77 Cor FY12

ARRA ACTIVITY ACCEPTANCE REQUEST:	<input type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input checked="" type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F):		2. Department (ARRA-F): Public Service:02240	
3. ARRA Activity (ARRA 1-01): Energy Assurance Planning		3a. ARRA Code (ARRA 2-1): C05.02	
4. Legal Title of Grant: Recovery Act- Energy Assurance Planning- State of Vermont			
4a. Federal Agency Award # (ARRA-B): DE-OE0000107		4b. CFDA # (ARRA-E): 81.122	
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy		5a. Award Date: 8/12/09	
6. Award Amount or Best Estimate: \$257,003		6a. Check if this amount is an estimate: <input type="checkbox"/>	
7. Grant Period (ARRA-H)	8/12/09	To:	8/14/12
7a. Date by which ARRA funds must be: <input type="checkbox"/> Obligated by Date:		and/or <input checked="" type="checkbox"/> Spent by Date: 8/14/12	

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The objectives of the project are to: first, strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; second, create jobs; and, third, build in-house State and local government energy assurance expertise. Additionally, the project will support the building of regional energy assurance capability to allow the State to better coordinate and communicate state-wide, and with other states, on energy security, reliability and emergency response issues.

9. Impact on existing program if grant is not Accepted:
 As there is currently no existing Energy Assurance Program, if the grant is not accepted, then Vermont will not be able to participate in this project, afford it's employees EA training, or participate in the intra- and inter-state exercises to improve state-wide and regional Energy Assurance planning and take full advantage of Smart Grid resiliency.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010 - end	
Expenditures:						
Personnel Costs	\$0	45,927.77	149,565.25	\$0	\$195,493.02	Includes Fringe
3 rd Party Contracts	\$0	0	\$0	\$0	\$0	
Operating Expenses	\$0	4705.88	56,804.10	\$ 0	\$61,509.98	Includes travel, supplies, equipment and "Other"
Grants/Sub-Awards	\$0			0		
Total	\$0	\$50,633.65	\$206,369.35	\$0	\$257,003	
Revenues:						
State Funds:	\$0	\$	\$	\$ 0	\$	
Cash	\$0	\$	\$	\$ 0	\$	
In-Kind	\$0	\$	\$	\$ 0	\$	

ARRA Federal Funds:	\$0	\$	\$	\$ 0	\$	
(Direct Costs)	\$0	\$50,633.65	\$164,859.37	\$0	\$215,493.02	4
(Statewide Indirect)	\$0	\$	\$	\$ 0	\$	
(Dept'l Indirect)	\$0	\$9,767.05	\$31,742.93	\$ 0	\$41,509.98	4
Other Funds:	\$0	\$	\$	\$ 0	\$	
(Other Federal)	\$0	\$	\$	\$ 0	\$	
(list source)	\$0	\$	\$	\$ 0	\$	
Total	\$	\$60,400.70	\$196,602.30	\$0	\$257,003.00	4

DeptID/Appropriation:	Other VISION Chartfield *	Total Amount (all FYs)	Comments
2240015004	Project Code 50014	\$257,003	
		\$	
		\$	
		\$	
		\$	
	Total	\$	

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: sjw (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Financial Administrator III	.01 FTE	20.8		
Various Staff Positions	.05 FTEs	104		
Public Service Engineer	0	0	1	2080
Total Positions	.06	124.8	1	2080

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager:	Date:	
	Name: <u>Steve Wark</u>	Title: <u>DEPTOM</u>	Date: <u>5-26-10</u>
	Department Head:	Date:	
	Name: <u>Steve Wark</u>	Title: <u>DEPTOM</u>	Date: <u>5-26-10</u>
	Agency Secretary (if required):	Date:	
	Name:	Title:	

14. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

<input type="checkbox"/>	To Release Spending Authority in VISION:	FY 2009 \$	FY 2010 \$
		Cite(s):	Cite(s):
Analyst (initial): <u>BD</u>	Date: <u>5-26-10</u>	Commissioner Finance & Management (initial): <u>[Signature]</u>	Date: <u>5/26/10</u>

For ESR Use Only:		Assigned ESR Director's Signature: <i>Coleen Krauss</i>	Date: 5/25/10
The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1			
15. SECRETARY OF ADMINISTRATION			
<input type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:
16. ACTION BY GOVERNOR			
<input type="checkbox"/>	Check One Box: Request to JFO	(Governor's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:
17. SENT TO JFO			
<input type="checkbox"/>	Sent to JFO		Date:
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):			
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept project approval (if applicable) <input type="checkbox"/> Notice of Award		<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

NOT SPECIFIED /OTHER

ASSISTANCE AGREEMENT

1. Award No. DE-OE0000107		2. Modification No.		3. Effective Date 08/12/2009		4. CFDA No. 81.122	
5. Awarded To STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601				6. Sponsoring Office U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940			7. Period of Performance 08/12/2009 through 08/14/2012
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority PL 95-91 DOE Organization Act, PL 111-5 ARRA of 2009 and PL 109-58 EAct of 2005			10. Purchase Request or Funding Document No. 09OE000228		
11. Remittance Address STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601				12. Total Amount Govt. Share: \$257,003.00 Cost Share : \$0.00 Total : \$257,003.00		13. Funds Obligated This action: \$257,003.00 Total : \$257,003.00	
14. Principal Investigator Erin Lawrence 802-828-4036		15. Program Manager Joseph L. Hanna Phone: 304-285-4482			16. Administrator U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940		
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury				18. Paying Office			19. Submit Reports To See Reporting Requirements Checklist
20. Accounting and Appropriation Data See Schedule							
21. Research Title and/or Description of Project RECOVERY ACT-ENERGY ASSURANCE PLANNING-STATE OF VERMONT							
For the Recipient				For the United States of America			
22. Signature of Person Authorized to Sign				25. Signature of Grants/Agreements Officer <i>Martin J. Byrnes</i>			
23. Name and Title		24. Date Signed		26. Name of Officer MARTIN J. BYRNES		27. Date Signed 08/12/2009	

NOT SPECIFIED /OTHER



State of Vermont
Department of Public Service
112 State Street
Drawer 20
Montpelier, VT 05620-2601
TEL: 802-828-2811

FAX: 802-828-2342
TTY VT: 800-734-8390
email: vtdps@state.vt.us
<http://publicservice.vermont.gov/>

April 12, 2010

Commissioner James Reardon
Finance and Management
109 State Street
Montpelier, VT 05620

Mr. Stephen Klein
Joint Fiscal Office
120 State Street
Montpelier, VT 05620-2501

Dear Jim and Steve,

Please accept this letter as a formal request from the Public Service Department for authorization for one new position under the job classification Public Service Engineer – Electrical. This position request comes as a result of a federal grant referred to as Energy Assurance Planning. It is fully funded through ARRA by the Department of Energy and its purpose is to develop energy resiliency, recovery and response plans and expertise to ensure improved electrical system stability and recovery in the event of a disaster, natural occurrence or other incident that results in electricity outages within the state. The position will coordinate resources between the department, Vermont Emergency Management and utilities to improve preparedness.

