



Local governments working together for a better metropolitan region

District of Columbia March 1, 2005

Bowie

College Park

Frederick County

Gaithersburg

Greenbelt

Montgomery County

Prince George's County

Rockville

Takoma Park

Alexandria

Arlington County

Fairfax

Fairfax County

Falls Church

Loudoun County

Manassas

Manassas Park

Prince William County

Leeann Turner

Director for Homeland Security Grants Administration

Office of the Deputy Mayor for Public Safety and Justice

1350 Pennsylvania Avenue, NW

Suite 327

Washington, D.C. 20004

Dear Ms. Turner:

The COG Energy Policy Advisory Committee serves as the organizing committee for Regional Emergency Support Function (RESF) #12, Energy. This committee has endorsed the enclosed proposal RFA No. 12B, "Regional Energy Emergency Coordination Plan".

The Energy Policy Advisory Committee requests that the Metropolitan Washington Council of Governments be designated as the Implementing Jurisdiction on behalf of local governments in the National Capital Region (NCR). COG serves as the coordinating and implementing agent for the regional energy resources management and contingency planning for the region. Additionally, the nature of this project requires coordination and oversight across all major jurisdictions in the NCR. Given that this type of work is COG's core competency as a regional organization, the committee asks for COG be the designated agent in charge of implementing this project.

Please contact me with any questions at 703-324-3534 or jgorby@fairfaxcounty.gov or COG's Director, Department of Environmental Programs at 202-962-3340 or sfreudberg@mwcog.org.

Sincerely,

Jim Gorby

Chair, COG's Energy Policy Advisory Committee

Energy Director

Fairfax County

RFA No. 12B

Regional Energy Emergency Coordination Plan

March 1, 2005

Submitted to: Government of the District of Columbia
Executive Office of the Mayor
Office of the Deputy Mayor for Public Safety and
Justice

Submitted by: RESF#12, Energy

Project Contacts: Jim Gorby, Director, Energy Resource Management,
703- 324-3540, jgorby@fairfaxcounty.gov

Stuart A. Freudberg, Director, Dept. of Environmental
Programs, MWCOG, 202-962-3340,
sfreudberg@mwkog.org

APPLICANT PROFILE



GOVERNMENT OF THE
DISTRICT OF
COLUMBIA

APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	REGIONAL ENERGY EMERGENCY COORDINATION PLAN
EMERGENCY SUPPORT FUNCTION:	RESF 12, Energy
PROJECT PERIOD:	July 1, 2005 through July 30, 2006
PROJECT SYNOPSIS:	The National Capital Region relies on a variety of energy sources including natural gas, electric power and fuel oil. A significant loss of any or all of these would adversely affect the social, economic and governmental structure of the region. Power services are provided by a number of public and private providers whose services cross jurisdictional boundaries. It is important for the regional players to have an emergency coordination and communication plan in place in advance of emergency incidents. Having such a plan allows the region to coordinate resources to provide the highest level of service possible under a wide range of circumstances. This project will fill a significant gap in the Regional Emergency Coordination Plan.
IMPLEMENTING JURISDICTION:	TO BE DETERMINED, or COG
AGENCY:	Metropolitan Washington Council of Governments
ADDRESS:	777 North Capitol Street, Suite 300 Washington, DC 20002
AUTHORIZATION OFFICIAL	
NAME:	David J. Robertson
TITLE:	Executive Director, MWCOG
ADDRESS:	777 N Capitol Street N.E. Wash, DC 20002
TEL:	202-962-3260
FAX:	202-962-3201
EMAIL:	drobotson@mwkog.org
PROJECT DIRECTOR	
NAME:	Stuart A. Freudberg
TITLE:	Dir. Dept. of Environmental Programs
ADDRESS:	777 N Capitol Street N.E. Wash, DC 20002
TEL:	202-962-3340
FAX:	202-962-3203
EMAIL:	sfreudberg@mwkog.org
FINANCIAL OFFICER	
NAME:	Sonny Amores
TITLE:	CFO
ADDRESS:	777 N Capitol Street N.E. Wash, DC 20002
TEL:	202-962-3221
FAX:	202-962-3201
EMAIL:	samores@mwkog.org
Signature of Authorized Official Date 3/01/05	

