**2013 State Damage Prevention Program Grants Progress Report**

**CFDA Number: 20.720**

**Award Number:** DTPH56-13-G-PHPS03

**Project Title:** Dig Safely New York State Damage Prevention Grant

**Date Submitted:** *April 24, 2014*

**Submitted by:** *Kevin Hopper*

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

Under this grant agreement, the DSNY will:

Support Public Awareness and Stakeholder Education

Foster and promote the use of improving technologies

**Workscope**

Under the terms of this grant agreement, the Grantee will address the following elements listed in 49 U.S.C. §60134 (b) through the actions it has specified in its Application.

**Element 5 (Public Education):** A process for fostering and ensuring active participation by all stakeholders in public education for damage prevention activities.

**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.

**Accomplishments for this period (Item 1 under Article IX, Section 9.01 Progress Report: “A comparison of actual accomplishments to the objectives established for the period.**”)

*[How are you progressing on each of the items/elements provided in the “Specific Objectives” and “Workscope”? Start with an overall description followed by item-by-item or element-by-element detail if possible.]*

**Project 1 Description**

*Implementation of Parcel Map Data:*

*From a one-call perspective having an accurate land base is an essential component to identifying and notifying members on the location of a pending dig site. However, land based proprietary solutions provide address ranges which may or may not provide the accuracy necessary to accept the address recommendation as the location of the pending dig site. To ensure accuracy, Dig Safely New York currently uses the two nearest cross streets to verify an address location and then uses a polygon to represent that region within our one-call application. In an effort to continually improve the accuracy of a proposed dig site, Dig Safely New York sought this grant to further the effectiveness of New York’s Damage Prevention Programs with the objective of implementing, in accordance with CGA best practices (3-17 Practices to Reduce Over notifications and 6-5 Electronic Mapping Location Area), parcel map layer data to our mapping capabilities. This parcel map layer data will greatly help us in achieving better results in representing a proposed dig site.*

*Unlike simple points used in addressing, parcel data allows property characteristics to be mapped across an entire area of interest. Using a database identifier that links to the parcel polygon, information can be associated with a property address and as a result a much more accurate dig site is represented. Wide area coverage of parcel data allows for much more accurate geocoding. Mapping at the parcel level offers more accurate maps, which do a better job of portraying land-based geography. Numerous industries use parcel data in their daily operations; and many are realizing new ways to enhance their capabilities, provide additional services and reduce operating costs. Parcel data provides the exact location centroid information associated with the target address. Implementing parcel map layer data is critical to ensuring better results in a number of different areas.*

*Key benefits are listed below:*

* *High degree of safety*
* *More accurate dig site*
* *Increase web usage*
* *Higher operator efficiencies*
* *Increase “positive map hit” metrics*
* *Reduce call center “call-times” by having up-to-date data*
* *Gain new developments and subdivisions as they emerge*
* *Quality control efforts are enhanced by having the ability to update and edit data as needed*
* *Ability to capture additional layers not provided by proprietary vendors*

*Reduce utility “overnotifications”*

*Project 1 progress report (as of April 30, 2014):*

*Following the grant award, the statement of work was approved for implementing parcel map data to be used to provide Dig Safely New York with greater accuracy when locating planned excavation sites. In conjunction with Irth Solutions, Dig Safely New York developed software for the parcel map data. This software is now in the beta stage. County parcel data has been received and uploaded into the software for all the counties Dig Safely New York provides service to, with the exception of two. Once we receive the parcel data for the last two counties, we will have data for the entire state of New York, outside New York City and Long Island. While we are waiting for the last two pieces of parcel data, we have been testing the software, working on issue reporting and getting the functionality to be everything we need to best fulfill the needs of our stakeholder, partners, and customers. We are on schedule with our target implementation date of July 1, 2014.*

***Project 2 Description***

*Create and Establish an Excavator Certification Program*

*Each year damages caused by excavation equipment result in thousands of interruptions to vital utility services and often cause extensive delays, outages, property loss and even serious personal injuries or fatalities. Dig Safely New York is committed to providing the education and training needed to reduce the number and impact of these incidents and has consistently offered training and educational opportunities to contractors, excavators, operators and other stakeholders. In 2012, Dig Safely New York trained approximately 12,000 excavators. Building on the commitment to safety, Dig Safely sought funding to create, establish and formalize a certification program for excavators, contractors and stakeholders. The program will establish a recognized standard of procedures and processes designed to prevent damage to underground pipelines. The curriculum will incorporate the Nine Elements of an Effective Damage Program. At the successful conclusion of the program, participants will receive a certificate designating their training and status. This certification will distinguish successful participants as safety qualified and can be used by them for marketing purposes. In addition, those who receive certification will be provided with static stickers and other materials to raise awareness of the importance of safe excavations and to urge the public to hire safety qualified contractors. They may also be listed on the Dig Safely New York website as recent graduates of the certification program.*