Thank you for your consideration. Please feel free to contact Sheri Rockcastle with any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read "D. O'Brien", with a long horizontal line extending to the right.

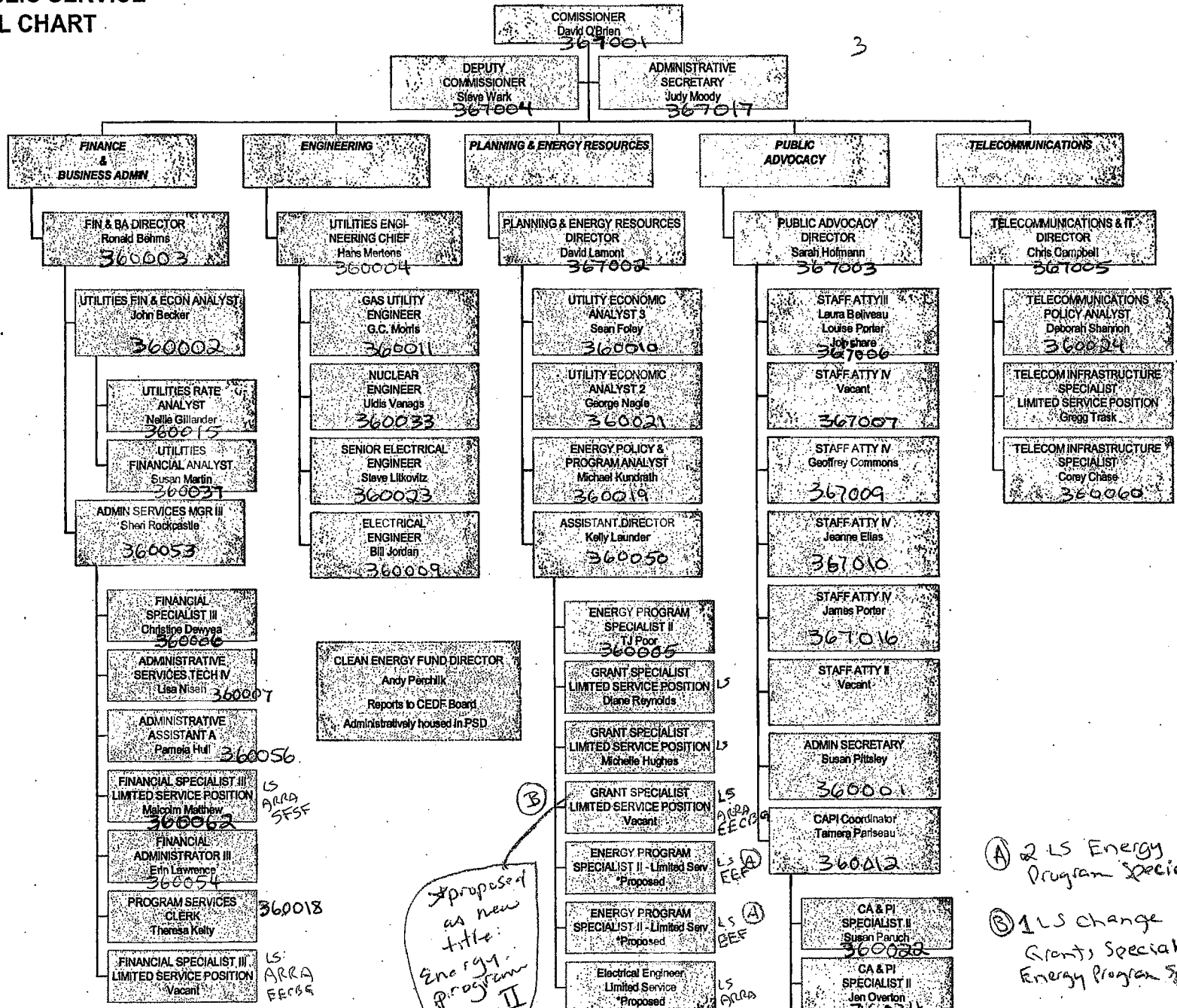
David O'Brien
Commissioner
PSD



REC'D APR 26 2010

DEPARTMENT OF PUBLIC SERVICE
ORGANIZATIONAL CHART

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**proposed as new title: Energy Program Spec-II*

Ⓐ 2 LS Energy Program Specialists II

Ⓑ 1 LS change Grants Specialist to Energy Program Specialist

1. Executive Summary

The State of Vermont has been awarded a formulaic grant of \$257,003 from the U.S. Department of Energy (DOE) as part of the American Recovery and Reinvestment Act of 2009 (ARRA). These funds will support a project entitled "Energy Assurance and Resiliency (EAR): Enhancing State of Vermont Energy Assurance Capabilities and Planning for Smart Grid Resiliency". The Vermont Department of Public Service (DPS), housing the State's Energy Office, is responsible for overseeing this grant award.

This Project Management Plan (PMP) will guide the State of Vermont's Energy Assurance planning and training efforts as specified in DOE Funding Opportunity Announcement (FOA): Recovery Act – Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency (DE-FOA000091), and the associated DOE Assistance Agreement Award (Award): Recovery Act – Energy Assurance Planning – State of Vermont (DE-OE0000107). The PMP is formatted in the manner prescribed by the FOA and the Award. The PMP is understood by the DOE to be an "iterative" document, subject to updates and revisions by the State as the work progresses. The PMP provides the framework to manage and monitor the progression and completion of the EAR project objectives and tasks.

