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**Article I. Award Information**

**Section 1.01 Recipient Information**

TIP OF THE MITT WATERSHED COUNCIL  
426 Bay Street  
Petoskey, MI 49770-0000

DUNS: 608566980

Primary Contact: Jennifer McKay, [jenniferm@watershedcouncil.org](mailto:jenniferm@watershedcouncil.org), (231) 347-1181

**Section 1.02 Awarding Agency Information**

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

Primary Contact: Mahua Mazumdar, [mahua.mazumdar@dot.gov](mailto:mahua.mazumdar@dot.gov), (202) 366-1282

**Section 1.03 Basic Award Information**

Funding Opportunity Title: "Technical Assistance Grants (TAG)"  
Funding Opportunity Number: DTPH5614SN000003  
CFDA Number: 20.710  
Award Type: Grant Agreement  
Award Number: DTPH5614GPPT30  
Project Title: 2014 Technical Assistance Grant for Tip of the Mitt Watershed Council  
Project/Performance Period: Twelve (12) months from the effective date of award.  
Grant Amount: \$21,568.00

**Article II. Background**

**Section 2.01 Background**

Experience shows that informed communities play a vital role in the safety and reliability of pipeline operations. The Technical Assistance Grants (TAG) program, first authorized in the Pipeline Safety Improvement Act of 2002 (Act) (P. L. 107-355, codified at 49 U.S.C. 60130), offers opportunities to strengthen the depth and quality of public participation in pipeline safety matters. Section 9 of the Act, titled: "Pipeline Safety Information Grants to Communities" authorized the Secretary of Transportation to make grants to local communities and organizations for technical assistance relating to pipeline safety issues. The TAG program has been amended by Section 5 of the PIPES Act of 2006 (P.L. 109-468) and Section 32 of the Pipeline Safety, Regulatory Certainty, and Job Creation Act of 2011 (P.L. 112-90).

These grants will allow communities and groups of individuals to obtain funding for technical assistance in the form of engineering or other scientific analysis of pipeline safety issues and help promote public participation in official proceedings. For purposes of grant eligibility, communities are defined as cities, towns, villages, counties, parishes, townships, and similar governmental subdivisions,

or consortiums of such subdivisions. A nongovernmental group of individuals is eligible for a grant under the TAG program if its members are affected or potentially affected individuals who are incorporated as a non-profit organization in the state where they are located.

### **Section 2.02 Statement of Purpose**

PHMSA awards grant funds to local communities and groups of individuals (not including for-profit entities) for technical assistance in the form of engineering or other scientific analysis of pipeline safety issues affecting the local community or to help promote public participation in official proceedings (excluding nonofficial proceedings) pertaining to pipeline safety issues.

### **Section 2.03 Specific Objective(s) of the Agreement**

Under this grant award Tip of the Mitt Watershed Council will, through the Northern Michigan Pipeline Education Project, conduct education and outreach efforts about pipelines to ensure that local government officials, emergency managers, and the public are aware of pipeline operation and safety issues and to build local officials' awareness about emergency response needs and local land use practices adjacent to transmission pipelines.

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

Under the terms of this agreement, the Recipient must demonstrate completion of the work through the actions it has specified in its Application.

- *Develop a publication on pipelines in Northern Michigan addressing risk and safety measures. Distribution of the publication will be through direct hand-out at the public forum, local government workshops, presentations, and other public events; mailing to lake associations located along the hazardous liquid transmission pipeline route; and having them available at the Watershed Council office.*
- *Host a public educational forum bringing in experts, including pipeline operators, to raise awareness and understanding about pipeline issues and pipeline safety in Northern Michigan. Topics to be covered include general background information on pipelines, regulations, oil spill response planning, and specific information about the hazardous liquid transmission line located in Northern Michigan.*
- *Develop and maintain a webpage on pipelines and pipeline safety. The webpage will be housed within the Watershed Council's website, [www.watershedcouncil.org](http://www.watershedcouncil.org). The purpose of this webpage is to offer comprehensive information covered in the public forum and publication through another outlet, as well as provide access to additional resources.*
- *Develop a short informational video on pipeline operation and safety issues in Northern Michigan. The video will be made available online through the Watershed Council website and YouTube and will be shared to our members and others in the community via Facebook.*
- *Conduct education and outreach through individual presentations to civic organizations, lake associations, and other interested groups, and through our organizational newsletter and social media.*

