

# **2016 SDPG Grant Final Report**

CFDA Number: 20.720

**Award Number:** DTPH5616GSDP18

**Project Title:** State Damage Prevention (SOP) Program Grants - 2016

**Date Submitted:** 11/30/2017

**Submitted by:** Tanisha Townsend on behalf of Caria Nakano-Jensen

## **Specific Objectives of the Agreement**

Under this grant agreement, the recipient will:

Use the grant funds to develop a State Damage Prevention Program through legislation and in coordination with a Governor appointed Damage Prevention Board. The Idaho Damage Prevention Board will be created and made part of the DBS. The purpose of this board is to reduce damages to underground facilities, promote safe excavation practices, review complaints of alleged violations of Idaho Code, and assessing appropriate civil penalties. As part of the legislation, underground facility owners and excavators who observe, suffer, or cause damage to an underground facility will be required to report such information to the board. The board will consist of members, each of whom shall be appointed by the governor with power of removal for cause. All members of the board shall be qualified by experience, knowledge, and integrity in formulating rules, reviewing complaints referred to it and assessing penalties, and properly performing functions of the board. The main goals of DBS and the Damage Prevention Board will be to create a system of self-regulation and education addressing the prevention of damage to underground facilities. A system will be developed to collect, store and disseminate data related to underground facility damage and excavator downtime.

## **Workscope**

Under the terms of this grant agreement, the Recipient will address the following applicable elements listed in the approved application, pursuant to 49 U.S.C. §60134 (a),(b).

- **Element 1 (Effective Communications): (Not Applicable)**
- **Element 2 (Comprehensive Stakeholder Support): (Not Applicable)**
- **Element 3 (Operator Internal Performance Measurement): (Not Applicable)**
- **Element 4 (Effective Employee Training): (Not Applicable)**
- **Element 6 (Dispute Resolution): (Not Applicable)**

### **Element 5 - Public Education**

"A process for fostering and ensuring active participation by all stakeholders in public education for damage prevention activities."

#### **Objectives:**

One of the main goals of the DBS and the Damage Prevention Board is to promote public education about the importance of damage prevention. It is the intent of the DBS, working with the Damage Prevention Board, to create a statewide damage prevention awareness program. We will utilize different forms of advertising to get the message spread throughout the entire state. TV ads and PSA's, radio spots, print media and DBS website will be used to accomplish this objective.

**Total Budget Element 5: \$34,104.00**

#### **Accomplishments:**

As of the end of the grant cycle, DBS has accepted a bid from Tom Scott Advertising Agency and the agency developed and produced media marketing for the Board via Facebook and Public Service Announcements through television and radio statewide. Additionally, print materials have been developed and distributed and the website has been completed.

**Total Spent Element 5: \$31,938.44**

**Remaining Budget Element 5: \$2,705.56**

#### **Reasons for the remaining budget:**

The remaining budget of \$2,705.56 was the amount left after DBS undertook and accomplished all the goals set out for Element 5.

### **Element 7 - Enforcement**

"Enforcement of State damage prevention laws and regulations for all aspects of the damage prevention process, including public education, and the use of civil penalties for violations assessable by the appropriate State authority."

#### **Objectives:**

The Idaho Damage Prevention Board will be created and will be part of the DBS upon acceptance of proposed legislation during the 2016 Idaho legislative session. The purpose of the board is to reduce damages to underground facilities, promote safe excavation practices, and review complaints of alleged violations. The administrator of the DBS will have the responsibility to administer the proposed legislation and exercise such powers and duties that are necessary to enforce the proposed legislation.

The Damage Prevention Board will consist of eleven (11) members, each appointed by the governor. The members will be representative of the stakeholders in the state of Idaho.

The board:

- Will be authorized and directed to prescribe and amend rules consistent with legislation.
- Will hold meetings and publish rules pertaining to legislation.
- Shall make investigation or inquiry, conduct hearings, report findings and enter orders.
- Will impose civil penalties and conduct hearings related to violations of legislation and rules of the board.

- Will delegate to the administrator the power to perform ministerial functions, conduct investigations, recommend and collect civil penalties.
- Will establish by administrative rule the fines to be paid for penalties issued for violations.

**Total Budget Element 7: \$35,249.50**

### **Accomplishments:**

Effective September 1, 2016, the Damage Prevention Board was created with 11 members representing various stakeholders in the state of Idaho. Upon its inception the board has held four board meetings. The first meeting held on September 8, 2016, the board held elections, drafted a rule to establish a fee to support future board activities, discussed possible public service announcements for future use, and set dates for future meetings to establish legislative rules.