The objectives, as defined by DOE, of the EAR project are to: first, strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; second, create jobs; and, third, build in-house State and local government energy assurance expertise. Additionally, the project will support the building of regional energy assurance capability to allow the State to better coordinate and communicate state-wide, and with other states, on energy security, reliability and emergency response issues.

The PMP covers the five major tasks required by DOE.

- The first of these tasks is to prepare this PMP. [Note: This Revision "B" to the PMP updates the budget and schedule and provides an explanation for the budget development.]
- The second task is to prepare a Workforce Development Plan (WDP). The WDP will inform DOE about how the State intends to address hiring, retaining and training personnel regarding energy assurance planning.
- The third task is to develop a new, State of Vermont Energy Assurance Plan (EAP). Development of the EAP is the core of the EAR project.
- The fourth task is development of an Energy Supply Disruption Tracking Process (ESDTP) that will allow for tracking the duration, response, restoration and recovery time of energy supply disruption events and associated data before, during and after such an event.
- The fifth task is for the state to participate in Energy Assurance Exercises (EAEs) both within the state and on a multi-state scale. The EAEs provide opportunities for the State to test and evaluate and modify the EAP.

This project provides an opportunity for the State to broaden the scope of its energy assurance planning to address existing energy resources as well as the potential role and impact of new and alternative energy portfolios' (e.g., Smart Grid technology, solar, hydro, wind, bio-fuels, combined heat and power, etc.) applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis and communications, and how these impacts can affect the continuity of energy delivery, energy vulnerability and the State energy's resiliency before, during and after an energy disruption.



SFO 2449

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Service Department Date: 03.26.2010

Name and Phone (of the person completing this request): Stephen Wark (802) 828-4052

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

US Department of Energy
Energy Assurance and Resiliency Planning

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Service Engineer - Electrical	1	Engineering	March 2010 - December 2012 <i>August 14,</i>

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position comes as a result of a federal grant referred to as Energy Assurance Planning. It is fully funded through ARRA by the Department of Energy and its purpose is to develop energy resiliency, recovery and response plans and expertise to ensure improved electrical system stability and recovery in the event of a disaster, natural occurrence or other incident that results in electricity outages within the state.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] Date 4/12/10
Signature of Agency or Department Head

Molly Paul Date 4/14/10
Approved/Denied by Department of Human Resources

[Signature] Date 5/26/10
Approved/Denied by Finance and Management

Ta Fel Date _____
Approved/Denied by Secretary of Administration

Comments:

REC'D APR 26 2010

2010-5-25-10

RECEIVED
Date JUN 04 2010
DHR - 11/7/05
JOINT FISCAL OFFICE



10/1/77

10/1/77

10/1/77

10/1/77



ARRA ACTIVITY ACCEPTANCE REQUEST:	<input type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input checked="" type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F):		2. Department (ARRA-F): Public Service:02240	
3. ARRA Activity (ARRA 1-01): Energy Assurance Planning		3a. ARRA Code (ARRA 2-1): C05.02	
4. Legal Title of Grant: Recovery Act- Energy Assurance Planning- State of Vermont			
4a. Federal Agency Award # (ARRA-B): DE-OE0000107		4b. CFDA # (ARRA-E): 81.122	
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy		5a. Award Date: 8/12/09	
6. Award Amount or Best Estimate: \$257,003		6a. Check if this amount is an estimate: <input type="checkbox"/>	
7. Grant Period (ARRA-H) From:	8/12/09	To:	8/14/12
7a. Date by which ARRA funds must be: <input type="checkbox"/> Obligated by Date: and/or <input checked="" type="checkbox"/> Spent by Date: 8/14/12			

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The objectives of the project are to: first, strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications; second, create jobs; and, third, build in-house State and local government energy assurance expertise. Additionally, the project will support the building of regional energy assurance capability to allow the State to better coordinate and communicate state-wide, and with other states, on energy security, reliability and emergency response issues.

9. Impact on existing program if grant is not Accepted:
 As there is currently no existing Energy Assurance Program, if the grant is not accepted, then Vermont will not be able to participate in this project, afford it's employees EA training, or participate in the intra- and inter-state exercises to improve state-wide and regional Energy Assurance planning and take full advantage of Smart Grid resiliency.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010 - end	
Expenditures:						
Personnel Costs	\$0	45,927.77	149,565.25	\$0	\$195,493.02	Includes Fringe
3 rd Party Contracts	\$0	0	\$0	\$0	\$0	
Operating Expenses	\$0	4705.88	56,804.10	\$ 0	\$61,509.98	Includes travel, supplies, equipment and "Other"
Grants/Sub-Awards	\$0			0		
Total	\$0	\$50,633.65	\$206,369.35	\$0	\$257,003	
Revenues:						
State Funds:	\$0	\$	\$	\$ 0	\$	
Cash	\$0	\$	\$	\$ 0	\$	
In-Kind	\$0	\$	\$	\$ 0	\$	

ARRA Federal Funds:	\$0	\$	\$	\$ 0	\$	
(Direct Costs)	\$0	\$50,633.65	\$164,859.37	\$0	\$215,493.02	4
(Statewide Indirect)	\$0	\$	\$	\$ 0	\$	
(Dept'l Indirect)	\$0	\$9,767.05	\$31,742.93	\$ 0	\$41,509.98	4
Other Funds:	\$0	\$	\$	\$ 0	\$	
(Other Federal)	\$0	\$	\$	\$ 0	\$	
(list source)	\$0	\$	\$	\$ 0	\$	
Total	\$	\$60,400.70	\$196,602.30	\$0	\$257,003.00	4

DeptID/Appropriation:	Other VISION Chartfield *	Total Amount (all FYs)	Comments
2240015004	Project Code 50014	\$257,003	
		\$	
		\$	
		\$	
		\$	
	Total	\$	

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: sjw (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Financial Administrator III	.01 FTE	20.8		
Various Staff Positions	.05 FTEs	104		
Public Service Engineer	0	0	1	2080
Total Positions	.06	124.8	1	2080

