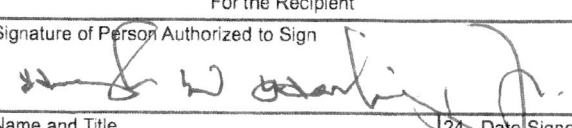
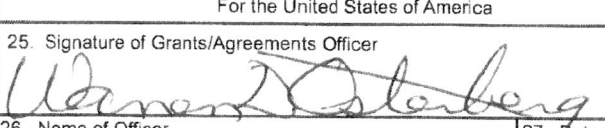


# ASSISTANCE AGREEMENT

1. Award No. 693JK31840009PTAG		2. Modification No.	3. Effective Date SEP 28 2018	4. CFDA No. 20.710
5. Awarded To EAST CENTRAL FLORIDA REGIONAL PLANNING C Attn: PHMSA 3V8Y6  EAST CENTRAL FLORIDA REGIONAL PLANNING COU 455 N GARLAND AVE STE 414 ORLANDO FL 32801-1518		6. Sponsoring Office Program Development 1200 New Jersey Avenue, SE E21-321 Washington DC 20590		7. Period of Performance 09/28/2018 through 09/27/2019
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority 49 U.S.C. 60130		10. Purchase Request or Funding Document No. PH954-18-0030	
11. Remittance Address EAST CENTRAL FLORIDA REGIONAL PLANNING C Attn: PHMSA 3V8Y6  EAST CENTRAL FLORIDA REGIONAL PLANNING COUNC 455 N GARLAND AVE STE 414 ORLANDO FL 32801-1518		12. Total Amount Govt. Share: \$78,000.00  Cost Share : \$0.00  Total : \$78,000.00		13. Funds Obligated This action: \$78,000.00  Total : \$78,000.00
14. Principal Investigator Michelle Cechowski 407 245-0300	15. Program Manager KAREN LYNCH Phone: 202-366-6855		16. Administrator Acquisition Services Division US DOT/PHMSA/PHF-20 1200 New Jersey Avenue, SE E22-317 Washington DC 20590-0001	
17. Submit Payment Requests To FAA/MMAC/PHMSA HQ 272F AMK 316 6500 S. MacArthur Blvd Oklahoma City OK 73169		18. Paying Office FAA/MMAC/PHMSA HQ 272F AMK 316 6500 S. MacArthur Blvd Oklahoma City OK 73169		19. Submit Reports To See Article VIII
20. Accounting and Appropriation Data 1400A18DB0.2018.OEGRT01020.50D0101000.41010.61000000.0000000000.0000000000.0000000000.0000000000				
21. Research Title and/or Description of Project TECHNICAL ASSISTANCE GRANT				
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 Hugh Harling, Jr. Executive Director		24. Date Signed 9/26/18	26. Name of Officer WARREN OSTERBERG	
			27. Date Signed 9/25/18	

**CONTINUATION SHEET**

 REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 693JK31840009PTAG

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

EAST CENTRAL FLORIDA REGIONAL PLANNING C

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 1 Days After Award Delivery Location Code: PHMSA PHF-10 Budget & Finance Division US DOT/PHMSA/PHF-10 1200 New Jersey Avenue, SE 3rd Floor East Building Washington DC 20590-0001 US				
00001	FY2018 Technical Assistance Grants (TAG) to East Central Florida Regional Planning Council Obligated Amount: \$78,000.00  The total amount of award: \$78,000.00. The obligation for this award is \$78,000.00.				78,000.00

