Community Energy Security Planning Grant (SEP# 10030 State Fiscal Year 23-25)

Introduction

Communities throughout the state can take advantage of the Community Energy Security Planning Grant opportunity to enhance energy reliability and resilience at a local level by developing or enhancing their energy security planning efforts, with a focus on critical infrastructure. This competitive funding opportunity will assist communities in assessing and preparing for local energy security through comprehensive planning to ensure more reliable and resilient energy infrastructure. An energy security plan identifies, assesses, and mitigates risks to energy infrastructure and to plan for, respond to, and recover from events that disrupt energy supply.

Section 1: Applicant Information

Enter text in the fields marked "Click or tap here to enter text". A new paragraph is made by pressing the Shift key and Enter button at the same time.

1. The organization submitting the application is the applicant and, if awarded, will be the entity responsible for fulfilling the grant award and conditions.

2. Please list the legal address of organization. Provide the zip code plus 4 digits.

3. You must have a Unique Entity Identifier (previously a Data Universal Numbering System (DUNS) number) and an active registration in the System for Award Management (SAM) (formerly CCR database) to be eligible for federal funding. See the above web sites for more information.

4. In order to participate in the State of Indiana procurement processes, awardees are required to have a Bidder Profile with the Indiana Department of Administration. The Bidder Profile creates a unique ID or Supplier ID for businesses that is used for supplier diversity certifications and contract monitoring. Bidder Profile Registration links can be found here. The applicant taxpayer identification number (EIN) is required for funding consideration.

5. Organizational Contact is person who will be managing the grant.

6. The Authorized Representative is the person signing and entering into the grant agreement with the State. A cell number must be provided for the contracting process.

7. Organization Type is based on the applicant of the grant.

Section 2: Project Description

Enter text in the fields marked "Click or tap here to enter text". A new paragraph is made by pressing the Shift key and Enter button at the same time.

8. Check the box to correspond to the status of current or previous Security Energy Plan.

9. List the date or estimated year when a plan was updated, if applicable.

10. List all community plans. This may include:

    a. Hazard Mitigation Plan
    b. Energy Security Plan
    c. City or Municipal Plans
    d. County Plans
    e. Economic Development Plans

11. Describe the impacted communities this plan will serve and how it will benefit the community. Provide a description of your community, as well as any factors that makes your community unique. In explaining how the plan will benefit your community, identify any known critical facilities. For example, the plan could assist in identifying critical facilities that exist in your community, which could allow for more targeted spending to harden weak spots. Additionally, The U.S. Department of Energy's *Energy Justice Dashboard* is recommended to assist in identifying whether a community is considered disadvantaged. https://energyjustice.egs.anl.gov/. In any application, please identify and provide a link to any federal mapping tools used in the decision-making process. For example:

    ABC County has a population of 270,000 people. The critical facilities that serve ABC County are 10 hospitals, 15 grocery stores, and 20 schools. ABC County is served by 4 municipal electric utilities, and 1 investor-owned utility. ABC County would like to use the plan to identify areas for future investments in energy security and resilience, which will benefit the residents and area businesses.

    Based on the Energy Justice Dashboard, a portion of ABC County serves disadvantaged populations in the XYZ community.

12. Describe how this plan will be used and implemented upon completion. Energy security plans are meant to be regularly tested and exercised to ensure communities are prepared for potential disruptions. Include how your community plans to test or exercise the plan. For example:

Community ABC will host annual drills where they run through a hazard scenario with utility X and community partners. This plan will be used in future planning efforts by utilizing our findings to better address problematic areas of reliability in our electric infrastructure, as well as use the lessons learned in planning to help improve other community plans that exist.

13. List partners here. Partners are any entities and organizations that you may collaborate with in order to complete the plan. Examples of partners could include, but are not limited to:

    a. Consulting firm
    b. Mayors office
    c. Your community's emergency management
    d. Other entities that have completed similar work

Section 3: Project Tasks, Deliverables and Schedule

Enter text in the fields marked "Click or tap here to enter text". A new paragraph is made by pressing the Shift key and Enter button at the same time.

14. List the tasks and activities that need to be completed to reach the goals you are proposing in this project. Tasks should be detailed, and activities quantified as much as possible. For each item, indicate the anticipated quarter(s) in which it will be completed. The tasks will be used to draft a grant agreement if the project is chosen for funding. Group related activities into the same task where possible. Describe the product or deliverable that will result from the completion of that task. Examples of types of tasks and associated task language, as well as additional information for structuring your tasks and deliverables are given below.