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

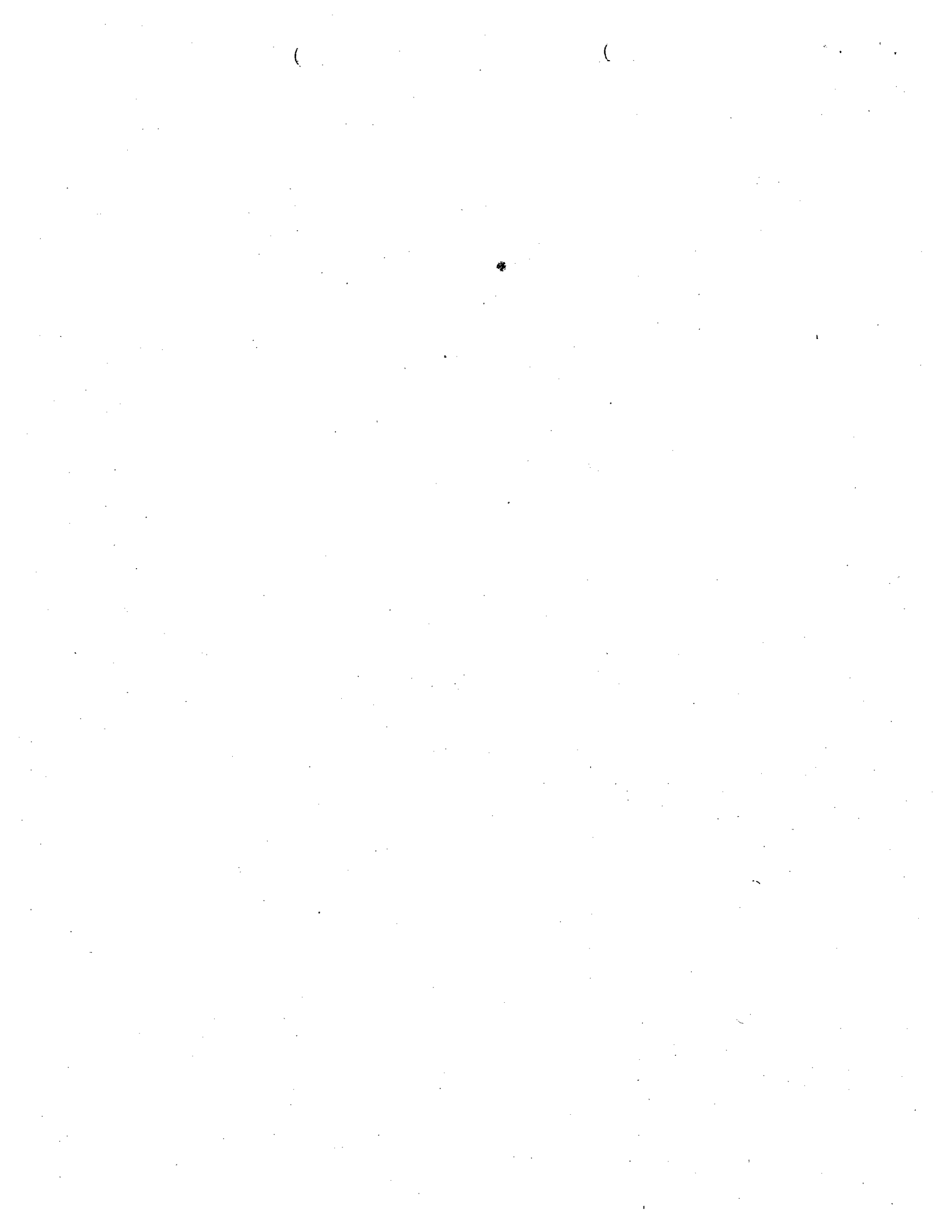
12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-IPN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager:	<u>[Signature]</u>	Date:	<u>5-26-10</u>
	Name:	<u>STEVE WARK</u>	Title:	<u>DEPCOM</u>
	Department Head:	<u>[Signature]</u>	Date:	<u>5-26-10</u>
	Name:	<u>STEVE WARK</u>	Title:	<u>DEPCOM</u>
	Agency Secretary (if required):		Date:	
	Name:		Title:	

14. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

<input type="checkbox"/>	<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$	FY 2010 \$
		Cite(s):	Cite(s):
Analyst (initial):	<u>BO</u>	Date:	<u>5-26-10</u>
		Commissioner Finance & Management (initial):	<u>[Signature]</u> Date: <u>5/26/10</u>



For ESR Use Only:	Assigned ESR Director's Signature: <i>Coleen Krauss</i>	Date: 5/25/10
The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1		
15. SECRETARY OF ADMINISTRATION		
<input type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee) Date:
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<input type="checkbox"/>	Rejected	Date:
17. SENT TO JFO		
<input type="checkbox"/>	Sent to JFO	Date:
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-IPN attached (if applicable)

NOT SPECIFIED /OTHER

ASSISTANCE AGREEMENT

1. Award No. DE-OE0000107		2. Modification No.	3. Effective Date 08/12/2009	4. CFDA No. 81.122
5. Awarded To STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601		6. Sponsoring Office U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940		7. Period of Performance 08/12/2009 through 08/14/2012
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority PL 95-91 DOE Organization Act, PL 111-5 ARRA of 2009 and PL 109-58 EAct of 2005		10. Purchase Request or Funding Document No. 09OE000228	
11. Remittance Address STATE OF VERMONT DEPARTMENT OF PUBLIC SERVICE 112 STATE ST DRAWER 20 MONTPELIER VT 056202601		12. Total Amount Govt. Share: \$257,003.00 Cost Share : \$0.00 Total : \$257,003.00		13. Funds Obligated This action: \$257,003.00 Total : \$257,003.00
14. Principal Investigator Erin Lawrence 802-828-4036	15. Program Manager Joseph L. Hanna Phone: 304-285-4482		16. Administrator U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940	
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury		18. Paying Office		19. Submit Reports To See Reporting Requirements Checklist
20. Accounting and Appropriation Data See Schedule				
21. Research Title and/or Description of Project RECOVERY ACT-ENERGY ASSURANCE PLANNING-STATE OF VERMONT				
For the Recipient		For the United States of America		
22. Signature of Person Authorized to Sign		25. Signature of Grants/Agreements Officer <i>Martin J. Byrnes</i>		
23. Name and Title	24. Date Signed	26. Name of Officer MARTIN J. BYRNES	27. Date Signed 08/12/2009	

NOT SPECIFIED /OTHER



State of Vermont
Department of Public Service
112 State Street
Drawer 20
Montpelier, VT 05620-2601
TEL: 802-828-2811

