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Ms. Karen Lynch
US Department of Transportation
Pipeline and Hazardous Materials Safety Administration
Office of Pipeline Safety
1200 New Jersey Avenue, SE E22-230
Washington, DC 20590

Dear Ms. Lynch:

The information below is the Mid-term Progress Report for the City of Allentown TAG Grant.

Mid Term Report: US DOT PHMSA Technical Assistance Grant # DTPH56-15-GPPT04

Midterm Report: April 4, 2014:

The City of Allentown, PA

Fifty percent of the funding for the project was received March 14, 2016. After procedural RFP and response, contract with the primary consultant was executed February 18, 2016. The project has been active 32 days. In that time the Primary Consultant has had oversight, has facilitated and administered the project in the following expected program outputs:

Article III. Expected Program Outputs:

- 1) The project will utilize the recommendations produced by MCPS in 2014-2015 of:
 - a. Clear definitions and minimum leak detection regulations such as what qualifies as a leak, how leaks are classified, and what is done about discovered leaks
 - b. Defining a MCPS national campaign for more consistent and prescriptive distribution line safety regulations such as national regulatory standards for leak detection class; leak detection monitoring outside utility dictates; regulation on frequency of surveys; use of plastic vs steel in replacement of aging systems and in new systems
 - c. Development of a model Urban Pipeline Initiative in which utilities and cities share pipeline mapping information
 - d. Prescriptive response best practices specific to urban communities

e. Prescriptive use of automatic shut off valves

The project will engage industry, local officials, government and non government entities in order to implement these work products and collaboratively move these initiatives forward to fruition of the goals implicit to each initiative. **Milestones:** October 2015 - July 2016: Estimated Cost/Resource: Contractual, Travel: (Percent Accomplished: 10%: Contractor #2 search proceeding)

- 2) Identify key cities to participate in a case study of city officials' knowledge base in these five areas of MCPS initiatives. **Milestones:** October 2015 - July 2016: Estimated Cost/Resource: Contractual, Travel: (Percent Accomplished: 20%: Contractor #3 secured, work begun)
- 3) Conduct the case study in order to:
 - a. produce subjective needs assessments benchmarks based on pre and post study data
 - b. identify risk management education and training needs specific to gas pipeline and infrastructure safety specific to local government officials to include increasing awareness of "811 – Call Before You Dig" program.
 - c. implement data to educate city officials
 - d. implement data to encourage and obtain proactive membership in MCPS and MCPS initiative outcomes.

Milestones: October 2015 - July 2016: Estimated Cost/Resource: Contractual, Travel: (Percent Accomplished: 25%: Contractor #3 secured work begun)

- 4) Develop and implement a strategic social media plan & campaign to include content development of the above statements of work beyond key cities. **Milestones:** January 2016 - July 2016: Estimated Cost/Resource: Contractual: (Percent Accomplished: 25%: Contractor #4 secured work begun)
- 5) Maintain records for transferability of the project: **Milestones:** October 2015 - September 2016: Estimated Cost/Resource: Contractual: (Percent Accomplished: 20%: Consultant #1)
- 6) Produce final report: **Milestones:** December 2016: Contractual (Percent Accomplished: 20%: Consultant #1)

This Mid Term Report shall serve to demonstrate the Project has met the established statement of work by actual accomplishments for the mid-term period October 1, 2015 - March 30, 2016, specifically by:

- 1) Attended the Pipeline Safety Trust Conference, November 2015, in order to:
 - 1) Obtain input from pipeline industry, government and non-government officials, NGOs and others attending this annual conference on 2014-2015 recommendations produced by Accufacts for MCPS.
 - 2) networking for partnerships in achieving common goals of:
 - 1) Creating a system of open communications between cities
 - 2) Defining & developing pipeline safety protocols specific to our cities
 - 3) Educating cities about their state regulators and regulations
 - 4) Providing networking and education
 - 5) Crafting policy and position papers on pipeline safety issues

- 6) Promoting a culture where safety is our first priority
- 3) Expanding awareness of MCPS TAG Initiatives and goals in order to promote shared responsibility through collaboration.

2) in compliance TAG terms, RFPs were broadcast seeking 4 consultant positions, as stated in the proposal budget narrative and designated to expected output above:

“Contractual: 1) Continuing consultant fee for project management, project expertise, overall coordination, facilitation and administration of the proposed project, oversight of all contracted services, engaging industry, local officials, government and non-government entities, continued partnership involvement and budget oversight. Associated with 100% of project work product. (\$30,000) 2) Consultant fee for implementing initiative work products and collaboratively moving these initiatives forward to fruition of the goals implicit to each initiative. Associated with 100% of project work product. (\$15,000). 3) Consultant fee for identifying key cities and conducting a case study of city officials’ knowledge base in these five areas of MCPS initiatives. Associated with 75% of project work product. (\$15,000) 4) Consultant fee for development and implementation of a strategic social media plan & campaign to include content development of the above statements of work beyond key cities. (\$10,500) Total: \$70,500”

To date, Consultant #1, Contractors #3 and 34 have been secured by contract and have begun preliminary work. RFPs for Contractor #2 are pending responses from an appropriate contractor.

The Project has remained in compliance with the budget.

Sincerely,

Lauren Giguere