**AGREEMENT 693JK31840009PTAG**

**TABLE OF CONTENTS**

Article I.	Award Information .....	4
Section 1.01	Recipient Information .....	4
Section 1.02	Awarding Agency Information .....	4
Section 1.03	Basic Award Information .....	4
Article II.	Background, Purpose, Authority .....	4
Section 2.01	Statute and Program Authority .....	4
Section 2.02	Statement of Purpose .....	4
Section 2.03	Background .....	5
Article III.	Expected Program Outputs .....	
Article IV.	Deliverables .....	5
Article V.	Grant Officials .....	5
Article VI.	Terms and Conditions .....	6
Article VII.	Special Terms and Conditions .....	6
Section 7.01	Modifications .....	6
Section 7.02	Travel .....	7
Section 7.03	Contractor/Sub-recipient Agreements .....	7
Article VIII.	Reports .....	7
Section 8.01	Mid-Term Progress Report .....	
Section 8.02	Final Report .....	7
Section 8.03	Mid-term Federal Financial Status Report .....	7
Section 8.04	Final Federal Financial Status Report .....	8
Article IX.	Consideration and Payment .....	8
Section 9.01	Request for Advance/Reimbursement .....	8
Article X.	American Materials Required .....	8
Article XI.	Attachments .....	8

## AGREEMENT 693JK31840009PTAG

### Article I. Award Information

#### Section 1.01 Recipient Information

East Central Florida Regional Planning Council  
DUNS: 039893771  
Michelle Cechowski  
michelle@ecfrpc.org

#### Section 1.02 Awarding Agency Information

U.S. Department of Transportation (US DOT)  
Pipeline and Hazardous Materials Safety Administration (PHMSA)  
Acquisition Services Division, PHF-20  
1200 New Jersey Avenue, SE, Room E22-317  
Washington, D.C. 20590

Primary Contact - Agreement Administrator (AA):  
Dwayne Cross  
Telephone: (202) 366-4429  
E-mail: Dwayne.Cross@dot.gov

#### Section 1.03 Basic Award Information

Funding Opportunity Title: Technical Assistance Grants (TAG)  
Funding Opportunity Number: 693JK31842A01  
CFDA Number: 20.710  
Award Type: Grant Agreement  
Award Number: **693JK31840009PTAG**  
Project Title: **Technical Assistance Grant for East Central Florida Regional Planning Council**  
Grant Period: Twelve (12) months from the effective date of award  
Grant Amount: **\$78,000.00**

### Article II. Background, Purpose, Authority

#### Section 2.01 Statute and Program Authority

The TAG program was first authorized in the Pipeline Safety Improvement Act of 2002 (Public Law 107-355) and is codified at 49 U.S.C. 60130. This section, titled: "Pipeline Safety Information Grants to Communities" authorizes the Secretary of Transportation to make grants to local communities and groups of individuals (not including for-profit entities) for technical assistance relating to pipeline safety. The TAG program was reauthorized by the Pipeline Inspection, Protection, Enforcement and Safety Act of 2006 (Public Law 109-468), the Pipeline Safety, Regulatory Certainty, and Job Creation Act of 2011 (Public Law 112-90), and the Protecting Our Infrastructure of Pipelines and Enhancing Safety Act of 2016 (Public Law 114-183).

#### Section 2.02 Statement of Purpose

Pipeline safety is a shared responsibility and informed communities play a vital role in the safety and reliability of pipeline operations. The Pipeline Safety Information Grants to Communities: Technical Assistance Grants (TAG) provides funding to local communities and groups of individuals for technical assistance related to pipeline safety. The program also provides opportunities that strengthen the depth and quality of public participation in the safe development

## **AGREEMENT 693JK31840009PTAG**

and operation of pipelines in and around communities. Technical assistance is defined as engineering or other scientific analysis of pipeline safety issues.

### **Section 2.03 Background**

Since program inception in 2009, PHMSA has awarded almost \$8 million for 178 individual technical assistance projects. TAG awards have funded a broad range of activities, including: improvement of local pipeline emergency response capabilities; improvement of safe digging or damage prevention programs; development of pipeline safety information resources; implementation of local land use practices that enhance pipeline safety; community and pipeline awareness campaigns; and, public participation in official proceedings pertaining to pipeline safety. A summary of the TAG awards, including final reports from completed grant projects, is available at <http://primis.phmsa.dot.gov/tag>.

### **Article III Expected Program Outputs**

The goals and objectives of this project is to engage subject matter experts in the pipeline industry to inform and train, first responders using best practices already established on how to mitigate and resolve pipeline failures safely, efficiently, and effectively. Collaboration meetings with the pipeline industry have already begun through the Florida Pipeline Emergency Response Initiative (FPERI).