*Project 2 Progress Report:*

*Following the grant award, Dig Safely New York has been working closely with Capitol Hill Management Services, Inc. on outlining the necessary curriculum and materials for a certification program. Through this program, Dig Safely New York will ensure that excavation safety training will become more valuable to all stakeholders, thus increasing interest and participation for the training being offered. With Capitol Hill’s assistance, we have determined that at a minimum, the certification program will contain the following.*

* *Program organizational outline and instructional plans*
* *A three- to four-hour course for initial Dig Safely New York certification*
* *A one hour annual refresher course*
* *Written and visual training materials*
* *Bank of test questions to assess retention of program learning*
* *Certification collateral materials, such as: diploma, static stickers, patches, etc.*

*The curriculum core will center on 16 New York Code Rule and Regulations Part 753; augmented by the material presented through Dig Safely New York’s 10 Step video series and other training videos.*

*We have outlined a proposed agenda for the initial Dig Safely New York Certification and Recertification programs, which will be formally written out within the next several months. The outlines are as follows.*

*Dig Safely New York Certification Program:*

*Section 1 (90 minutes)*

* *Introduction from Dig Safely New York*
* *Who are you and why are you here?*
	+ *Instructor will ask each member of the training class to introduce themselves and tell the class what they hope to learn and accomplish from the certification program.*
* *Overview of construction safety and risk management*
* *Interactive training and test on section #1*

*Section 2 (90 minutes)*

* *Review of section 1*
* *Group activity*
	+ *Split the class up into groups of four or five and give them an assignment to plan, mark, and execute a dig. The groups will then have approximately 30 minutes to present their job to the rest of the class and answer any questions.*

*Section 3 (30 minutes)*

* *Award certificates*
* *Photographs and releases*
* *Program conclusion*

*Dig Safely New York Recertification:*

*The annual recertification program will be 60 minutes long.*

* *Use interactive training and testing video to give class a refresher on safety training.*
* *Provide latest updates and news on excavator safety training.*
	+ *Take time for questions and group discussion, if necessary.*
* *Send class a recertification certificate via US Postal Mail or email.*

*We will be working with Capitol Hill Management on the formal writing of the curriculum, design of collateral materials, and a marketing plan for use after implementation. The project remains on target with a scheduled rollout date of September 14, 2014.*

**Quantifiable Metrics/Measures of Effectiveness (Item 2 under Article IX, Section 9.01 Project Report: “Where the output of the project can be quantified, a computation of the cost per unit of output.”)**

* *For both projects under this grant it is difficult to provide quantifiable metrics however, upon completion of both projects we will be able to report on the following:*

*PARCEL PROJECT:*

*We will be able to provide metrics on the number of parcel look-ups found during ticket entry and what the result of implementing the parcel data has been on reducing the number of utility operators notified per location request. We will also provide details on the Increase in “positive map hit” metrics, which will represent higher, call center operator efficiencies.*

*EXCAVATOR CERTIFICATION PROGRAM:*

*We will be able to report on methods of promotion of outreach for the new certification program as well as number of participants who have completed the certification.*

**Issues, Problems or Challenges (Item 3 under Article IX, Section 9.01 Project Report: “The reasons for slippage if established objectives were not met. “)**

*There are no issues, problems or challenge to report.*

**Mid-term Financial Status Report**

*From a financial perspective we have incurred the cost for 50% of the development cost for the Parcel data project, with the remaining 50% due on completion. In addition, I anticipate the first 1/3 of the cost for developing the curriculum to be expended in the next 2 weeks. As usual Dig Safely New York will seek reimbursement for these expenses which has not been done as of the date of this report.*

*Included in the attachments, you will find the mid-term Financial Status Report, Standard Form 425 (SF-425), to report the status of funds. In addition I have provided the breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges) in an attached Excel Spreadsheet.*

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

**Project 1 – Implementing parcel maps**

*Dig Safely New York will continue to work with Irth Solutions to implement all parcel data necessary into the new developed software. We will also continue to beta test the software to ensure functionality is on-point after implementation and roll-out.*

**Project 2 – Create and Establish an Excavator Certification Program**

*Dig Safely New York will continue to work closely with Capitol Hill Management Services to formally write out the curriculum for the Certification and Recertification program. In addition, Dig Safely and Capitol Hill will design collateral materials, including, but not limited to, certificates, static stickers, and patches. Upon completion of the program curriculum, guidelines for certification program participation will be developed. These guidelines will include who can attend and outline the participation level required for a company to receive the designation of “certified.”*

*Following the completion of the remaining aspects to complete the creation of the certification and recertification programs, Dig Safely New York will work on a plan to establish the program and a marketing strategy/plan that can be implemented throughout our service area.*

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

*No actions requested at this time*