



**U.S. Department
of Transportation**

Pipeline and
Hazardous
Materials Safety
Administration
(PHMSA)

Program Information

State One Call Grants (20.721)

Applicant must be registered at www.grants.gov to apply for the grant. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays in submission. Additionally, applicants must maintain a valid Dun and Bradstreet Universal Numbering System (DUNS) number and an active registration in the System for Award Management (SAM) at www.SAM.gov

Furthermore, applicants must register with FedConnect at <https://www.fedconnect.net> for an account before submitting an application. Your organization's Marketing Partner ID number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, view the *FedConnect: Ready, Set, Go! Tutorial* under the *Need Help?* section on the FedConnect home page.

Introduction

The U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA), administers a grant program designed to support state excavation damage prevention efforts. The National Association of Pipeline Safety Representatives (NAPSR) works with PHMSA on the criteria for and allocation of these grants. The grants, known as One Call Grants, are made under the authority of federal law at 49 USC Subtitle III, Chapter 61 “One Call Notification programs” which states in part:

§ 6101. Purposes

The purposes of this chapter are:

- (1) to enhance public safety;
- (2) to protect the environment;
- (3) to minimize risks to excavators; and
- (4) to prevent disruption of vital public services, by reducing the incidence of damage to underground facilities during excavation through the voluntary adoption and efficient implementation by all States of State one-call notification programs that meet the minimum standards set forth under section 6103.

Amendments to Section 6103 by the Pipeline Safety, Regulatory Certainty, and Job Creation Act of 2006, *effective 01/03/2014*, affect a State’s eligibility to apply for a One Call Grant. The State agency submitting the application is required to answer the following questions and provide sufficient detail(s) that clearly demonstrates compliance with these requirements. Failure to provide the requested information may void the application. Determination of a State’s eligibility to apply for a One Call Grant will be made by PHMSA separately from the application review and grant allocation process, which is conducted jointly with the NAPSR Grant Allocation and Strategic Planning Committee.

- a) Does the State one-call notification program allow all underground facility operators, including all government operators, to participate as appropriate*? (list any pipeline exemptions)
- b) Does the State one-call notification program allow all excavators, including all government and contract excavators, to participate as appropriate*?
- c) Does the State one-call notification program provide for flexible and effective enforcement under State law? (Please provide citation to the state statute for enforcement and identify the enforcement authority.)
- d) Does the State one-call notification program require that the one-call notification system requirements of the program are applicable without exemptions to municipalities, State agencies, or their contractors? (If you are currently determined to be ineligible by PHMSA based on this requirement, you do not qualify for this grant!)

- e) Does the State one-call notification program provide for consideration of the gravity of the offense and risk to the public in determining appropriate enforcement?
- f) Does the State one-call notification program provide for no cost underground facilities locate requests, excluding design, for all individuals planning excavation activities?
- g) Does the State one-call notification program provide for voluntary participation of underground facilities owners or an activity of a type of excavator which have been determined by the State to be *de minimis* risk to public safety?
- h) To the extent the State has determined it to be appropriate and necessary; has the State provided for administrative or civil penalties commensurate with the seriousness of a violation of the State one-call notification program by an excavator or facility owner?

Definition:

*Appropriate participation. In determining the appropriate extent of participation required for types of underground facilities or excavators under subsection (a), a State shall assess, rank, and take into consideration the risks to the public safety, the environment, excavators, and vital public services.

States are reminded that the One Call Grants are contingent upon Congressional appropriations, and the amount or continuing availability of such grants in the future is not assured. The possibility that grant funding may not be available in future years should be considered before any continuing or long-term project is initiated.

States are also reminded that, depending on the extent to which requests exceed available funds, it may be that the grant funds allocated to their state will be less than the amount requested. Projects that require a certain absolute level of funding to be accomplished may not receive a grant if that level of funding is not available.