TABLE OF CONTENTS

Applicant Profile	ii
Table of Contents	1
Proposal Summary	2
Project Goals & Objectives.....	4
Project Description	7
Organization, Experience and Qualifications of Applicant	11
Staffing Plan.....	14
Project Budget.....	15
Certification and Assurances.....	19
Appendices	22

Proposal Summary

Citizens, commercial and industrial enterprises, and local, State, and Federal agencies in the National Capital Region (NCR) rely on multiple energy sources to function on a daily basis. A significant loss of any or all of these energy sources resulting from an all-hazards incident would have adverse impacts on the social, economic, and governmental structure of the region. Therefore, it is important for regional government energy agencies and other relevant parties to have an emergency coordination and communication plan established and in place in advance of an energy emergency, so that these parties can quickly identify and coordinate resources to provide the highest level of service possible under a wide range of adverse circumstances. This proposed task seeks to develop a regional coordination plan for the NCR's energy community to improve and enhance the communication process both within this community, and between the community and local governments. The Regional Energy Emergency Coordination Plan will be annex to the Regional Emergency Coordination Plan and is an analog to similar plans such as the Water Supply Emergency Plan and the Regional Solid Waste and Debris Coordination Plan.

R-ESF #12, Energy, serves as the emergency management component of the Comprehensive Regional Energy Plan currently under development by the COG Energy Policy Advisory Committee. Emergency plans have been established for motor fuel, natural gas, and electric shortfalls. This proposed task will coordinate the various common elements of the Comprehensive Energy Plan and the Energy Emergency Plan to achieve interdependency in application and implementation. MWCOG staff will document the actual experiences of various agencies during the most recent fuel, electric, and natural gas emergencies. The expertise of these agencies, as well as the impact of an emergency of a longer duration or in multiple locations throughout the region, will be factored into the energy emergency plan. MWCOG staff will prepare a reference document that links energy emergency plans with the comprehensive energy plan resources, including the resources used for communicating and coordinating with each other, as well as communicating with other related R-ESFs.

The plan will be developed in coordination with local, State, and Federal governments and private entities. First, a work plan will be developed that outlines the project's objectives and goals. Next, a kickoff meeting will be held during a regularly scheduled meeting of the MWCOG R-ESF #12 committee, during which time copies of each jurisdiction's existing Energy Emergency Plan will be requested. In addition, a questionnaire will be distributed to member jurisdictions and other regional energy players at the kickoff meeting to gather data regarding regional resources and practices. Questionnaires will be completed via telephone interviews to ensure that complete information is gathered in a timely manner. The information gathered from the interviews will be used to develop the coordinating plan, which will address communication and coordination issues, identify resources, and list emergency contacts within the region. The plan also will highlight the elements that are common to both the emergency energy plans and the Comprehensive Regional Energy Assessment that currently is being completed by MWCOG.

After the coordinating plan is complete and approved by the Energy Policy Advisory Committee, the R-ESF #12 Committee, the Emergency Preparedness Council, and the MWCOG Board, R-ESF #12 will conduct a tabletop exercise for the plan to promote the NCR's objective of "regularly exercising response capability to ensure continued improvement." The exercise will involve R-ESF #12 member jurisdictions, representatives from the States of Maryland and Virginia and the District of Columbia,

and select regional energy providers, and will be used to evaluate the effectiveness of the coordinating plan as well as the participants' understanding of both the plan and their responses to the scenario. The scenario can be developed as an all-hazards, all-energy event, and may include a terrorism element. An after-action review will be completed with the participants immediately following the exercise, and an after-action report will be prepared to identify aspects of the plan that require strengthening, areas where participants may require a better understanding of the plan, and additional training needs.

