##### ATTACHMENT 2A

##### Mid-term Financial Status Report

*[Per the instructions in Article IX, Section 9.03 of your agreement (included below), the financial status report should be submitted to the Agreement Administrator (AA) and the Agreement Officer’s Representative (AOR). Please see instructions below and include supporting documentation such as invoices, receipts, spreadsheets, etc. However, if there are any issues with the Financial Status Report or additional explanation is needed, please provide that information here. If there are any delays for whatever reasons, these should be communicated to the AA and AOR in advance.*

*From Article IX, Section 9.03 of your agreement: “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 Charges).*

**Plans for Next Period (Remainder of Grant)**

#### Plans for the remainder of the grant period are to continue enforcement of the Dig Law utilizing field staff, the office engineer and the Director. Louisiana receives both the One Call and SDP Grants and utilizes both for enforcement activities. Monies from the State Damage Prevention Grant are utilized for paying salary and benefits of the staff engineer who processes complaints, reviews inspections, writes and maintains citations, and attends show cause hearings.

**Requests of the AOR and/or PHMSA**

None

***Note: The following is a sample reporting template for submitting final reports. This format is suggested and preferred; however, the format of the report is within the grantee’s discretion.***

**2020 State Damage Prevention Program Grants Final Report CFDA Number: 20.720**

**Award Number:** 693JK32040007PSDP

**Project Title:** State Damage Prevention (SDP) Program Grants - 2020

**Date Submitted:** April 15, 2021

**Submitted by:** Steven Giambrone

##### Specific Objective(s) of the Agreement

The staff engineer will review hazmat reports for pipeline damages, process damage prevention complaints and review inspections. Staff engineer also writes citations and participates in show cause hearings.

##### Workscope

**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. **(Applicable)**

**Accomplishments for the grant period (Item 1 under Agreement Article IX, Section 9.02 Final Report: “A comparison of actual accomplishments to the objectives established for the period.”)**

**Complaints:** The staff engineer receives complaints via phone and e-mail. Generally, complaints via phone which are deemed jurisdictional are forwarded to field staff to investigate. Complaints received via e-mail on the complaint form are reviewed for sufficient information to determine cause and culpability. Citations may be issued based on information in a complaint. The staff engineer may request clarification or additional information from the complainant if needed to make a determination. A total of 36 complaints have been reviewed by the staff engineer for time charged to the grant.

**Citations:** The staff engineer reviews complaints and onsite investigation reports to determine if a citation is appropriate. For the time charged to the SDP Grant, the staff engineer wrote 50 citations for 69 violations. 12 civil penalties were issued for a total of $29,500.

**Inspections:** The staff engineer reviews all damage prevention inspections submitted by field agents. During the grant period, 188 inspections were submitted for review.

**Quantifiable Metrics/Measures of Effectiveness (Item 2 under Article IX, Section 9.02 Final Report: “Where the output of the project can be quantified, a computation of the cost per unit of output.”)**

Thus far, $41,877.04 has been expended from the SDP Grant for salary, benefits and indirect costs. These funds are all associated with the staff engineer’s work as detailed above.

##### Issues, Problems or Challenges (Item 3 under Article IX, Section 9.02 Final Report: “The reasons for slippage if established objectives were not met.”)

As complaints increase, workload may begin to exceed what one individual can process, additional office staff may be needed in the future. The biggest current issue is reliable mailing addresses to reach excavators as many citations (sent certified) have been returned as undeliverable.