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Background

The program has proven very popular since its inception in 1994. In the history of the One Call Grant Program, requests for funds have frequently exceeded the funds available for distribution. The 2022 application maximum amount a state can request will continue to be \$60,000. This limit applies to the state as a whole even if two different state agencies have a pipeline safety program. However, any actual award is contingent on the current fiscal year appropriation and enacted budget.

Various types of activities have been prioritized, and as in the past five years' projects the highest priority activities are eligible for the highest level of funding (see priority limits section below). The Project Priority List (Appendix 2) explains how projects will be ranked. The order in which items are listed under each priority level is not significant. *(Proposals will be assigned to Priority One, Two, or Three; not sub-priorities.)*

State Damage Prevention Grant (SDP)

States receiving funding under the One Call grant are not precluded from seeking additional funding through the State Damage Prevention (SDP) grant (49 USC 60134), or vice versa, for projects that are eligible under both programs. However, separate accounting records must be kept showing the disposition of the funds from each grant. The grant review process will examine such projects to verify that activity costs would not be double-funded.

Period of Performance

The period of performance for the 2021 One Call grant will be announced in the Notice of Funding Opportunity (NOFO). PHMSA will authorize, as allowed in 2 CFR § 200.309, any grant expenditures during calendar year 2022 that may be incurred prior to the award date of the FY 2022 One-Call grant provided the award supports ongoing State damage prevention enforcement program personnel costs

Total Request limited to \$60,000 and priority limits

The maximum One Call grant that can be requested is \$60,000 per state (even if two different agencies have programs) for the 2022 applications.

The maximum amount that can be requested within each Priority is listed below. The intent is to set the maximum amount that can be requested at a realistic amount, based on past allocation experience, so that the amount a State receives will be close to the amount that is requested. The ability to reasonably anticipate the funding level that will be provided allows for better project planning and execution. The maximum amounts that can be requested in each Priority cannot exceed the following:

Priority 1	\$60,000
Priority 2	\$20,000
Priority 3	\$10,000

The actual level of funding that can be provided in any given year will depend on the amount of grant funds requested versus the funding available.

States can make requests for projects in multiple Priorities, but the total amount requested for all the Priorities cannot exceed a maximum of \$60,000.

Project Description Requirements

Funding requests should be as detailed as possible on how the money would be spent, and why. The application should be specific regarding what the funding would buy, how it would be applied and what otherwise unmet need the funding would help resolve.

Project descriptions should provide the following information:

- Narrative detail providing who will be performing work, expected cost to perform the project (with a detailed expense breakdown) and detailed narrative of project the funding was provided.
- If funding was previously used for the project requested, detail should be provided on past use of grant funds. The statement “refer to past progress reports” is not an acceptable alternative. The grant application will be approved on its own merit.
- Contracts, pending pre-approval, should be clearly defined in scope and objective. Contracts should provide definitive information as to starting and ending dates, who is performing work along with detailed costs and requirements on reporting either incremental or final progress of the project funded.

An application requesting money for membership enhancement with no explanation of what would be done, or why an incentive is needed, may not be funded.

A request for Priority One funding for additional legislation, but with no explanation of what changes in the law are proposed or why they are desirable, or who would receive the funds, may not be funded.

A request to allow purchase of items for educational purposes, with no explanation of the type of items to be purchased, where or how they would be distributed, the target audience, or how distribution of the items would enhance damage prevention, may not be funded.

Allowable public information and educational items are those that are designed specifically to improve participation in one-call notification systems or encourage safe digging practices.

Example:

We will be setting up a booth at the State/County fairs where the audience will be the general public and we will hand out reusable eco-friendly organic grocery bags containing the Dig Safely or 811 messages to increase awareness of damage prevention.

Priorities

To fairly distribute the limited available funds, the applicant must separate the activities proposed for funding by priority. Where activities with different priorities are mixed in a single item, the lowest applicable priority will be assigned.

