

2012 State Damage Prevention Program Grants Progress Report
Funding Opportunity Number: DTPH56-12-G-PHP506

Grant Agreement Number: DTPH56-11-SN-000003

Project Title: Minnesota Office of Pipeline Safety – State Damage Prevention

Date Submitted: January 28, 2013

Submitted by: Jerry Rosendahl

Specific Objective(s) of the Agreement

Under this grant award, the Minnesota Office of Pipeline Safety will perform damage prevention program duties. Duties will include:

- Enforcement action follow-up and collections
- In-office investigations and research
- Statistical analysis, complaint and incident trending
- Court proceedings and conciliations
- Compliance monitoring of one-call center operations, frequent offenders, and types of offenses
- Rules and law review
- Outreach/Education
 - Safety presentations to excavators
 - Safety & training presentations for operators & locators
 - Annual conference with Damage Prevention track
 - Safety message for the general population
- Involvement in the regional Common Ground Alliance
- Active participation in area Utility Coordinating Committees
- Participation in locator roundtable and summit meetings
- Damage Prevention Inspections
- GSOC review
- MNOPS Dashboards
- Enhancements to OPS database system
- DP case transparency
- Projects and Meets – study and actions

Workscope

Under the terms of this agreement, the Grantee will address the following elements listed in 49 USC §60134 through the actions it has specified in its Application.

- *Element (1): Participation by operators, excavators, and other stakeholders in the development and implementation of methods for establishing and maintaining effective communications between stakeholders from receipt of an excavation notification until successful completion of the excavation, as appropriate.*
- *Element (2): A process for fostering and ensuring the support and partnership of stakeholders, including excavators, operators, locators, designers, and local government in all phases of the program.*
- *Element (3): A process for reviewing the adequacy of a pipeline operator's internal performance measures regarding persons performing locating services and quality assurance programs.*

- *Element (4): Participation by operators, excavators, and other stakeholders in the development and implementation of effective employee training programs to ensure that operators, the one call center, the enforcing agency, and the excavators have partnered to design and implement training for the employees of operators, excavators, and locators.*
- *Element (5): A process for fostering and ensuring active participation by all stakeholders in public education for damage prevention activities.*
- *Element (6) A process for resolving disputes that defines the State authority's role as a partner and facilitator to resolve issues.*
- *Element (7): Enforcement of State damage prevention law 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.*
- *Element (8): 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 analyzing information about the accuracy and effectiveness of locating programs.*
- *Element (9): A process for review and analysis of the effectiveness of each program element, including a means for implementing improvements identified by such program reviews.*

Accomplishments for this period (Item 1 under Section 9.01 Progress Report: "A comparison of actual accomplishments to the objectives established for the period.")

- **Note that in the chart below, Year to Date numbers were provided. In the Final Report, the numbers will reflect only the accomplishments within the Grant Funding Period.**

Objective	Accomplishments (approximate numbers based on grant period as of report date)
Enforcement actions follow-up collections – specific to SDP Grant	80 Damage Prevention Violations Cited. (of these 58 were cited after the award date of the 2012 SDP Grant.
In-office/Field investigations and research	116 Damage Prevention complaint/incident cases,
Statistical analysis and complaint and incident trending	Volunteer Damage Reporting, (VDR) Mandatory gas leak reporting on all intrastate excavation related leaks.
Court proceedings and conciliations	Court cases and conciliations ongoing
Compliance monitoring of one-call center operations, Frequent offenders, and types of offenses	Jerry Rosendahl, Pipeline Safety Director, sits on the one-call center board. Jeff Murray, Damage Prevention program lead, sits on the one-call center communications committee. Participation in these groups allows MNOPS to continually monitor the one call center activities. Additionally MNOPS collects and reviews all pipeline related gas releases due to excavation related activities. This allows MNOPS to track and appropriately address frequent offenders.

