



April 15, 2016

Mr. Saurabh Vasudeva  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Office of Acquisition Services, PHA-30  
1200 New Jersey Avenue, SE, E22-317  
Washington, DC 20590

Dear Mr. Vasudeva,

Nashua Regional Planning Commission (NRPC) is pleased to submit this Mid-Year Report for PHMSA TAG Grant #DTPH5615GPPT11. As outlined in our grant agreement the following report will describe for each project strategy:

- A comparison of actual accomplishments to the objectives established for the period;
- Where the output of the project can be quantified, a computation of the cost per unit of output; and
- The reasons for slippage if established objectives were not met.

Additionally, we have included the following supporting documents:

1. SF-425 Federal Financial Report;
2. Breakdown of costs for each object class category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Charges);
3. NRPC Project Profit and Loss report for the reporting period.

Please let me know if you have any questions.

Sincerely,

Sara Siskavich  
GIS Manager  
[saras@nashuarpc.org](mailto:saras@nashuarpc.org)  
(603) 424-2240 ext. 21

Mid-Year Report  
PHMSA TAG Grant #DTPH5615GPPT11

**1. Advance Public and Inter-Organizational Data Exchange (Months 1-3)**

Objectives: To enhance a common operating picture, NRPC will provide enhanced pipeline safety mapping and work to increase the reach of its regional digital GIS landbase through the establishment of an Open Data portal, consistent with the philosophy of data.gov, where pipeline operators, first responders, and the public can access curated, authoritative, and up-to-date mapping information originated at the agency. NRPC will also augment its existing gas pipeline information page with additional objective content related to gas pipeline safety such as materials developed under this grant and information related to Dig Safe.

NRPC has accomplished all planned tasks under this project strategy. NRPC has imported National Pipeline Mapping System (NPMS) GIS data into the NRPC GIS per PIPA guidance and has created town-specific standard pipeline maps for development planning. NRPC has established a GIS Open Data Portal where the maps and identified sites GIS data (mapped as structures and large gathering areas) can be downloaded at no charge. NRPC has notified operations and compliance staff at Tennessee Gas and also Liberty Utilities, as well as our newsletter subscribers about this resource. Additional materials related to safe excavation practice have been added to NRPC's existing pipeline webpage.

**2. Engage Fire/First Responders (Months 5-6)**

Objectives: NRPC will partner with the Nashua Local Emergency Response Committee (LEPC) to arrange 1-2 incident trainings for local fire and other first responders. NRPC will review local emergency response plans as they relate to gas pipeline incident preparedness and publish regionally-specific recommendations based on best practices to strengthen these plans.

On March 8, 2016 NRPC entered into a sub-agreement for \$7500 with the City of Nashua's Office of Emergency Management (Nashua OEM) to provide pipeline training and planning services under this grant. NRPC will be invoiced by Nashua OEM upon completion of discrete task-based deliverables. The City operates the Nashua Local Emergency Response Committee (LEPC) and also provides fire mutual aid assistance to NRPC communities and the greater Souhegan Mutual Aid Association. The Director of Nashua OEM is trained in the PHMSA-approved Pipeline Emergencies curriculum.

The contracted scope of services with Nashua OEP includes the following tasks to be completed by end of May 2016:

- Pipeline Awareness Training - Provide three, 3-hour classroom-style Pipeline Awareness trainings; Topics will include Pipeline Basics, Products & Facilities, Emergency Preparedness, Incident Response Steps, Damage Prevention, & Emergency Response Capabilities.
- Standard Operating Procedure (SOP) Template - Create a uniform Standard Operating Procedure (SOP) Template for Pipeline Emergencies in all affected communities that can be implemented by all local Fire Departments during initial response and can also be integrated with Souhegan Mutual Aid Response Team (SMART)
- Pipeline Emergency Operations Plan (EOP) Annex Template - Create a uniform Pipeline Emergency Annex template for a community Emergency Operations Plan (EOP) with Public Information/Communications Plan.
- Community outreach and marketing relative to the above.

Working with Nashua OEM is very cost-effective, such that in months 9-12 we will be able to exceed our original grant objectives and also be able to offer planning implementation assistance to all willing and interested communities in the NRPC region who wish to 1) implement the SOP in their jurisdiction & assist in ensuring compatibility and integration with the regional response plan and SMART SOPs and 2) implement the EOP Annex in their jurisdiction.

### **3. Promote Best Practices for Land Use Planning (Months 6-12)**

Objectives: NRPC will actively promote understanding of pipeline risk at the local level and promote responsible development near pipelines. NRPC will review existing case studies and published guidance and contrast this with relevant local ordinances and guidelines. NRPC will develop and market regionally-specific guidance for municipalities with recommendations on how to strengthen their existing regulations, policies and procedures to promote public safety.

NRPC is on schedule to complete this task accordingly to the original application schedule. During this first-half reporting period, NRPC completed a comprehensive review of existing PIPA web-based resources for citizens and municipalities on pipeline planning best practices and began writing a local guide to these resources. The guide will take the form of a four-page document, and a two-page community-specific insert will be added for each of the NRPC communities. During this reporting period NRPC also coordinated with the regional Dig Safe office and obtained complimentary brochures, displays, keychains, and informational cards to be distributed in the month of April at all town halls and libraries in the region. NRPC used information from Dig Safe and the Common Ground Alliance toolkit to queue up messaging for use throughout the month of April (Month 7) in our social media channels, i.e. Facebook, Twitter, and Constant Contact.