Example:

An applicant combines enforcement (Priority One) and educational materials (Priority Three) into one project. The amount to be spent on each activity is not specified. The entire request would be assigned to Priority Three, and since the maximum amount under Priority 3 is \$ 10,000, no more than \$10,000 could be awarded.

However, cost of personnel primarily engaged in inspection and enforcement activities, but who may also do some training or public information work, may be funded at Priority One levels.

Breakdown of Proposed Expenditures

The more detail that can be provided on how the funding would be applied, the better. This is to address concerns that some projects, especially by contractors, may have included items not eligible for funding; or which contain elements that should be funded at a different – perhaps higher – priority level.

The application must include a breakdown of proposed expenditures. The expense breakdown shall be shown in the format provided on the application form and in the budget narrative section. The budget breakdown must include the information in the application form, and address the following categories:

- a. Personnel: List individually all personnel and include for each, the requested hours to be funded and the respective compensation rates (salary/wages).
- b. Fringe Benefits: Enter fringe benefits applicable to each employee.
- c. Travel: Proposed travel must be directly related to the performance of the grant project. Enter estimated travel costs applicable to award.
- d. Equipment/Supplies: Provide an itemized list of proposed equipment or supplies.
- e. Contractual: Provide an estimate of any contractual services proposed. (see Contracts and pass-through costs below)
- f. Other Direct Costs: Provide an itemized list with associated costs for any other item proposed as a direct cost that is not included in another category. State the basis for each proposed item.
- g. Indirect Charges: (if included you must provide the most recent approved Indirect Cost Rate plan)

* - If you include equipment and/or supplies, you will be required to provide a list of these items.

** - If you include costs under the contractual category you will be required to send PHMSA the final signed contract for verification prior to funds being expended. The State agency must send an email requesting preapproval to Rex.Evans@dot.gov. The proposed contract should be attached to the email and the body of the email must provide an explanation of the reason for the contract and the deliverables expected from the vendor. PHMSA will send a reply email stating its decision of approval or disapproval.

Non-Allowable Costs

- Lobbying
- Conference fees and travel expenses
- Costs billed to state pipeline safety or other grants
- Reimbursed costs
- Equipment for One Call centers (unless Priority 2 #4 applies)
- Mapping or map enhancement by operators
- Subsidizing usual and ordinary One Call center functions or activities
- Gifts/Door Prizes/Souvenirs
- Public service announcements on damage prevention should not involve elected officials to avoid the appearance of federal grant funds being used either directly or indirectly to benefit the individual involved.
- Retainer fees

Educational Items

Applications for grant funds to purchase educational items have been commonplace over the years and can be an effective means to educate operators and the public about damage prevention. But it has often been unclear how those items would be distributed or whether their use would be an effective means of promoting damage prevention. A detailed description of the items to be purchased, their purpose, and how they will be distributed must be provided or the project will not receive approval.

For example, items like clothing should be intended for wear in situations where the message it displays will be seen by an appropriate audience. Examples include Tee shirts, safety gloves, coveralls, safety vests, hats and other safety related apparel likely to be worn by persons who engage in construction or excavation activities.

For this reason, it is required that applicants not only indicate the types of items that would be purchased, but also what the plans are for distributing them, what the target audience is, and why it is believed that distributing these items at those events and to this target audience will effectively provide education and enhanced awareness of damage prevention. Applications that do not provide a clear plan and rationale for distribution may not be funded. Items purchased for damage prevention awareness must expressly convey a message about preventing excavation damage.

Examples of non-allowable items: non-educational gifts, door prizes, souvenirs, memorabilia. Use of the term 'promotional items' will be cause for denial of the requested items and/or project.

Refer to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for further guidance on allowable vs. non-allowable purchases. A copy is available in the State Program Guidelines Appendix G.

Repeated Projects

If new funding is requested for projects/activities initiated in or repeated from prior years, a narrative on use of funds to date must be included in the grant application. These reports should provide specific information on what has been accomplished, and why the project/activity has been a success and deserves continued funding. Evidence that the project/activity has made a notable difference in a damage prevention category is particularly compelling.