FAX: 802-828-2342
TTY VT: 800-734-8390
email: vtdps@state.vt.us
<http://publicservice.vermont.gov/>

April 12, 2010

Commissioner James Reardon
Finance and Management
109 State Street
Montpelier, VT 05620

Mr. Stephen Klein
Joint Fiscal Office
120 State Street
Montpelier, VT 05620-2501

Dear Jim and Steve,

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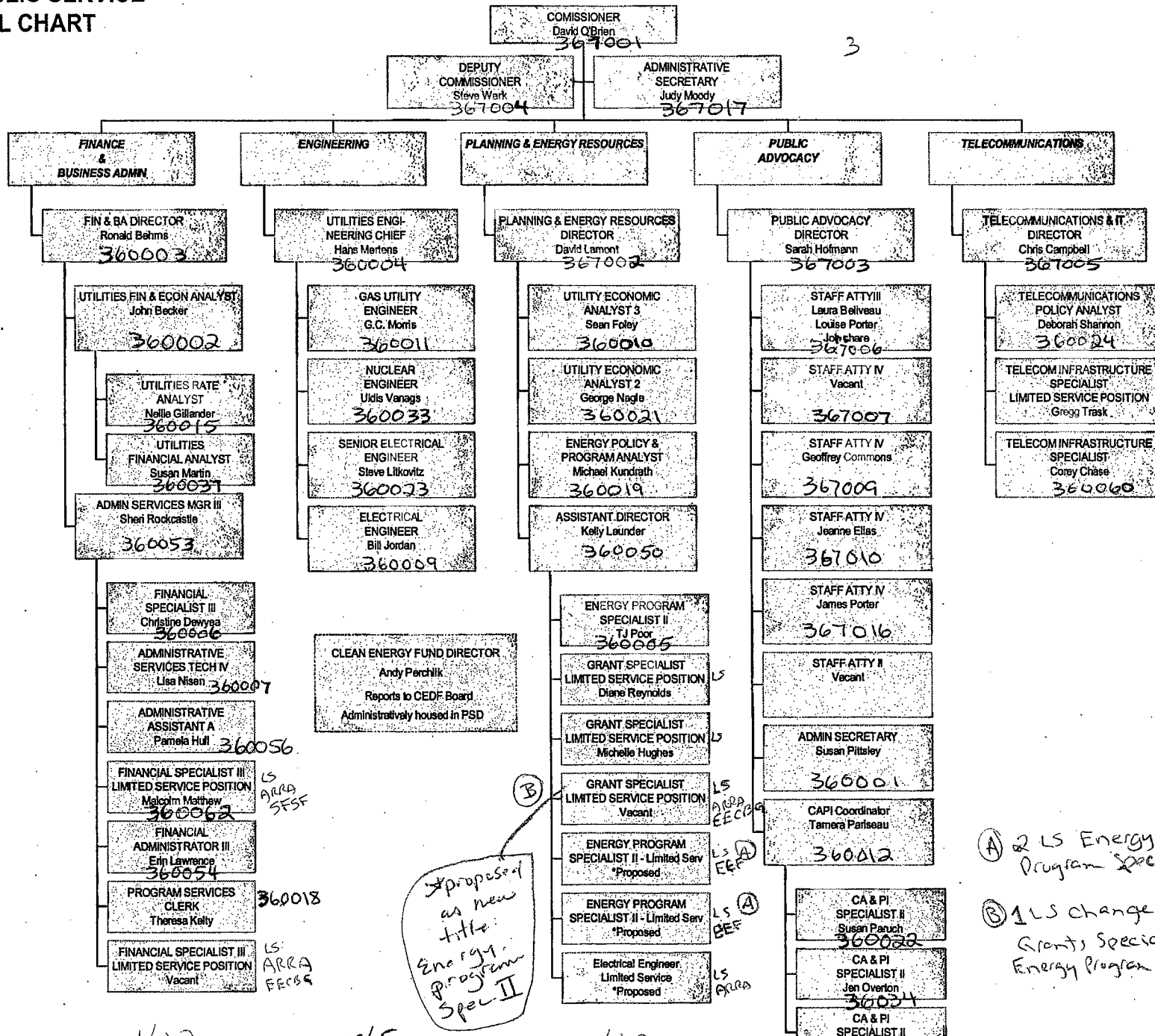
David O'Brien
Commissioner
PSD



REC'D APR 26 2010

DEPARTMENT OF PUBLIC SERVICE
ORGANIZATIONAL CHART

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*proposed as new title
Energy Program Spec II

(A) 2 LS Energy Program Specialists I
(B) 1 LS change Grants Specialist to Energy Program Specialist

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2/12 360025

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ACKNOWLEDGEMENT OF FEDERAL SUPPORT AND DISCLAIMER

Acknowledgement

This material is based upon work supported by the Department of Energy under Award Number(s) DE-OE0000107. The State of Vermont Department of Public Service would like to also acknowledge and thank the State of Connecticut and the Connecticut Office of Policy and Management (OPM) for the use of the State of Connecticut's submittal to DOE as a model and template for this document.

Disclaimer

This document was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

PROJECT MANAGEMENT PLAN
Revision B

**Energy Assurance and Resiliency (EAR):
Enhancing State of Vermont Energy Assurance Capabilities and
Planning for Smart Grid Resiliency**

May 11, 2010

WORK PERFORMED UNDER AGREEMENT
DE-OE0000107

SUBMITTED BY
Vermont Department of Public Service
112 State Street
Montpelier, VT 05620-2601

PRINCIPAL INVESTIGATOR
Erin Lawrence
802-828-4036
802-828-2342
Erin.Lawrence@state.vt.us

SUBMITTED TO
U. S. Department of Energy
National Energy Technology Laboratory
Joseph L. Hanna
Joseph.Hanna@netl.doe.gov

Funding-P⁸

1. Executive Summary

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2. Project Risk Management

Risk is inherent to any project and the State of Vermont acknowledges that uncertain future events may impede the EAR project's success. The State, via the Department of Public Service (DPS) will provide the technical, resource and management oversight to allow for the development and completion of all tasks required by the EAR project through a new engineering employee and existing employees. DPS will exercise its normal project oversight in accordance with Vermont's extensive procurement protocols and rules. As the project progresses, the DPS will include a wide variety of potential stakeholders at various levels to insure that the deliverables of this project are widely accepted and willingly utilized by Vermont energy and homeland security managers as well as private sector stakeholders. DPS will work closely with stakeholders for this project, throughout the duration of the project to insure that all tasks are completed in a satisfactory and timely manner. Further, the project will report on a quarterly basis to DOE that will also provide feedback on project activity.