### **Article IV Deliverables**

#### **Section 4.01 Incorporation of Recipient Application**

The Recipient's application and project plan dated **June 29, 2018** are incorporated by reference into this Grant Agreement.

The Recipient is responsible for accomplishing the objectives, tasks and deliverables of this Grant Agreement, and for performing the tasks and the deliverables outlined in the Recipient's project plan.

#### **Section 4.02 Reports**

The recipient must submit the following reports:

- Mid-Term Progress Report;
- Mid-Term Financial Status Report.
- Final Report;
- Final Financial Status Report.

*See Article VIII (Reports) for additional information about the reporting requirements.*

#### **Section 4.03 Dissemination of Technical Findings**

The Recipient must make available any technical findings to the relevant pipeline operators in the Recipient's area and have open communication with local pipeline operators, local communities and other interested parties.

### **Article V Grant Officials**

Refer to the Award Terms and Conditions (Attachment 1), Item 1 (Definitions), for a detailed description of each official's responsibilities below.

#### **Agreement Officer (AO)**

Mr. Warren D. Osterberg  
U.S. Department of Transportation

## **AGREEMENT 693JK31840009PTAG**

Pipeline and Hazardous Materials Safety Administration  
Acquisition Services Division, PHF-20  
1200 New Jersey Avenue, SE, E22-317  
Washington, D.C. 20590  
Telephone: (202) 366-6942  
Fax: (202) 366-7974  
E-mail: [warren.osterberg@dot.gov](mailto:warren.osterberg@dot.gov)

### **Agreement Administrator (AA)**

Mr. Dwayne Cross  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Acquisition Services Division, PHF-20  
1200 New Jersey Avenue, SE,  
Washington, D.C. 20590  
Telephone: (202) 366-4429  
E-mail: [dwayne.cross@dot.gov](mailto:dwayne.cross@dot.gov)

### **Agreement Officer's Representative (AOR)**

Ms. Karen Lynch  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
1200 New Jersey Avenue, SE, E22-105  
Washington, D.C. 20590  
Telephone: (202) 366-6855  
E-mail: [Karen.Lynch@dot.gov](mailto:Karen.Lynch@dot.gov)

### **Principal Investigator (PI)**

Michelle Cechowski  
455 N. Garland Ave. #414  
Orlando, FL 32801  
[Michelle@ecfrpc.org](mailto:Michelle@ecfrpc.org)

## **Article VI Terms and Conditions**

The Recipient must comply with, and spend funds consistent with all the terms and conditions of this award, including the Award Terms and Conditions in **Attachment 1** and any other terms and conditions specified in this document. Attachment 1, Award Terms and Conditions, is incorporated into this Agreement.

## **Article VII Special Terms and Conditions**

### **Section 7.01 Modifications**

Modifications to this Grant may be made only in writing and specifically referred to as a modification to this Grant. The Agreement Officer may unilaterally sign an administrative modification. All other modifications must be signed by both the Recipient and the Agreement Officer.

### **Section 7.02 Travel**

Any travel necessary to carry out the objectives of this agreement must use the most economical form of transportation available. All travel is to be scheduled sufficiently in advance, to the extent practicable, to take advantage of offered discount rates. Travel and per diem authorized under this grant agreement must not exceed those in the Government Travel Regulations currently in effect. Current per diem rates can be found at: <http://www.gsa.gov/perdiem>.

## AGREEMENT 693JK31840009PTAG

### Section 7.03 Contractor/Sub-recipient Agreements

If a contractor or sub-recipient (sub-awardee) performs a function on the Recipient's behalf, then the terms and conditions of the contractual arrangement, or award, and the qualifications of the contractor or sub-recipient are subject to review by PHMSA. This information must be provided to PHMSA within 30 days after the date of awarded grant. The contract or sub-award must be made in accordance with the Recipient's procurement procedures for obtaining outside services.