Example:

Last year our enforcement program investigated 42 dig-ins and launched 27 enforcement proceedings, which resulted in 20 findings of violation and \$8200 in civil penalties. Since this program was initiated 3 years ago, the number of reported dig-ins with no locate request has dropped 32%.

Due to limited funds, preference in allocation may be shown to projects or activities with demonstrable results over applications that cannot or do not provide such information.

Equipment Requirements

Any equipment, facility, records system or database purchased using grant funds must be for primary use (**50% or greater**) in damage prevention applications. Without such explanation of the intended use and user, funding may not be authorized for equipment if it appears it could also be used in, and purchased through, the state pipeline safety program.

Examples: Cameras, vehicles, gas detection equipment.

Equipment must be identified by description and cost for each activity requested if applicable. Equipment must be primarily – over 50% - devoted to damage prevention activities to receive funding through this grant.

Costs associated with computer or software upgrades must be used exclusively for pipeline safety/damage prevention activities to be eligible. Computer upgrades for agency-wide activities are not eligible for funding.

Contract and Funding Pass-Through Requirements

These funds are intended for use by state agencies. They are not to subsidize One Call center normal operations or necessary equipment.

Any proposal where the state would assist a One Call center, or an operator should explain why use of public funds to assist a private party is appropriate. Use of limited public resources to subsidize private actions that would be accomplished regardless of whether public funding is available is particularly open to question.

If it is proposed that a contractor, including a One Call center that is not a state agency, perform a function on the state's behalf, the terms and conditions of the contractual arrangement, and the qualifications of the contractor, are subject to review and approval by PHMSA. If not provided with the application, this information must be provided to PHMSA before the grant funds can be expended - contract documents will be emailed to Rex.Evans@dot.gov for review and approval. All contracts will need to be submitted to PHMSA prior to payment of the award. Payment may be denied if this information is not forthcoming, or if PHMSA finds the arrangements, or the contractor's qualifications, unacceptable. The contract must be made in accordance with the usual state procurement procedures for obtaining outside services. Draft copies of proposed contracts can be included with your application; however, a final executed copy will also need to be sent to PHMSA upon award. The contract will then be reviewed by PHMSA State Programs to determine compliance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Funds tracking

The disbursement of grant funds must be traceable and transparent. It is not required that grant funds be maintained in a separate account, although this is recommended. But there must be clear accounting records showing what disposition was made of the funds. It must also be clear from accounting records that there was no "double-dipping" or duplication of payments from the One Call, State Damage Prevention, Base, or any other federal grant for the same expense. The clarity of records in this area will be reviewed by the PHMSA Grant Review teams.

Performance Reporting

The grant funds must be disbursed within the prescribed period of performance indicated on the Grant Agreement.

One Call performance reports need to provide enough detail to ensure the grant funding awarded accomplished the intent of the award. The following bullets outline detail needed in progress reports, as applicable:

- Projects (including continuing projects) should outline specific progress made on each project and provide data to show effectiveness of the use of grant funds received.
- Contracts, which should have pre-approval and meet state procurement requirements, should include paid invoices for services along with confirmation that the services provided were actually performed.

- Paid invoices for contractual work should be attached to performance report.
- All performance reports should be specific on who completed work on project and that objectives outlined in the grant application were met.
- When grant funding is used to provide training or education to individuals there should be a summary of training activities, detail of who attended meetings (including sign-in sheets) and a general summary of information disseminated to those individuals.
- State damage prevention enforcement metrics should be analyzed and included in all One Call performance reports.

<http://primis.phmsa.dot.gov/comm/states.htm?nocache=4805>

A final performance report will be due within 90 days of the end of the period of performance. If all funds are not spent by the end of the period of performance, the remaining amount must be returned to PHMSA (currently via check made out to DOT/PHMSA). PHMSA will consider requests for extension of the period of performance to allow funds to be expended and/or projects to be completed. Requests must be submitted at least 30 days prior to the end of period of performance.