Potential Risk Issues & Strategies

While the project's organizational structure and the State's commitment to this project should enable successful achievement of all goals and timely completion of all tasks, the following are some issues, organized by task, which may have the potential to impede project progress as well as strategies to mitigate the impacts from these issues:

Task 1: Project Management Plan (PMP)

- No Issues or Risks Perceived for this Task -

Task 2: Work Force Development Plan (WDP):

1. Staff Training

a. Issue: Vermont's fiscal situation has resulted in a ban and/or limitations on out-of-state travel and may prevent State personnel from attending certain WDP training programs.

b. Strategy:

i. Utilize DOE project funding to finance out-of-state travel expenses.

ii. Utilize teleconferencing or video-conferencing sponsored by FEMA and DOE in lieu of out-of-state travel.

Task 3: Energy Assurance Plan (EAP)

1. Timely Completion

a. Issue: The potential exists that DPS will be unable to complete the development of EAP in a satisfactory and timely manner.

b. Strategy: DPS will work closely with stakeholders throughout the duration of EAP development to ensure timely and satisfactorily completion of EAP.

Task 4: Energy Supply Disruption Tracking Process (ESDTP)

1. Data Acquisition Costs

a. Issue: Vermont's fiscal situation may prevent the State from acquiring data that is identified to support the ESDTP

b. Strategy:

- i. Utilize DOE funding to support initial data acquisition during the project period.
 - ii. Utilize data, available at no cost, from other sources that may be accessible.
- 2. Proprietary Data Availability
 - a. Issue: Some key data, controlled by private entities, may be considered proprietary and not available for use by the State.
 - b. Strategy:
 - i. Develop approaches to extrapolate needed data from publicly available sources.
 - ii. Establish agreements with private entities to utilize data only for energy assurance planning purposes.
 - iii. Utilize existing agreements, licenses, and Certificates of Public Goods to obtain data under confidentiality agreements.

Task 5.1: Energy Assurance Exercise (EAE) – Intra-state

- a. Issue: It may be difficult to secure full participation in EAE from state agencies, the energy industry, and other stakeholders due to scheduling conflicts and costs.
- b. Strategy: Engage stakeholders throughout the project process and begin planning early to maximize participation in EAE by stakeholders and encourage earmarking funds in upcoming budgets to cover these costs.

Task 5.2: Energy Assurance Exercise (EAE) – Inter-state

- a. Issue: Coordinating a complex interstate training exercise may require significant effort among participating states and will be somewhat dependent upon each state's energy assurance project progress and ability to devote resources to EAE planning while working to meet other project task deadlines.
- b. Strategy:
 - i. Select early on the partnering states for the Inter-state EAE.
 - ii. Maintain on-going project progress communications with partnering states.
 - iii. Establish early on a planning schedule with partnering states.
 - iv. Coordinate with DOE and the National Association of State Energy Offices (NASEO) if they schedule suitable Inter-state EAE.

3. Milestone Log

The following milestones will be utilized to show progression towards project goals. More details regarding project tasks and subtasks are provided in “Section 5 - Project Timeline”.

Milestone Title	Planned Completion Date	Verification Method
Task 1.0: Project Management Plan (PMP) Submit Revised PMP	2/19/2010 05/20/2010	Submit PMP to DOE Submit revised PMP to DOE
Task 2.0: Workforce Development Plan (WDP)	2/19/2010	Submit WDP to DOE
Task 3.0: Energy Assurance Plan (EAP) - INITIAL	02/10/2011	Submit EAP - INITIAL to DOE
Task 3.0: Energy Assurance Plan (EAP) – FINAL	08/11/2012	Submit EAP - FINAL to DOE
Task 4.0: Energy Supply Disruption Tracking Process (ESDTP)	08/12/2010	Submit ESDTP to DOE
Subtask 5.1: Energy Assurance Exercise (EAE) - INTRA-State	08/12/2011	Participate in EAE-INTRA STATE
Subtask 5.1a: EAE – INTRA – After Action Report (AAR)	09/11/2011	Submit EAE-INTRA-AAR to DOE
Subtask 5.2: Energy Assurance Exercise (EAE) - INTER-State	02/11/2012	Participate in EAE-INTER STATE
Subtask 5.2a: EAE – INTER – After Action Report (AAR)	03/12/2012	Submit EAE-INTER-AAR to DOE

4. Funding and Costing Profile (Budget)

Table 1 – Project Funding Profile – Cost Element Projection

Project Dates	Project Year 1 7/01/2010-6/30/2011 12 Months	Project Year 2 7/1/2011-6/30/2012 12 Months	Project Year 3 7/2/2012-8/14/2012 1.5 Months	Totals 25.5 months
Personnel	\$69,852.12	\$69,852.12	\$8,731.52	\$148,435.75
Fringe	\$22,003.42	\$22,003.42	\$2,750.43	\$46,757.27
Travel	\$4,705.88	\$4,705.88	\$588.24	\$10,000.00
Equipment	\$2,235.29	\$2,235.29	\$279.42	\$4,450.00
Supplies	\$117.65	\$117.65	\$14.70	\$250.00
Other	\$2,494.12	\$2,494.12	\$311.76	\$5,300.00
Total Direct	\$101,408.48	\$101,408.48	\$12,676.07	\$215,493.02
Total Indirect	\$19,534.11	\$19,534.11	\$2,441.76	\$41,509.98
Grand Total				\$257,003

Budget Details

- Personnel: 1 FTE, new engineer employee (project manager)
1% FTE, existing employee (grant specialist)
5% FTE, various staff members (Planning Director, Chief Engineer, Deputy Commissioner, Senior Engineer)
- Fringe: 31.5% for employees
- Travel: Intended for necessary employees to travel within the state and region for planning and stakeholder meetings (estimated)
- Equipment: (1) new laptop and software
(1) smart phone and service
- Supplies: Miscellaneous office supplies (estimated)
- Other: Includes rental of meeting space for stakeholder meetings, printing for meetings and reports