The estimated time to complete the coordinating plan and tabletop exercise is twelve months from receiving a Notice-to-Proceed. The following deliverables will be developed during the course of the project:

Project Deliverables

- ☉ Kickoff Meeting Minutes
- ☉ Questionnaire
- ☉ Summary of Questionnaire Results
- ☉ Draft Coordinating Plan
- ☉ Final Coordinating Plan
- ☉ Tabletop Exercise Materials
- ☉ After-Action Report

Project Cost:

\$128,125 (includes 2.5% administrative fee)

Project Goals and Objectives

- I.** Goal: To promote the National Capital Region's (NCR) Goal 1 of ensuring preparedness planning efforts by developing a document for ESF #12, Energy, which establishes an emergency coordination and communication plan for regional government and private energy providers. Such a coordination plan will also support R-ESF #12's goals of encouraging regional emergency planning coordination and facilitating and coordinating information sharing. Communicating effectively across jurisdictions and functional agencies also is a key element of the National Incident Management System (NIMS). The plan will help to promote coordination of the energy community's response to a regional energy emergency by identifying resources and encouraging communication among government agencies, private providers, and the public.

Time to Complete: 9 months

Milestones:

- Work plan completed
- Questionnaire developed
- Kickoff meeting held
- Energy Emergency Plans collected
- All questionnaire responses received
- Draft plan completed
- Draft plan reviewed
- Final plan completed
- Final plan approved by Advisory Committee
- Final plan approved by R-ESF #12 Committee
- Final plan approved by Emergency Preparedness Council
- Final plan adopted by MWCOG Board

Deliverables:

- Work Plan
- Meeting minutes
- Survey/Questionnaire
- Summary of survey results
- Draft coordination plan
- Final coordination plan

- A.** Objective: To identify existing regional resources
1. Gather existing emergency energy plans from MWCOG member jurisdictions
 2. Review information provided by participants for Regional Comprehensive Energy Plan (RCEP)
 3. Identify current energy contracts/suppliers
 4. For electricity, natural gas, and traditional fuels (oil and gasoline), compile list of energy providers, emergency contact personnel, and relevant regional energy resources identified in the Comprehensive Regional Energy Assessment and energy emergency plans
- B.** Objective: Document experiences

1. Describe previous experiences of regional players during most recent energy shortages (power, natural gas, fuel oil)
2. Identify interdependencies between Energy Emergency Plans and RCEP
3. Identify needs for updates to plans
4. Review existing regional plans such as the regional Fossil Fuel Plan, the MWCOG Natural Gas Plan, and the MWCOG Electricity Plan

C. Objective: Establish communication/coordination plan

1. Identify elements common to existing energy plans within the region
2. Identify preferred communication methods within region
3. Coordinate efforts with protocols already identified and/or in place
4. Identify key players (local, state, and federal government agencies and private providers)
5. Understand priorities of energy providers and governments during an emergency
6. Identify other impacted ESFs
7. Identify protocols for communicating with PIOs and the public

- II.** Goal: To promote the NCR's Goal 3 of regularly exercising NCR response capability to ensure continued improvement through a rigorous corrective action program by implementing an energy-focused tabletop exercise (TTX). The TTX also will serve to meet one objective of the NIMS, which stresses the importance of including training and exercising as an integral part of the preparedness process. The exercise will be based on a terrorism-related scenario, which can be developed to meet the objectives of HSPD-8. The TTX will focus on regional energy impacts of the incident scenario, including electric power, natural gas, and fuel oil. Participants will be evaluated on their understanding of the regional coordination/communication plan developed under the first goal of this project. The effectiveness of the plan also will be evaluated to identify shortfalls and gaps requiring revision.