Re-distribution of approved Funds

If you have several projects with the same priority and do not receive sufficient funds to perform them all, you may be allowed to redistribute the funds among some or all of the projects; for example, you may elect to pool the funds and pursue only two projects instead of three. Or, if circumstances do not allow you to perform a project for which funding has been approved, you may be able to redirect those funds to another approved project of the same or higher priority. However, funds cannot be diverted to a lower priority project than the one for which they were approved.

Permission to redistribute grant money among projects must be obtained from the PHMSA Grant Agreement Officer (specified in your award agreement). If funds are spent on a project that was not part of the grant application, or are redistributed without PHMSA approval, the funds are subject to return to DOT/PHMSA.

Other Projects

The Priority List is not intended to be a restricted or all-inclusive list. Other projects with clear damage prevention benefits will be considered. The requestor must explain which priority level is appropriate and why. The project must clearly meet one or more of the criteria set forth in 49 USC § 6106.

Funding of One Call Center Activities

There have been grant proposals that sought to subsidize, or make up for budget shortfalls in, programs or activities performed by One Call centers. The purpose of the One Call grant is to support and enhance the damage prevention programs of the states; in particular, activities conducted by or through the state pipeline safety agency. Subsidizing usual and ordinary One Call center functions or activities, or purchase of basic operating equipment, is not considered an appropriate use for these funds, and this has been included in the list of projects not eligible for funding.

One Call Center Records Retention and Recording Capacities

Federal law at § 6106(a)(4) says that “records retention and recording capabilities for one-call notification systems” are eligible for grant funding. But while eligible, such activities are commonly considered to be within the normal operations expected of a one call center, which are otherwise not subsidized with grant funds. Requests for funds in this Priority 3 category must demonstrate that this is a necessary project that could not be accomplished without grant support. It must also be a condition of any such funding that these records will be available to the state pipeline safety agency.

Legislation and Rulemaking

Projects requested to aid in Legislation and Rulemaking activities must indicate on the One Call Progress Report what action was taken and what progress was made as a result of this project receiving funding. (**A state cannot request grant funds to implement proposed legislation - the legislation must have already been enacted.**)

Damage Information Reporting Tool (DIRT)

Collection and submission of excavation damage data for and utilization of the Common Ground Alliance’s (CGA) Damage Information Reporting Tool (DIRT) is strongly encouraged by PHMSA and is becoming an important element in many state damage prevention programs.

The data may allow an assessment of the effectiveness of damage prevention measures. The Priority 1 eligible projects listing specifically includes the following added line item:

Incorporation of DIRT and Virtual DIRT data into state monitoring and compliance programs, and Submission of state-collected excavation damage data to DIRT.

In addition, efforts to encourage operators, excavators and others to contribute to DIRT are eligible for funding at the Priority 2 level.

For more information on DIRT and Virtual DIRT, see www.cga-dirt.com or contact your NAPSR CGA Data Collection committee representative.

Locator Training

Concerns have been raised that smaller operators especially may experience difficulty obtaining proper training for persons who will be performing locates. Because locator performance is vital

to damage prevention, support for locator training will be funded at the Priority 2 level. Further, it does not have to be a state sponsored event, as is required for certain other training activities.

New Locating Technology

Federal law at § 6106(a)(3) says that grant funds may be used for improving locating capabilities which includes “developing and using location technology.” Therefore, field trials, pilot programs or other testing of locating technology are eligible for financial support through the grant program under Priority 2. Requests for projects involving use of existing commercial technology already in common use are not eligible.

State-Provided Training

State-provided training programs for excavators and operators may be funded at the Priority 3 level. “State-provided” means training sponsored and conducted by or through the state. If the training is provided by a contractor, the contract must be with the state. The purpose of this distinction is to reimburse the state for its training efforts, not to subsidize programs put on by operators or the one call center. Preferably, the training is on a subject where the state would be the logical and best provider, such as the requirements of state law or rules.