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b> US Department of Transportation Pipeline and Hazardous Materials Safety Administration	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)</b>  DTPH5615GPPT11	Page  1	of  1  pages
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**3. Recipient Organization (Name and complete address including Zip code)**  
 Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054

<b>4a. DUNS Number</b> 6154026660000	<b>4b. EIN</b> 02-0301585	<b>5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)</b>	<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<b>7. Basis of Accounting</b>  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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<b>8. Project/Grant Period</b> From: (Month, Day, Year) September 30, 2015	To: (Month, Day, Year) September 29, 2016	<b>9. Reporting Period End Date (Month, Day, Year)</b> March 31, 2016
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**10. Transactions** Cumulative  
 (Use lines a-c for single or multiple grant reporting)

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	\$20,328.50
b. Cash Disbursements	\$9,066.54
c. Cash on Hand (line a minus b)	\$11,261.96

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$40,657.00
e. Federal share of expenditures	\$9,066.54
f. Federal share of unliquidated obligations	\$11,261.96
g. Total Federal share (sum of lines e and f)	\$20,328.50
h. Unobligated balance of Federal funds (line d minus g)	\$20,328.50

<b>Recipient Share:</b>	
i. Total recipient share required	\$0
j. Recipient share of expenditures	\$0
k. Remaining recipient share to be provided (line i minus j)	\$0

<b>Program Income:</b>	
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

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Predetermined	125%	9/30/2015	3/31/16	\$4,024.42	\$5,030.52	\$5,030.52
g. Totals:					\$4,024.42	\$5,030.52	\$5,030.52

**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)

<b>a. Typed or Printed Name and Title of Authorized Certifying Official</b> TIMOTHY M. ROACHE EXECUTIVE DIRECTOR	<b>c. Telephone (Area code, number and extension)</b> 603 424-2240
<b>b. Signature of Authorized Certifying Official</b> 	<b>d. Email address</b> TIMRO@NASHUAPC.ORG
	<b>e. Date Report Submitted (Month, Day, Year)</b> 4/15/16

**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.

Mid-Year Report  
PHMSA TAG Grant #DTPH5615GPPT11

**Technical Assistance Grant Budget Expenditures – First Half Reporting Period**

**DIRECT COSTS**

Personnel	\$4024.42
Fringe Benefits	\$0
Travel	\$10.93
Equipment	\$0
Supplies	\$0.67
Contractual	\$0
Construction	\$0
Other	\$0
<b>Total Direct</b>	

**INDIRECT COSTS**

Indirect Charges	\$5030.52
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10:39 AM

04/14/16

Accrual Basis

**Nashua Regional Planning Commission - FY 2016**  
**Profit & Loss by Class**  
 As of March 31, 2016

	9050.100 GIS Portal (9050 PHMSA TAG)	9050.200 Land Use Pla... (9050 PHMSA TAG)	9050.300 First Respon... (9050 PHMSA TAG)	9050 PHMSA TAG - Ot... (9050 PHMSA TAG)	Total 9050 PHMSA TAG	TOTAL
<b>Income</b>						
<b>RESOURCES</b>						
Federal Contracts						
9050 PHMSA TAG	0.00	0.00	0.00	9,066.54	9,066.54	9,066.54
Total Federal Contracts	0.00	0.00	0.00	9,066.54	9,066.54	9,066.54
<b>Total RESOURCES</b>	0.00	0.00	0.00	9,066.54	9,066.54	9,066.54
<b>Total Income</b>	0.00	0.00	0.00	9,066.54	9,066.54	9,066.54
<b>Gross Profit</b>	0.00	0.00	0.00	9,066.54	9,066.54	9,066.54
<b>Expense</b>						
<b>EXPENSES</b>						
Employee Benefits						
P/R Taxes (Indirect)						
P/R SUTA	0.00	0.00	0.00	0.00	0.00	0.00
P/R Taxes (Indirect) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total P/R Taxes (Indirect)	0.00	0.00	0.00	0.00	0.00	0.00
Total Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	0.67	0.67	0.67
Salaries						
Salaries (Gross)	3,183.43	476.14	364.85	0.00	4,024.42	4,024.42
Total Salaries	3,183.43	476.14	364.85	0.00	4,024.42	4,024.42
Travel	10.93	0.00	0.00	0.00	10.93	10.93
<b>Total EXPENSES</b>	3,194.36	476.14	364.85	0.67	4,036.02	4,036.02
<b>INDIRECT EXPENSES @ 125.00%</b>	4,016.78	595.18	418.56	0.00	5,030.52	5,030.52
<b>Total Expense</b>	7,211.14	1,071.32	783.41	0.67	9,066.54	9,066.54
<b>Net Income</b>	<u>(7,211.14)</u>	<u>(1,071.32)</u>	<u>(783.41)</u>	<u>9,066.87</u>	<u>0.00</u>	<u>0.00</u>