Time to Complete: 12 months

Milestones: Concepts and Objectives meeting
 Exercise play
 After-Action Review session

Deliverables: Master Control Guide
 Controller/Evaluator Guide
 Player Guide
 MSEL
 Related Forms
 After-Action Report

- A.** Objective: To develop a tabletop exercise focusing on the regional energy implications of a terrorist-related emergency

1. Include one representative from each of the participating local jurisdictions, one representative from each state, and one representative from each of eight regional energy providers
2. Address major energy sources for the region, including electric power, natural gas, and fuel oil
3. Meet with the Advisory Committee to discuss the objectives of the exercise and agree upon a scenario
4. Develop the scenario to meet the Advisory Committee's objectives and address three sources of energy (electricity, natural gas, and fuel)
5. Develop materials to support the exercise, including the Master Control Guide, Controller/Evaluator Guide, Player Manual, Master Scenario Event List, forms needed for the exercise, and other presentation materials for the exercise

B. Objective: To implement the TTX

1. Provide a Master Controller and five to six Controller/Evaluators to implement the exercise
2. Conduct the exercise
3. Conduct an after-action review of the exercise with the participants to evaluate the exercise and players' responses during the exercise
4. Use the players' responses and the Controller/Evaluators' observations to evaluate effectiveness of plan, regional players' communication of shared priorities, communication of intended and implemented responses (with each other), and communication with the regional PIO and the public
5. Write an after-action report that summarizes the feedback received from players during the after-action review, and the Controller/Evaluator observations; and suggests areas where improvement might be needed both in the coordinating plan and in players' responses to the scenario

Project Description

Recent energy emergencies that occurred in the National Capital Region (NCR) following Hurricane Isabel and across the northeast in August 2004 during a widespread blackout, as well as the experiences during the energy crisis of the late 1970s and early 1980s highlight the importance of effective and efficient implementation of regional communication and coordination measures to successfully address energy emergencies. MWCOG is currently conducting a regional comprehensive energy assessment to address the issues of energy sources, conservation, air quality, public outreach and education, and backup power generation. The U.S. Army Corps of Engineers is working with MWCOG and member jurisdictions to conduct power needs assessments for critical facilities to identify backup generator requirements. Regional energy providers, in concert with MWCOG, have developed a Fossil Fuel Plan, a Natural Gas Plan, and an Electricity Plan. Several local jurisdictions are in the process of developing or updating their respective Energy Emergency Plans. MWCOG recognizes the need to coordinate common elements of all of these various planning efforts and identify them in one coordinating plan. Therefore, MWCOG is undertaking the development of a regional energy emergency coordination plan for Regional Emergency Support Function (R-ESF) #12, Energy, in support of its Regional Emergency Coordination Plan. Such a coordinating plan will seek to promote coordination and communication among key regional energy players during an energy emergency. The proposed technical approach to developing the Scope of Work is presented in the following paragraphs.

Task 1: Develop a Regional Coordination Plan for ESF #12

The Contractor will work with the MWCOG Energy Policy Advisory Committee and R-ESF #12 Group members to identify coordination and communication issues related to a regional energy emergency in the National Capitol Region. First, the Contractor will work with the Advisory Committee to develop a work plan with milestones and objectives for the project. The Contractor then will develop a questionnaire to gather information about how each jurisdiction and private energy provider coordinates their operations with other affected parties during emergencies, and identify existing pre-positioned contracts with suppliers to provide emergency resources. This questionnaire will be distributed at a kickoff meeting, to be held during a regularly scheduled meeting of MWCOG's R-ESF #12 group. Based on MWCOG's previous experiences with questionnaires, the Contractor will contact each participant to establish a time to complete the questionnaire by telephone interview. This methodology allows accurate and complete data to be gathered in a timely manner. During the kickoff meeting, the Contractor will request copies of each participating jurisdiction's Energy Emergency Plan. These plans, as well as the regional plans developed for fossil fuels, natural gas, and electricity, and data gathered for the Regional Comprehensive Energy Assessment, will be reviewed and common plan elements will be identified. Data gathered from the interviews and plan reviews will be used to develop a coordinating plan to complement MWCOG's R-ESF #12 Annex to the RECP.