Table 2 – Project Spending Plan – Monthly Cost Projections

	FY2010	FY2011	FY2012	
August	8,450.71	8,450.71	4,225.36	
September	8,450.71	8,450.71	\$ -	
October	8,450.71	8,450.71	\$ -	
November	8,450.71	8,450.71	\$ -	
December	8,450.71	8,450.71	\$ -	
January	\$ -	8,450.71	8,450.71	X
February	\$ -	8,450.71	8,450.71	
March	\$ -	8,450.71	8,450.71	
April	\$ -	8,450.71	8,450.71	
May	\$ -	8,450.71	8,450.71	
June	\$ -	8,450.71	8,450.71	
July	8,451.71	8,450.71	8,450.71	
Direct	\$50,704.26	\$101,408.52	\$63,380.33	215,493.10

Budget Narrative

The Department of Public Service (DPS) plans on executing this project through employment of a new engineering employee, existing staff and stakeholders.

The DPS staff will be part of the project team, involved in periodic team meetings, and also integral to several of the tasks and deliverables. The project sponsor is the Deputy Commissioner, Steve Wark who will also be involved in a guidance and oversight capacity and attend Team meetings and be involved in the review and approval of work product.

The DPS staff will participate in the execution of the WDP in both the assessment phases and the gap analysis, as well as the development of the necessary training requirements. This task will involve the Directors and staff from the Engineering Division and Planning Division, and is planned to be completed in project year 1.

DPS Directors and staff from the Planning and Engineering Divisions will also be involved in the development of the draft and final EAP. This work is spread out over the length of the project and includes planned activities in all 3 project years.

The ESDTRP will involve the Engineering Director and staff and is currently planned to take place in project year 1.

Development of both the intra- and inter-state exercises and participation in same will include involvement of both the Directors and staff from the Planning and Engineering Divisions. These activities are scheduled for project years 2 and 3.

A new engineering employee for DPS will facilitate and lead the project, to accomplish the various project management tasks and reporting. The new employee will also be responsible for the development of draft and final deliverable documents; for the coordination and project liaison with various state agencies, public and private utilities and other stakeholders; and for various logistics involved in the execution of the project, as required. These activities of necessity are spread across the duration of the project.

5. Project Timeline

[PLEASE SEE PROJECT TIMELINE GANTT CHART ATTACHED TO THIS PMP]

A timeline of the EAR project, broken down by tasks, sub-tasks, milestones, reporting requirements, and start and finish dates, can be found on the last page of this PMP in the form of a Gantt chart [please note: this Gantt chart is formatted to be best displayed when printed on legal-size paper]. As DOE has acknowledged in the FOA and the Award, the EAR project timeline is very much a work-in-progress and subject to modifications and changes over the life of the project. The following is a brief description of the EAR project tasks, and associated subtasks, which are set down on the attached Gantt chart.

The EAR project officially commenced on August 12, 2009 with the issuance of the Award by DOE. The EAR project will span over 3 years until August 10, 2012 when the last reports regarding the EAR project are due to be submitted by DPS to DOE. During the period of the EAR project, quarterly ARRA, management and financial reports will be submitted by DPS to DOE regarding the progress of the project.

Task 1.0: Project Management Plan (PMP)

Sub-tasks include, but are not limited to:

- Development of the PMP
 - Review of the draft PMP
 - Revisions/corrections to draft PMP as needed
- Submission of PMP to DOE by DPS (MILESTONE)
- Implementation of PMP (including continuing revisions/updates to PMP as work progresses)

Task 2.0: Workforce Development Plan (WDP)

The WDP will inform the DOE about how Vermont plans to train existing, and new, staff to manage energy assurance responsibilities within DPS. Sub-tasks include, but are not limited to:

- Development of the WDP
 - Research and consideration of State of Vermont policy and procedures regarding ARRA funding related hiring process, job requirement parameters, training requirements, etc.
 - Draft initial WDP
 - Review of draft WDP
 - Revisions/corrections to draft WDP
- Submission of WDP to DOE by DPS (MILESTONE)
- Implementation of WDP
 - Training and development for existing, and new, staff regarding energy assurance
 - Development of Position Descriptions and Job Requirements, as necessary
 - Announcement of job opportunities, interviews, hiring, etc.

Task 3.0: Energy Assurance Plan (EAP)

The EAP has two due dates for submission to the DOE: the Initial EAP is due to DOE not later than February 10, 2011; and the Final EAP is due to DOE not later than August 11, 2012. This task involves developing State of Vermont Energy Assurance Plan (EAP) and potentially significantly revising the existing state and private sector stakeholder emergency plans as they may relate to energy. The development of the EAP is the core of the EAR project and serves as the basis for Task 4.0, Task 5.1 and Task 5.2.

Sub-tasks include, but are not limited to:

- Development of the initial EAP
 - Acquisition of data (e.g., energy supply, consumption, infrastructure, alternatives, etc.)
 - Development of EAP outline
 - Review of draft EAP outline
 - Revisions/corrections of EAP outline as needed
 - Interviews and discussions (on-site/in-person and/or via teleconference) with stakeholders
 - Assessment of data and interview information gathered (including vulnerability and risk factors, use patterns, geographical distinctions, market factors, technological factors, etc.)
 - Development of draft Initial EAP
 - Review of draft Initial EAP
 - Revisions/corrections to draft Initial EAP as needed
- Submission of the Initial EAP to DOE by DPS (MILESTONE)
 - Once the Initial EAP is submitted to DOE, work commences to implement the Initial EAP and examine its efficacy via Subtasks 5.1 and 5.2
- Development of draft Final EAP
 - Review of draft Final EAP
 - Revisions/corrections to draft Final EAP as needed
- Submission of Final EAP to DOE by DPS (MILESTONE)

Task 4.0: Energy Supply Disruption Tracking Process (ESDTP)

This task involves documenting the process and/or procedure for tracking the duration, response, restoration and recovery time of energy supply disruption events. This will require the identification, collection, and evaluation of data (both public and proprietary as available), prior to, during, and after an energy supply shortage. Because the Department of Public Service serves as a regulatory body within the state, responsibility for execution of system plans falls largely to the utilities and DPS will work with the following partners (and others) to achieve the project objectives: the independently owned utilities, municipal and cooperative utilities; Vermont Emergency Management; VELCO (Vermont's transmission utility); the Vermont Office of Economic Stimulus and Recovery; ISO New England; other state of Vermont agencies and departments; and regional and state planning entities.

