

2016 State Damage Prevention Program Grants Progress Report
CFDA Number: 20.720

Award Number: DTPH5616GSDP09

Project Title: State Damage Prevention (SDP) Program Grants – 2016

Date Submitted: April 5, 2017

Submitted by: Rick Pevarski, President & CEO Virginia Utility Protection Service, Inc.

Specific Objective(s) of the Agreement

Under this grant agreement the development of a Computer Based Training (CBT) course on the Virginia Underground Utility Damage Prevention Act (Act), funded by the PHMSA SDPDTPH56-13-G-PHPS08 grant in 2014 proved to be a successful mechanism for educating both excavators and homeowners on the ACT. Participation to date includes over 3,000 users representing 168 companies who have taken the course. The course is available to all stakeholders from most mobile devices. Due to the success of the course, Virginia Utility Protection Service, Inc. has received numerous requests from excavators, locators and the Virginia State Corporation Commission to develop additional content to the CBT and to create a Spanish version of the course.

The new content includes the following:

1. Committee Policies
2. Marking Standards/Locating
3. Hand Digging Best Practices
4. Financial impact of damage
5. Web Ticket Entry training
6. Spanish translations of current and new modules

Workscope

Under the terms of this grant agreement, the Recipient will address the following applicable elements listed in the approved application, pursuant to 49 U.S.C. §60134 (a),(b).

- **Element 2 (Comprehensive Stakeholder Support): (Not Applicable)**
- **Element 3 (Operator Internal Performance Measurement): (Not Applicable)**
- **Element 6 (Dispute Resolution): (Not Applicable)**
- **Element 7 (Enforcement): (Not Applicable)**
- **Element 9 (Damage Prevention Program Review): (Not Applicable)**

- **Element 1 (Effective Communications):** 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. **(Applicable)**

• **Element 4 (Effective Employee Training):** 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. **(Applicable)**

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

• **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.
(Applicable)

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.”)

1. Committee Policies – In progress
2. Marking Standards/Locating – Completed slides and questions for the additional module to the Computer Based Training
3. Hand Digging Best Practices – Completed slides and questions for the additional module to the Computer Based Training
4. Financial impact of damage – In progress
5. Web Ticket Entry training – In Progress
6. Spanish translations of current and new modules – In Progress
7. Computer Based Training Course now reveals the missed questions

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

There are no quantifiable metrics to report at this time.

Issues, Problems or Challenges (Item 3 under Article IX, Section 9.01 Progress 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

The below table denotes the deliverable, price and object class category:

Deliverable	Price	Object Class Category
Virtual cloud database setup and access	\$20,000	Contractual
Edits and configuration updates	\$5,000	Contractual
New module development	\$35,000	Contractual
New exam development	\$8,000	Contractual
Translation of course and exam to Spanish	\$32,000	Contractual

See Appendix A – Mid-term Financial Status Report for invoices and payments and SF 425.

Plans for Next Period (Remainder of Grant)

Continue the development of the following:

1. Committee Policy slides and questions
4. Financial impact of damage slides and questions
5. H5 Web Ticket Entry training
6. Spanish translations of current and new modules

Requests of the AOR and/or PHMSA

No actions requested at this time.

*Appendix A –
Mid-term
Financial
Status Report*



310 C.C. Lowry Drive
Murray, KY 42071

Invoice

Date	Invoice #
1/11/2017	33685

Bill To
Virginia Utility Protection Service VA811 Deb Hofbauer 1829 Blue Hills Circle NE Roanoke VA 24012

Ship To
2017 VA811 Update & Spanish Translation

Order No.	Terms	Due Date	Ship Date	Ship Via	P.O. No.
33685	Net 30	2/10/2017	1/11/2017		

Item	Description	Qty	Unit Cost	Total Cost
development service	2017 VA811 UPDATE & SPANISH TRANSLATION Milestone 1: Sign off on project plan		25,000.00	25,000.00
<p>Acct # <u>1201</u> Dept. <u>IT</u></p> <p>Descr <u>PAYMENT 1 of 4</u></p> <p><u>PHMSA GRANT Enhanced CBT</u></p> <p>Amt <u>25000.00</u> Apprv <u>[Signature]</u></p> <p>Accounting Use: Check # <u>13911</u> Date <u>1/19/17</u></p>				

Subtotal	\$25,000.00
Sales Tax (0.0%)	\$0.00
Total	\$25,000.00
Payments/Credits	\$0.00
Balance Due	\$25,000.00

All returns must be received within 90 days to receive credit.
All returns are subject to 15% restocking fee.
All items in Student Packet must be returned together to receive credit.
Customized material is non-refundable.

Phone #	Fax #	E-mail	Web Site
270-753-2150	270-753-9807	dmartin@its-training.com	www.ITS-training.com



Virginia Utility Protection Service, Inc.
1829 Blue Hills Circle N.E.
Roanoke, VA 24012

WELLS FARGO BANK, N.A.
www.wellsfargo.com
68-54/514

13911

1/19/2017

PAY TO THE ORDER OF Industrial Training Services

\$**25,000.00

Twenty-Five Thousand and 00/100*****

DOLLARS

Industrial Training Services
310 C. C. Lowry Dr
Murray, KY 42071

MEMO

Inv#33685; Pmt 1 of 4 PHMSA Grant for enhanced

Rick Kwarok
AUTHORIZED SIGNATURE

⑈0000013911⑈ ⑆051400549⑆ 2000015276458⑈

VIRGINIA UTILITY PROTECTION SERVICE, INC.

13911

Industrial Training Services

Date Type Reference
1/11/2017 Bill 33685

Original Amt.
25,000.00

Balance Due
25,000.00

1/19/2017
Discount

Check Amount

Payment
25,000.00
25,000.00

Wells Fargo Checking Inv#33685; Pmt 1 of 4 PHMSA Grant for enhanc

25,000.00

Details on Back. Security Features Included

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Transportation Pipeline and Hazardous Material Administration		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) DTPH5616GSDP09			Page 1	of 1	
3. Recipient Organization (Name and complete address including Zip code) Virginia Utility Protection Service, Inc. 1829 Blue Hills Circle NE Roanoke, VA 24012							
4a. DUNS Number 146011619	4b. EIN 55-0859075	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		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		
8. Project/Grant Period From: (Month, Day, Year) September 1, 2016			To: (Month, Day, Year) September 1, 2017		9. Reporting Period End Date (Month, Day, Year) April 4, 2017		
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense		a. Type	b. Rate	c. Period From	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
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 RICK PEVANSKI President & CEO VA811				c. Telephone (Area code, number and extension) (540) 283-2520			
				d. Email address rpevanski@va811.com			
b. Signature of Authorized Certifying Official 				e. Date Report Submitted (Month, Day, Year) April 5, 2017			
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.