

Note: The following is a sample reporting template for submitting final reports. This format is suggested and preferred; however, the format of the report is within the grantee's discretion.

**2017 State Damage Prevention Program Grants Final Report
CFDA Number: 20.720**

Award Number: 693JK31741015
Project Title: State Damage Prevention (SDP) Program Grants - 2017
Date Submitted: December 21, 2018
Submitted by: Steven Giambrone

Specific Objective(s) of the Agreement

Perform inspections, issue corrective actions/civil penalties for non-compliance, and hold meetings/hearings on an as required basis for adjudication of corrective actions/penalties.

Workscope

Element 7 (Enforcement): Enforcement of State damage prevention laws 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.

Accomplishments for the grant period (Item 1 under Agreement Article IX, Section 9.02 Final Report: “A comparison of actual accomplishments to the objectives established for the period.”)

The project objective was to implement an underground damage prevention enforcement program on pipeline right of ways. Pipeline Safety staff (field agents, staff engineer, division director) of the Louisiana Office of Conservation (Dept of Natural Resources) were used for this project. For time charged to the SDP Grant, the Division processed 32 complaints, performed 84 inspections, found 6 violations and issued 10 citations. Time was also charged to the grant for the staff engineer and director's time spent reviewing hazardous material reports for possible follow up by the Division if the release was due to an excavation damage. Being as this was the first year of the program, there is no historical comparison to make for program performance/effectiveness.

Quantifiable Metrics/Measures of Effectiveness (Item 2 under Article IX, Section 9.02 Final Report: “Where the output of the project can be quantified, a computation of the cost per unit of output.”)

2017/2018 is the first year of the damage prevention program, thus, there is no comparison to a previous enforcement program. However, it should be noted that complaints are starting to become more regular, both on the hotline and via email. There were 7 complaints filed between August (start of the program) and December 2017 and 33 complaints filed between August and December 2018. Increased visibility in the field and presentations at conferences has contributed

to this increase in activity. [This may be difficult to explain for every grant project, but we're trying to get a sense of how effective this grant work has been in improving your damage prevention program.]

Issues, Problems or Challenges (Item 3 under Article IX, Section 9.02 Final Report: “The reasons for slippage if established objectives were not met.”)

The main challenge for the program's successful implementation is the “newness” of the program. Developing policies and procedures and implementing them in an efficient manner is still a work in progress as no additional staff was added to complete this project. Staff members were already involved in pipeline safety activities prior to these additional responsibilities. Over time and through both PHMSA and self-audits, my expectation is that the program policies will evolve with the goal of improving effectiveness.

Final Financial Status Report

[Per the instructions in Article IX, Section 9.04 of your agreement (included below), the financial status report should be submitted with this final report to the Agreement Administrator (AA) and the Agreement Officer's Representative (AOR). Please see instructions below and include supporting documentation such as invoices, receipts, spreadsheets, etc. However, if there are any issues with the Financial Status Report or additional explanation is needed, please provide that information here. If there are any delays for whatever reasons, these should be communicated to the AA and AOR in advance.]

From Article IX, Section 9.04 of your agreement: “At the end of the grant period, the Recipient must submit a Final 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). The Final Financial Status Report must be submitted to the AOR and the AA via e-mail, no later than 90 days after the grant period end date (see Section 1.03). If possible this report should be submitted, along with the Final Report, within 30 days after the grant period end date.”]

Requests of the AOR and/or PHMSA

[In most cases, any questions or actions requested of the AOR and PHMSA (such as grant modifications) should have been addressed in advance of filing the report. If this is the case, simply state “No actions requested at this time” or explain any actions that are currently in process. However, if something has come up recently, or if you haven't been able to discuss with the AOR yet, please describe here.]