### **Article IV. Deliverables**

The Recipient must submit the following reports:

- Progress Report;
- Federal Financial Status Report;
- Final Report; and
- Final Financial Report.

Additional information about the reporting requirements are in Article X, Reports.

**Article V. Dissemination of Technical Findings**

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

**Article VI. Delineation of Tasks/Deliverables**

**Section 6.01 Incorporation of Recipient's Application**

The Recipient's application and Project Plan dated 03/13/2014 is incorporated by reference into this Agreement.

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

**Article VII. Agreement Officials**

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

**Agreement Officer (AO)**

Mr. Warren D. Osterberg  
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Pipeline and Hazardous Materials Safety Administration  
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**Agreement Administrator (AA)**

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

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Pipeline and Hazardous Materials Safety Administration  
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**Principal Investigator (PI)**

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426 Bay Street  
Petoskey, MI 49770-0000  
Telephone: (231) 347-1181

E-mail: [jenniferm@watershedcouncil.org](mailto:jenniferm@watershedcouncil.org)

**Article VIII. 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 spelled out in this document. Attachment 1, Award Terms and Conditions is incorporated into this Agreement.

**Article IX. Special Terms and Conditions**

**Section 9.01 Modifications**

Modifications to this Grant Agreement may be made only in writing, signed by both the Recipient and the AO, and specifically referred to as a modification to this Grant Agreement.

**Section 9.02 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 agreement must be incurred in accordance with the Government Travel Regulations currently in effect. Current per diem rates are listed at: <http://www.gsa.gov/perdiem>.

**Article X. Reports**

**Section 10.01 Progress Report / Mid-Term Report**

During the performance of the grant, 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; and
3. The reasons for slippage if established objectives were not met.

This report must be submitted to the AOR and the AA in electronic form via e-mail no later than thirty (30) days after the reporting period. The reporting period for the Mid-Term Report, is half-way through the grant Project/Period of Performance, as outlined in the grant agreement.

**Section 10.02 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 SF-425, the Recipient should provide a breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges). This report must be submitted to the AA in electronic form via e-mail no later than thirty (30) days after the reporting period. The reporting period for the Federal Financial Status Report, is half-way through the grant Project/Period of Performance, as outlined in the grant agreement.



### **Section 10.03 Final Report**

At the end of the grant period of performance, the Recipient must deliver a letter-type final report to the AOR and the AA that describes the results of all activities undertaken as a result of this grant. The report to PHMSA must demonstrate completion of the work as outlined in the grant agreement.

This report must be submitted to the AOR and the AA in electronic form via e-mail no later than 90 days after the end of the period of performance.

### **Section 10.04 Final Federal Financial Report**

At the end of the grant period, the Recipient must submit a 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). This report must be submitted to the AA in electronic form via e-mail no later than 90 days after the end of the period of performance.

## **Article XI. Consideration and Payment**

### **Section 11.01 Request for Advance/Reimbursement**

Subject to the requirements in 49 CFR 18 being met (refer to Award Terms and Conditions, Section 11, "Payments") payments will be made after receipt of "Request for Advance or Reimbursement," SF-270 through iSupplier. Upon the execution of the 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 Reports."

### **Section 11.02 Registration requirement**

- All Recipients must submit payment requests via the DOT eInvoicing System. For details on how to invoice, refer to Award Terms and Conditions, Section 10, "eInvoicing."

**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 <https://www.sam.gov>.**

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

## **Article XII. Attachments**

Attachment 1 - DTPH5614GPPT30 - Award Terms and Conditions