The coordinating plan will incorporate the following elements:

- The plan will be applicable to a wide range of circumstances, including both natural and man-made disasters, from a small emergency affecting only a few jurisdictions to a widespread regional incident.
- The plan will be applicable to a variety of energy emergencies, including electric power disruption, natural gas supply shortage, and fuel supply shortage.

- Page 8
- The plan will support the concepts included in the National Incident Management System (NIMS) for Communications and Information Management. Communicating effectively across jurisdictions and functional agencies is a key element of NIMS, and the Contractor will work with MWCOG, member jurisdictions, and appropriate private interests to develop a plan that coordinates information sharing and communications protocols to promote a regional response to an energy emergency. The plan will identify communications standards and protocols and interoperable communications planning being undertaken by R-ESF #2 (Communications) as well as the RICCS protocols applicable to regional communication during an energy emergency.
- The plan will consider the need to develop common talking points so that each participant's Public Information Officer (PIO) can prepare messages to the public that will provide uniform regional information regarding the emergency.
- The plan will consider other R-ESFs that may be peripherally impacted by the energy emergency, and necessary coordination with those R-ESFs.
- The plan will not be an operating plan; only coordination issues (and not operational issues) related to an energy emergency will be addressed.

Assumptions:

- MWCOG member governments and participating private enterprises will participate in and fully respond to the telephone questionnaire interview.
- Contractor staff will attend a maximum of four R-ESF #12 committee meetings and two MWCOG policy committee meetings.
- The Contractor will provide a master document to MWCOG. MWCOG staff will undertake document reproduction, assembly, and distribution to R-ESF #12 group members.

Deliverables: Work Plan
 Questionnaire
 Summary of Survey Results
 Meeting Minutes
 Draft Coordinating Plan
 Final Coordinating Plan

Schedule: 9 months from Notice-to-Proceed

Task 2: Develop a Regional Tabletop Exercise

An important part of the emergency management planning process is exercising a plan to determine its effectiveness, and to identify where weaknesses may exist so that adjustments can be made to strengthen the response in advance of an actual emergency. The NIMS stresses the importance of including training and exercising as an integral part of the preparedness process – “Incident management organizations and personnel must also participate in realistic exercises – including multidisciplinary and multi-jurisdictional events and private-sector and nongovernmental organization interaction – to improve integration and interoperability.”

The Contractor will develop a multi-jurisdictional tabletop exercise (TTX) to evaluate the coordinating plan. The Contractor will work with the Advisory Committee to define the exercise

objectives and develop the scenario. The exercise will not focus on an operational response to a regional energy emergency, but rather will emphasize the coordination and communication aspects of such a scenario. The exercise will be designed for up to 19 member communities, 3 State agencies, and 8 local energy providers (with at least one representative from each of the areas of electricity, natural gas, and fuel). The exercise will incorporate existing RICCS protocols and plan elements from R-ESF #2 as appropriate to ensure continuity among R-ESFs.

The Contractor will develop all of the exercise-related materials, including the Master Control Guide, the Controller/Evaluator Guide, the Player Manual, MSEL, exercise forms, and other exercise presentation materials. The Contractor will work with MWCOG staff to identify an appropriate date and time to conduct the exercise. The Contractor will provide the exercise Master Controller, and both Contractor and MWCOG staff will oversee and monitor the exercise. The total exercise time is expected to last approximately eight hours, and a sample schedule is included below:

8:30 – 9:00 a.m.	Registration
9:00 – 10:00 a.m.	Welcome and Explanation
10:00 a.m. – 10:30 a.m.	Break
10:30 a.m. – 12:30 p.m.	Exercise Play
12:30 – 1:30 p.m.	Lunch
1:30 – 2:30 p.m.	Exercise Play
2:30 – 3:00 p.m.	Break
3:00 – 4:30 p.m.	After-Action Review

Conducting an after-action review of the exercise is just as important as implementing the exercise itself. The after-action review allows participants and observers to evaluate responses so that weaknesses in the plan can be identified and strengthened before an actual event occurs. The Contractor will conduct the after-action review with the exercise participants immediately after the exercise is completed. This ensures that all exercise participants will take part in the after-action review, and the responses will be fresh in the minds of the participants.