## Article VIII Reports

### Section 8.01 Mid-Term Progress Report

During the performance of the grant agreement the Recipient must provide a letter-type written report to the AOR and the AA. The report must include the following:

1. A comparison of actual accomplishments to the objectives established for the period.
2. Where the output of the project can be quantified, a computation of the cost per unit of output.
3. The reasons for slippage if established objectives were not met.

The Progress Report should cover all activities through the first 6 months of grant performance (March 2019) and this report must be submitted to the AOR and the AA via e-mail, no later than 30 days after the end of the initial 6<sup>th</sup> month (*See Attachment 2A "Sample Progress Report Template" for a sample template for submitting progress reports.*)

**Commented [ECC(1)]:** Insert the date of the midpoint of the performance period.

### Section 8.02 Mid-term Federal Financial Status Report

During the performance of the grant, the Recipient must submit a mid-term Federal Financial Report, Standard Form 425 (SF-425), to report the status of funds. In addition to the SF-425, the Recipient should provide the breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs). The Mid-term Federal Financial Report should cover all activities through the first 6 months of grant performance and this report must be submitted to the AOR and the AA via e-mail, no later than 30 days after the end of the 6<sup>th</sup> month (March 2019).

### Section 8.03 Final Report

At the end of the grant period, the Recipient must provide a letter-type *final* report to the AOR and the AA describing the results of all activities undertaken as a result of this grant. The report must include the following:

1. A comparison of actual accomplishments to the objectives established for the period.
2. Where the output of the project can be quantified, a computation of the cost per unit of output.
3. The reasons for slippage if established objectives were not met.

## **AGREEMENT 693JK31840009PTAG**

The Final Report must be submitted to the AOR and the AA via e-mail, no later than 90 days after the grant period end date (see Section 1.03). *See Attachment 2B "Sample Final Report Template" for a sample template for submitting final reports.*

### **Section 8.04 Final Federal Financial Status Report**

At the end of the grant period, the Recipient must submit a *Final* Federal Financial Report, Standard Form 425 (SF-425), to report the status of all funds. In addition to the SF-425, the Recipient should provide the breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges). The Final Federal Financial Report must be submitted to the AOR and the AA via e-mail, no later than 90 days after the grant period end date (see Section 1.03). If possible this report should be submitted, along with the Final Report, within 30 days after the grant period end date.

## **Article IX Consideration and Payment**

### **Section 9.01 Request for Advance/Reimbursement**

A request for an advance or reimbursement must comply with the requirements in 2 CFR 200.305. Each request **must** be submitted through the Delphi eInvoicing system and include a completed Standard Form 270 (SF-270), "*Request for Advance or Reimbursement*" as an attachment in the system. Upon execution of the grant award, recipients, in accordance with their project plan, may request up to 50% of the total federally funded amount of the award. The remaining amount may be requested, upon receipt and approval, (by the PHMSA Agreement Officer) of the "Mid-Term Progress Report."

**All Recipients must be registered in the System for Award Management (SAM) to receive payments on their invoices.** For information on how to register, visit SAM at: <https://www.sam.gov/portal/public/SAM/>.

See Attachment 1 "Award Terms and Conditions" for additional payment requirements.

## **Article X American Materials Required (PHMSA August 2017)**

If articles, materials or supplies are required: Only unmanufactured articles, materials, and supplies that have been mined or produced in the United States, and only manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States, shall be acquired under this award unless PHMSA determines their acquisition to be inconsistent with the public interest or their cost to be unreasonable.

This requirement does not apply:

- 1) to articles, materials, or supplies for use outside the United States;
- 2) if articles, materials, or supplies of the class or kind to be used, or the articles, materials, or supplies from which they are manufactured, are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and are not of a satisfactory quality; and
- 3) to manufactured articles, materials, or supplies procured under any contract with an award value that is not more than the micro-purchase threshold.

## **Article XI Attachments**

Attachment 1 – Award Terms and Conditions

Attachment 2A – Template: Mid-Term Progress Report

Attachment 2B – Template: Final Report



**AGREEMENT 693JK31840009PTAG**