Data collected and analyzed will be specific to energy supply and consumption by the State of Vermont as whole, as well as the State of Vermont itself as a large consumer of energy. As the smart grid system will be information centric by design, Vermont will also plan for disruptions to that information and control infrastructure.

The centrality of sound data collection and management, an understanding of the sources of energy data, and, the ability of state personnel to acquire and effectively utilize energy data, improves the State's energy resiliency during emergencies as well as its ability to protect State citizens during an energy shortage. . Energy assurance planning will therefore be closely integrated with the smart grid plan.

Sub-tasks include but are not limited to:

- Development of the ESDTP
 - Development of ESDTP outline
 - Review of draft ESDTP outline
 - Revisions/corrections to ESDTP outline as needed
 - Interviews and discussions (on-site/in-person and/or via teleconference) with stakeholders (to occur in conjunction with EAP meetings)
 - Review of draft ESDTP
 - Revisions/corrections to draft ESDTP as needed

- Submission of ESDTP to DOE by DPS (MILESTONE)

Task 5.0: Energy Assurance Exercise (EAE)

The EAE involves the completion of four subtasks for DOE by four corresponding due dates. The EAE requires participation by Vermont in table-top exercises that simulate energy emergencies/disruptions and serves as a means to exercise the Initial EAP that will have been developed and test the State's ability to respond to energy supply emergencies. The results of these exercises will be reviewed and analyzed and After Action Reports (AAR), which will include actionable items and indicate any necessary revisions/corrections to be incorporated into the final EAP, will be prepared and submitted to DOE.

Subtask 5.1: EAE-INTRA-State will simulate an energy emergency/disruption within the State of Vermont, and Subtask 5.2: EAE-INTER-State, will simulate an energy emergency/disruption on a multi-state basis. These exercises will allow for lessons learned to be incorporated into the Final EAP. Additionally, these exercises will provide a framework to familiarize stakeholders with the updated initial EAP; allow stakeholders to interact and develop communication networks prior to an actual emergency; assess the ability of EAP to meet emergency management obligations; identify and possibly resolve jurisdictional conflicts and/or other unforeseen conflicts; and, better understand the role of regional energy infrastructure when attempting to mitigate energy emergencies. Subtasks include but are not limited to:

- Development of INTRA-State EAE
 - Identification of state agencies, local governments, industry, Federal partners, other energy stakeholders, etc., for participation in INTRA-State EAE
 - Development of training materials for INTRA-State EAE
 - Arrangements for training venue and associated logistics
- Participation in INTRA-State EAE (MILESTONE)
- Development of INTRA-State EAE – AAR
 - Evaluation and assessment of INTRA-State EAE emergency responses to determine whether emergency management obligations were satisfied
 - Identification of actionable items and revisions/corrections for incorporation into Final EAP
- Submission of INTRA-State EAE to DOE (MILESTONE)
- Development of INTER-State EAE
 - Identification of neighboring states, state agencies, local governments, industry, Federal partners, other energy stakeholders, etc., for participation in the INTER-State EAE
 - Development of training materials for INTER-State EAE
 - Arrangements for training venue and associated logistics
- Participation in INTER-State EAE for DOE (MILESTONE)
- Development of INTER-State EAE – AAR
 - Evaluation and assessment of INTER-State EAE emergency responses to determine whether emergency management obligations were satisfied.
 - Identification of actionable items and revisions/corrections for incorporation into Final EAP
- Submission of INTER-State EAE – AAR to DOE (MILESTONE)

- **6. Success Criteria**

Success criteria for the EAR project correlate to the performance metrics identified in U.S. DOE Funding Opportunity Announcement (FOA): Recovery Act – Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency (DE-FOA-000091).

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

- Number of energy assurance plans created or substantially revised.
- Number of jobs created 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.

7. Agreement Statement of Project Objectives

The following is the Statement of Project Objectives (SOPO) from the DOE Assistance Agreement Award: Recovery Act – Energy Assurance Planning – State of Vermont (DE-OE0000107), and is included here as required by the PMP template supplied with the U.S. DOE Funding Opportunity Announcement (FOA): Recovery Act – Enhancing State Government Energy Assurance Capabilities and Planning for Smart Grid Resiliency (DE-FOA-000091):

DE-OE0000107 ATTACHMENT 2 -STATEMENT OF PROJECT OBJECTIVES (SOPO)

A. OBJECTIVES

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

The initiative focuses on building regional energy assurance capability to allow the State to better coordinate and communicate state-wide and with one another, on energy security, reliability, and emergency response issues.

B. SCOPE OF WORK

The following activities are addressed under this initiative:

- 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 new, or refine existing, Energy Assurance Plans to incorporate response actions to new energy portfolios, including Smart Grid technologies.
- Revise appropriate State policies, procedures and practices to reflect the Energy Assurance Plans. States should append the Energy Assurance Plan to the State Energy Plan, as appropriate.
- Development and initiation of a process or mechanism 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:

- Number of Energy Assurance Plans created or substantially revised
- Number of jobs created 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 Recipient will prepare a 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 Plan will also document 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 Recipient will prepare and follow a Workforce Development Plan 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 Plan will address hiring, retaining, and training personnel in these areas.

Task 3.0 – Energy Assurance Planning

The Recipient will develop a new, or substantially refine its existing, 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 recipient will revise appropriate State policies, procedures and practices to reflect the State's Energy Assurance Plan. The State will append its Energy Assurance Plan to the State Energy Plan, as appropriate.

Task 4.0 – Energy Supply Disruption Tracking Process

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

Task 5.0 - Energy Assurance Exercise

The Recipient will develop a strategy to exercise its Energy Assurance Plan, simulating, 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 Recipient 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 players from State agencies, local governments, industry and Federal partners, as appropriate. The recipient shall prepare an exercise after-action report, which will result in actionable items and any necessary revisions/modifications to the Energy Assurance Plan.

Subtask 5.2 – Participate in and/or conduct at least one inter-State/Regional exercise that includes players from neighboring States, local governments, industry and Federal partners, as appropriate. The recipient shall prepare an exercise after-action report, which will result in actionable items and any necessary revision/modifications 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.