Within four weeks of completing the after-action review session, the Contractor will write an after-action report that summarizes the exercise, the responses, and recommendations for improvement identified during the after-action review. A draft copy of the after-action review will be provided to the Advisory Committee for review and comment. Upon receiving comments, the Contractor will revise the document and provide the R-ESF #12 group with a final after-action report.

Assumptions:

- All member jurisdictions, three states, and key regional energy providers will participate in the exercise; a maximum of 30 participants will be involved.
- The Contractor will provide a Master Controller and 6 monitors/facilitators for the exercise. MWCOG staff may serve as additional monitors.
- The exercise will be conducted at MWCOG meeting facilities.
- MWCOG will provide lunch for up to 30 participants and 7 Contractor facilitators/monitors in addition to MWCOG staff.
- The Contractor will provide a laptop computer; MWCOG will provide a LCD projector and screen.

- Page 10

- The Contractor will develop all exercise materials and provide a master document set to MWCOG. MWCOG will reproduce enough copies for all exercise participants.
- The Contractor will deliver one master copy of the after-action review to MWCOG. MWCOG staff will reproduce copies for distribution to exercise participants.
- Includes travel and per diem for three out-of-town Contractor staff persons.

Deliverables: Exercise Materials:

Master Control Guide
Evaluator/Controller Guide
Player Manual
Forms
Presentation Materials

After-Action Report

Schedule: 12 months after Notice-to-Proceed

Task Name	2005				2006			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Goal 1: Promote the National Capital Region's (NCR) Goal 1 of ensuring preparedness planning efforts by developing a document for ESF #12, Energy, that establishes an emergency coordination and communication plan for regional government and private energy providers. Encourage regional emergency planning coordination and facilitate and coordinate information sharing.	←-----→							
Objective 1: Identify existing regional resources		-----→						
Step 1. Gather existing emergency energy plans from MWCOG member jurisdictions		-----→						
Step 2. Review information provided by participants for Regional Comprehensive Energy Plan (RCEP)		-----→						
Step 3. Identify current energy contracts/suppliers		-----→						
Step 4. For electricity, natural gas, and traditional fuels (oil and gasoline), compile list of energy providers, emergency contact personnel, and relevant regional energy resources identified in the Comprehensive Regional Energy Assessment and energy emergency plans		-----→						
Objective 2: Document emergency experiences		-----→						
Step 1. Describe previous experiences of regional players during last energy shortages (power, natural gas, fuel oil)		-----→						
Step 2. Identify interdependencies between Energy Emergency Plans and RCEP		-----→						
Step 3. Review existing regional plans such as the regional Fossil Fuel Plan, the MWCOG Natural Gas Plan, and the MWCOG Electricity Plan		-----→						
Step 4. Identify needs for updates to plans			-----→					
Objective 3: Establish communication/coordination plan			-----→					
Step 1. Identify elements common to existing energy plans within the region			-----→					
Step 2. Identify preferred communication methods within region			-----→					
Step 3. Coordinate with protocols already identified and/or in place			-----→					
Step 4. Identify key players (local, state, and federal government agencies and private providers)			-----→					
Step 5. Understand priorities of energy providers and governments during an emergency			-----→					
Step 6. Identify other ESFs impacted			-----→					
Step 7. Identify protocols for communicating with PIOs and the public			-----→					
Step 8. Complete Draft Plan				-----→				
Step 7. Complete Final Plan					-----→			
Goal 2: Promote the NCR's Goal 3 of regularly exercising NCR response capability to ensure continued improvement through a rigorous corrective action program by implementing an energy-focused tabletop exercise (TTX). The TTX also will serve to meet one objective of the NIMS, which stresses the importance of including training and exercising as an integral part of the preparedness process.	←-----→							
Objective 1: Develop a tabletop exercise focusing on the regional energy implications of a terrorist-related emergency		-----→						
Step 1. Include one representative from each of the participating local jurisdictions, one representative from each state, and one representative from each of eight regional energy providers		-----→						
Step 2. Address major energy sources for the region, including electric power, natural gas, and fuel oil		-----→						
Step 3. Meet with the Advisory Committee to discuss the objectives of the exercise and agree upon a scenario		-----→						
Step 4. Develop the scenario to meet the Advisory Committee's objectives and address three sources of energy (electricity, natural gas, and fuel)		-----→						
Step 5. Develop materials to support the exercise, including the Master Control Guide, Controller/Evaluator Guide, Player Manual, Master Scenario Event List, forms needed for the exercise, and other presentation materials for the exercise.		-----→						
Objective 2: Conduct and review the tabletop exercise					-----→			
Step 1. Provide a Master Controller and five to six Controller/Evaluators to implement the exercise					-----→			
Step 2. Conduct the exercise					-----→			
Step 3. Conduct an after-action review of the exercise with the participants to evaluate the exercise and players' responses during the exercise					-----→			
Step 4. Use the players' responses and the Controller/Evaluators' observations to evaluate effectiveness of plan, regional players' communication of shared priorities, communication of intended and implemented responses (with each other), and communication with the regional PIO and the public					-----→			
Step 5. Write an after-action report that summarizes the feedback received from players during the after-action review, and the Controller/Evaluator observations; and suggests areas where improvement might be needed both in the coordinating plan and in players' responses to the scenario.					-----→			