    - Task A: Form Steering Committee to Guide Energy Security Plan Development
        - Activities:
            - Identify members for steering committee and other planning advisors including community emergency planner, Department of Homeland Security
            - Contract with a consultant to develop the plan
            - Conduct steering committee meetings to discuss local energy security planning status and to develop and review plan elements with consultant
        - Deliverables/Schedule:
            - List of steering committee members and planning advisors-1st Quarter
            - Summaries of steering committee meetings/actions taken- Quarterly
    - Task B: Produce an Energy Security Plan for ABC community

- o Activities:
  - Identify energy sources, providers, hazards and critical infrastructure and facilities
  - Assess energy production, distribution, transmission, and end use
  - Provide a risk assessment
  - Provide examples of previous emergency events, lessons learned
  - Propose mitigation methods to identified risks
  - Develop communication plan, processes, roles
- o Deliverables/Schedule:
  - Summaries of plan elements in progress- Quarterly
  - Drafts of Energy Security Plan-1st Quarter, 3rd Quarter
  - Final Energy Security Plan- 4th Quarter
- Task C: Submit Quarterly Progress Reports and Final Grant Report to OED, including state and federal compliance information. (Note: claims for reimbursement must be accompanied by a report. If you intend to submit claims monthly, you will need to submit monthly reports.)

Section 4: Budget Summary

The budget will be evaluated on its appropriateness and cost-effectiveness. Show budget broken out by task and describe the purpose of each item listed in the budget detail and justification for the completion of the project. Double click the budget table to open the excel spreadsheet. Enter in the dollar amounts. When finished double click outside of the budget table.

1. Personnel/Fringe: Personnel refers to the salaries for permanent and/or temporary personnel directly working on the task. Fringe refers to benefits paid for permanent personnel such as health insurance, life insurance, retirement, or other benefits.

2. Travel: Expenses related to mileage, fuel, and overnight stays that are within the scope of the approved project plan and directly support completion of tasks. Mileage may be reimbursed up to the current Federal Rate.

3. Equipment: Items that with a cost of $5,000 or more per unit and with a useful life or more than one year. Examples include - office equipment, testing/engineering equipment, camera equipment, computer. Equipment purchased under federal funding must follow 2 CFR 200.439.

4. Supplies: Expendable commodities that are consumed within a relatively short period of time. Examples include - stationary/office supplies, educational supplies, camera supplies, testing supplies, repair parts, and safety supplies.

5. Contractual: Expenses incurred through a subcontract. The subcontract costs must also be described and itemized (i.e., personnel, travel, equipment, etc.).

6. Other: Expenses that don't fit in the other categories, such as postage, telephone charges, printing services, rental costs for equipment, and training fees.

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

The following is general guidance on match for funded projects.

Match documented must be directly associated with the project and for work done to fulfill the contract tasks or meet eligible project goals. Activities not eligible for grant funding cannot be counted as match.

• Match counted for participants' time in a meeting (i.e., Board Meeting or Steering Committee meeting) must reflect only the time in which the project is discussed.
• Space used as match (room use, use of office space, etc.) must be no more than the prevailing rate for "rental" of that space for the time it is actively used for the project. A large amount of match for a single service/activity must be justified in the application.

    Check to make sure the sheet is filled out correctly and the numbers have been added before submitting your application!

List sources and estimated amount of match that have been pledged to the project. For match provided by another entity, a letter committing those funds should accompany the application.

Section 4: Affirmation

This section is to be completed on behalf of the organization that is legally authorized to sign, submit the application, and eligible to enter a grant contract with the State of Indiana. An authorized representative of the organization must sign and date the electronic submission of the application. If the project is funded, this person will be responsible for upholding the terms of the grant agreement and will be expected to follow the progress of the project and stay in contact with the organization's designees (if applicable) and OED. Enter the name, title, and date of signature on the electronic copy of the application.

Section 5: Application Package Submittal

• Applications accepted by email only.
• Submit a completed proposal application to grants@oed.in.gov and include "Application-Community Energy Security Plan" in the email subject line.

- Applications received after the deadline will not be considered.
- The applications must be submitted on the format attached.
- Applications exceeding 6 pages will not be considered.
- Only one grant application, per grant cycle, per organization will be considered.

Post Award Information

- Recipients must submit quarterly reports on a template to be provided by OED after the grant agreement is executed.
- Recipients will be expected to submit a final report on the OED template before the grant agreement expires or when the project ends, whichever comes first.
- OED reserves the right to withhold all payments until reports are submitted to the satisfaction of OED.
- OED reserves the right to conduct site visits on projects.