Rules and law review	MNOPS hosted a rules and law review meeting at the state capitol on August 8, 2012. The meeting was open to the public. MNOPS provided a phone in number and posted the presentation online for those unable to attend. MNOPS is hosting a follow-up meeting on February 13, 2013.
Outreach <ul style="list-style-type: none"> ▪ Safety presentations to excavators ▪ Safety & training presentations for Operators & locators ▪ Annual conference with Damage Prevention track ▪ Safety messages for the general population 	MNOPS is currently scheduling damage prevention meetings for 2013. The meetings will consist of a presentation reviewing the excavation laws in Minnesota and reviewing case studies. <p>MNOPS will be providing a cross bore presentation at the 2013 national CGA and the 2013 Iowa DP Summit.</p> <p>MNOPS Damage Prevention at MNOPS Spring Educational Conference.</p>
Involvement in regional Common Ground Alliance	MNOPS Participated in 1 Regional CGA meeting thus far in 2013 and expects to participate in several upcoming meetings in 2013.
Active Participation in area Utility Coordinating Committees	MNOPS Participated in 4 Utility Coordinating Committees
Participation in the one-call center Operations and Communications Committees	MNOPS Participated in all Gopher State One Call Operations and Communications Committee meetings.

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

As of the report date, The Minnesota Office of Pipeline Safety (MNOPS) has been actively scheduling Damage Prevention meetings around the State. It is expected that more presentations will be conducted in 2013 than in 2012 with an emphasis on excavators that were repeat one call law offenders in calendar year 2012. MNOPS continues to attend and participate in the national CGA meetings and has been participating in the regional CGA meetings. MNOPS continues to participate and attend regular Utility Coordinating Committees throughout the State. With respect to the State Damage Prevention grant, Thus far in the performance period – MNOPS cited 58 one call law code violations, issued \$36,700 in penalties, and collected \$17,200.

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

MNOPS has not encountered any issues or challenges thus far.

Section 9.03 Mid-Term Financial Status Report

The mid-term financial report will be sent as a separate attachment to the AA and AOTR (Form SF-425). Included with be a 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)

Continue with the objectives listed above.

Requests of the AOTR and/or PHMSA

No actions requested at this time.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. DOT/PHMSA/Office of Pipeline Safety	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) DTPH56-12-G-PHPS06	Page 1	of 1 pages
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3. Recipient Organization (Name and complete address including Zip code)
 Department of Public Safety, Minnesota Office of Pipeline Safety, 444 Cedar Street, Suite 147, St. Paul, MN 55101-5147

4a. DUNS Number 804886729	4b. EIN 41-6007162	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) Funding Opportunity Number: DTPH56-11-SN-000003	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 09/01/2012	To: (Month, Day, Year) 08/31/2013	9. Reporting Period End Date (Month, Day, Year) 12/31/2012
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10. Transactions Cumulative

(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	50,000.00
b. Cash Disbursements	47361.23
c. Cash on Hand (line a minus b)	2638.77

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	95000
e. Federal share of expenditures	47361.23
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	47361.23
h. Unobligated balance of Federal funds (line d minus g)	47638.77

Recipient Share:	
i. Total recipient share required	0
j. Recipient share of expenditures	0
k. Remaining recipient share to be provided (line i minus j)	0

Program Income:	
l. Total Federal program income earned	0
m. Program income expended in accordance with the deduction alternative	0
n. Program income expended in accordance with the addition alternative	0
o. Unexpended program income (line l minus line m or line n)	0

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense		10.5%	9/1/2012	12/31/2012	42675.65	4480.94	4480.94
					g. Totals:	42675.65	4480.94

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jerry Rosendahl	c. Telephone (Area code, number and extension) 651-201-7201
b. Signature of Authorized Certifying Official 	d. Email address jerry.rosendahl@state.mn.us
e. Date Report Submitted (Month, Day, Year) 01/28/2013	
14. Agency use only:	