- Page 12

Organization, Experience, and Qualifications of Applicant

(Grantee to be determined, or COG)

Staffing Plan

(To be determined)

Project Budget

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Implementing Jurisdiction		\$3,125
	<i>Total</i>	\$3,125

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
	<i>Total</i>	\$0

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
			<i>Total</i>	\$0

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
None		
<i>Total</i>		\$0

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
<i>Total</i>		\$0

F. Consultants/Contracts - Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

****COG's formal written procurement policy shall apply for all consultant contracts**

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.

Name of Consultant	Service Provided	Computation	Cost
Dewberry	Energy Emergency Coordinating Plan		\$125,000
<i>subtotal</i>			\$125,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
<i>subtotal</i>			\$ -

*Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000**.*

Item	Cost	
**Intelligence Automation Corporation (IAC) is the only manufacturer and vendor of this Biomonitoring System. The system was developed by the US Army with sole manufacturing and distribution rights awarded to IAC.		
**HACH is the sole manufacturer and vendor for the specific monitoring platform algorithms, configuration and components.		
<i>subtotal</i>		\$0

G. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
<i>Total</i>		\$0

H. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
<i>Total</i>		\$0

Budget Category	Amount
A. Personnel	\$3,125
B. Fringe Benefits	\$0
C. Travel	\$0
D. Equipment	\$0
E. Supplies	\$0
F. Consultants/Contracts	\$125,000
G. Other	\$0
Total Direct Costs	\$128,125
H. Indirect Costs	\$0
TOTAL PROJECT COSTS	\$128,125

Certification and Assurances

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs;
and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)
- B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:
- Place of Performance (Street address, city, county, state, zip code)

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

Grantee Name and Address:

Metropolitan Washington Council of Governments
777 North Capitol Street, NE, Suite 300
Washington, DC 20002

Application Number and/or Project Name:

PROPOSAL #12B: Regional Energy Emergency Coordination Plan

Grantee IRS/Vendor Number:

52-6060391

Typed Name and Title of Authorized Representative:

Signature
David J. Robertson, Executive Director
Metropolitan Washington Council of Governments

Date