The second meeting held on September 22, 2016 was to draft the emergency fee rule, develop sub-committees to address the violation process and civil penalties.

The third board meeting was held on November 10, 2016, during this meeting the 2017 board meeting schedule was voted on and approved. As the grant has reached its lifecycle end, the board has held meetings January 26, 2017, March 23, 2017, April 27, 2017, May 25, 2017, July 13, 2017 and September 28, 2017. Additionally, the board will meet November 30, 2017 to continue to develop and refine direction for the next year.

The board is continuing its use of the DIRT tool to report any incidents that occur in Idaho regarding damage to utilities as this has proved very effective. The board also has begun to receive complaint regarding the Damage prevention laws. The board is working on a process to manage the increasing volume of complaints regarding the Damage prevention laws it is receiving and will continue this effort beyond the lifecycle of this grant. This board's sub-committees have effectively completed the rules that will define civil penalties and training requirements.

### **Personnel:**

Patrick Grace, Legal counsel: \$2,386.50

Caria Nakano-Jensen, grant/program specialist: \$1,166.40

Laurie Jilbert, administrative assistant: \$4,989.60

Ron Whitney, Deputy Administrator: \$4,800.80

Tanisha Townsend Grant/ Program Manager: \$2,202.94

**Total Personnel Budget Spent Element 7: \$15,546.28**

**Remaining Personnel Budget Element 7: \$3,780.72**

**Total Travel Budget Spent Element 7: \$2,175.29**

**Total Remaining Travel Budget Element 7: \$12,207.21**

**Total Other Budget Spent Element 7: \$799.00 (Board packets)**

**Total Remaining Budget Other Element 7: \$1142.00**

**Reasons for remaining budget:**

The remaining budgeted amount of \$3,780.72 in personnel is due to the timing the state legislative rules were made effective and granted the board the right to begin to receive and processing complaints. With the volume of complaints received regarding the Damage prevention laws in the last 2 months of this grant, the board is looking to hiring personnel to facilitate the processing of complaints.

The remaining travel budget of \$12,207.21 is due to DBS utilizing technology throughout the State to facilitate board meetings without the board members traveling to one area. Board members were able to connect to the board meetings via teleconferencing systems that utilized video and audio and needed only to travel to a local DBS office in their area instead of across the State to attend meetings.

The remaining budget of \$1,142.00 in other is due to DBS reducing printing of board packets. The packets were made available online and via email to board members thereby cutting costs.

**Element 8 - Technology**

"A process for fostering and promoting the use, by all appropriate stakeholders, of improving technologies that may enhance communications, underground pipeline locating capability, and gathering and analyzing information about the accuracy and effectiveness of locating programs."

**Objectives:**

DBS will create and implement an online system for reporting damages. The in-house IT department will create the online forms and databases to gather and store the information. DBS will create and analyze reports from the database and report to the Damage Prevention Board all findings during scheduled board meetings.

**Total Budget Element 8: \$4,284.00**

**Accomplishments:**

The sub-committee of the Board worked in tandem with the DBS in-house IT Department and completed the online complaint form, and database. Additionally, the in-house IT Department developed an email address and storage location to house the complaints received in a secure location. Finally, the DBS in-house IT Department successfully created a website for the Board.

**Total Spent Element 8: \$4,126.55**      **Total Remaining Element 8: \$157.45**

**Reason for the remaining budget for element 8:**

All goals were accomplished as set out under the grant. The \$157.45 was the only amount left unspent after accomplishing all projected goals and objectives.

**Element 9 - Damage Prevention Program Review**

"A process for review and analysis of the effectiveness of each program element, including a means for implementing improvements identified by such program reviews."

**Objectives:**

DBS plans to develop an online reporting site to report damages. The information collected will be stored in databases at DBS and reported to the Damage Prevention Board. This will provide one statewide site, instead of facility owners having to report to various places. The information gathered will be held and stored by the state for analyzing and reporting purposes. The board will determine from the reports ways to improve damage prevention and determine which areas need more education or assistance.

**Total Budget Element 9: \$10,000.00**

**Accomplishments:**

DBS staff in coordination with the board members successfully developed online questionnaires and subsequent reports. In addition, the analytical software was purchased and field development is in use. Additionally,

**Total Spent Element 9: \$ 3,909.41 Total Remaining Budget Element 9: \$2,438.83**

**Reasons for the remaining budget for Element 9:**

All goals were accomplished as set out under the grant. The \$2,438.83 was the amount left unspent after accomplishing all projected goals and objectives. We overestimated the cost effort it would take to accomplish this Element. The DBS Team and the board were able to accomplish this in a less costly way than thought at the beginning of this grant.