Standard Form 425
 OMB Approval Number: 0348-0061
 Expiration Date: 10/31/2011

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

MINNESOTA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF PIPELINE SAFETY
SALARY EXPENDITURES
CY12 SDP GRANT

<u>PPE date</u>	<u>Employee</u>	<u>Base salary OVT & Premium pay</u>	<u>retirement</u>	<u>FICA</u>	<u>Insurance</u>	<u>Total Salary & Fringe</u>
	Anderson, Claude					
09/25/12		362.70	18.13	26.46	78.49	485.78
10/09/12		725.40	36.27	53.02	156.99	971.68
10/23/12		979.29	48.96	71.78	211.93	1,311.96
11/06/12		1,269.45	63.47	93.22	274.73	1,700.87
11/20/12		398.97	19.94	30.70	-	449.61
12/04/12		580.32	39.01	43.02	125.58	787.93
12/18/12		816.07	54.86	60.53	176.61	1,108.07
						-
	Blackwell, Jeff					
09/25/12		997.42	49.87	74.94	214.72	1,336.95
10/09/12		1,523.35	76.17	114.51	327.95	2,041.98
10/23/12		1,668.42	83.43	125.11	359.18	2,236.14
11/06/12		1,088.10	54.40	81.70	234.24	1,458.44
11/20/12		562.18	28.10	43.26	-	633.54
12/04/12		326.43	16.32	24.48	70.27	437.50
12/18/12		72.54	3.62	5.43	15.61	97.20

Christensen, Daniel

09/25/12	336.93	16.84	24.83	84.55	463.15
10/09/12	321.61	16.08	23.76	80.71	442.16
10/23/12	199.09	9.95	14.63	49.96	273.63
11/06/12	45.94	2.29	3.39	11.53	63.15
11/20/12	229.72	11.48	17.73	-	258.93

Cremin, Jeffrey

10/09/12	61.26	3.06	4.66	6.15	75.13
10/23/12	245.04	12.25	18.73	24.63	300.65
11/20/12	122.52	6.12	9.41	-	138.05

Donovan, Patrick

09/25/12	193.87	9.69	14.96	18.44	236.96
10/09/12	479.10	23.95	37.16	45.57	585.78
10/23/12	702.68	35.13	54.35	66.84	859.00
11/06/12	159.70	7.98	12.33	15.19	195.20
12/18/12	511.04	25.55	39.34	48.61	624.54

Livshutz, Victoria

12/04/12	95.82	4.79	7.01	23.42	131.04
12/18/12	79.85	3.99	5.82	19.52	109.18

Mendiola, Michael
includes call back
includes call back

09/25/12	779.80	38.98	54.14	146.06	1,018.98
10/09/12	1,142.50	57.12	79.01	240.81	1,519.44
10/23/12	199.48	9.97	13.76	43.42	266.63
11/06/12	235.75	11.78	16.21	51.32	315.06
11/20/12	1,015.56	50.77	78.35	-	1,144.68
12/04/12	544.05	27.20	37.43	118.43	727.11
12/18/12	471.52	23.58	32.35	102.64	630.09

Murray, Jeff

09/25/12	162.96	8.14	12.29	31.23	214.62
10/09/12	1,812.93	90.65	137.12	347.47	2,388.17
10/23/12	835.17	41.75	63.09	160.06	1,100.07
11/06/12	2,586.99	129.35	195.79	495.83	3,407.96
11/20/12	1,344.43	67.22	103.51	-	1,515.16
12/04/12	1,201.83	60.09	90.70	230.34	1,582.96
12/18/12	1,181.46	59.07	89.03	226.43	1,555.99

Schwarz, Sylvia

09/25/12	544.05	27.20	40.55	117.74	729.54
10/09/12	652.86	32.64	48.57	141.29	875.36
10/23/12	562.18	28.10	41.91	121.66	753.85
11/06/12	108.81	5.44	8.09	23.54	145.88
11/20/12	108.81	5.44	8.36	-	122.61
12/04/12	489.64	24.48	36.53	105.97	656.62
12/18/12	562.18	28.10	41.78	121.66	753.72

12/04/12	Stansbury, Todd includes call back pay	244.44	12.21	18.65	6.15	281.45
						-
						-
11/06/12	Skalnek, Elizabeth	90.28	4.51	6.75	15.62	117.16
11/20/12		857.66	42.88	65.61	-	966.15
						-
						-
10/09/12	Wolffgram, Jon	53.67	2.96	3.72	11.84	72.19
						-
						-
						-
	Total salaries CY12 SDP Grant	32,943.82	1,671.33	2,459.57	5,600.93	42,675.65

10/09/12	travel expenditures	Travel expense	9.00		
11/06/12	travel expenditures		9.00		
12/18/12	travel expenditures		177.00		

		FICA	0.69		
			-		
			8.95		

		Total	9.69		
			9.00		
			185.95		
			-		
			-		
			-		

Total travel expenses

204.64

Indirect cost expenditures

4,480.94

Total SDP CY12 Grant

47,361.23