Appendix 1 - Key Contacts (as of January 2022)

Glynn Blanton, DOT/PHMSA State Programs - 615-368-2900, Glynn.Blanton@dot.gov

Members of the NAPSR Grant Allocation/Strategic Planning Committee:

Karl Baker, Eastern Region (GAC Chair), CT - 860-827-2661, karl.baker@ct.gov

Michael Peikert, (Southwest Region), LA – 225-342-5548 michael.peikert@la.gov

Melissa Holbrook, (Southern Region) KY -502-782-2603 melissac.holbrook@ky.gov

David Piroutek, (Western Region), WY – 307-777-5750, david.piroutek@wyo.gov

Mary Zanter (Past NAPSR Chair), SD – 605-295-3375, mary.zanter@state.sd.us

Mary Friend, (NAPSR Chair), WV -304-340-0770, mfried@psc.state.wv.us

Jonathan Wolfgram, (NAPSR Secretary), MN -651-201-7234, Johanthan.Wolfgram@state.mn.us

David Levering (NAPSR Treasurer, Central Region), NE – 402-471-9467, david.levering@nebraska.gov

Consult your NAPSR Directory for further state member contact information if needed.

All applicants may contact their Regional GAC Committee member for a review of their One Call application draft prior to submission to ensure the application meets the minimum requirements, but such a review does not guarantee that the application will be accepted or fully funded.

Appendix 2 - One Call Grant Funding Priority List

The Priority List is not intended to be a restricted or all-inclusive list. Other projects with clear damage prevention benefits will be considered. The requestor must explain which priority level is appropriate and why. The project must clearly meet one or more of the criteria set forth in 49 USC § 6106.

Priority 1

- 1.1 Compliance Enforcement - Legal assistance with enforcement actions
- 1.2 Compliance Enforcement - Cost of enforcement and/or complaint investigations
- 1.3 Compliance Enforcement - Cost of enforcement actions (**NOTE: this does not include equipment**)
- 1.4 State agency collection and analysis of data - One Call center statistics
- 1.5 State agency collection and analysis of data - One Call center membership
- 1.6 State agency collection and analysis of data - Compliance/Noncompliance statistics
- 1.7 State agency collection and analysis of data - Causes of noncompliance
- 1.8 State agency collection and analysis of data - Frequency, cause, and consequences of dig-ins
- 1.9 State agency collection and analysis of data - Identification of problem areas or individuals
- 1.10 State agency collection and analysis of data - Incorporation of excavation damage data tools (such as DIRT, Virtual DIRT, etc.) into state monitoring and compliance program
- 1.11 State agency collection and analysis of data - Submission of state-collected excavation damage data to other data collection systems (such as DIRT and Virtual DIRT)
- 1.12 Legislation and Rulemaking - Obtaining input from affected interests
- 1.13 Legislation and Rulemaking - Assistance drafting language
- 1.14 Legislation and Rulemaking - Testimony before legislative/rulemaking bodies
- 1.15 Legislation and Rulemaking - Studies to identify legislative needs
- 1.16 Start-up costs for the state agency only - Mandated by new or amended law or rules
- 1.17 Start-up costs for the state agency only - Equipment Related to Start-up (Computer programming and software must be used exclusively for damage prevention activities. Computer upgrades for agency-wide activities are not eligible for funding.)
- 1.18 Start-up costs for the state agency only - Records Systems and databases
- 1.19 Start-up costs for the state agency only - Developing Procedures
- 1.20 Start-up costs for the state agency only - First-year information campaign on the new/changed law or rules (**A state cannot request grant funds to implement proposed legislation - the legislation must have already been enacted.**)
- 1.21 Other Priority 1

Priority 2

- 2.1 One Call Membership Initiatives for Operators - Initial Membership Fees
- 2.2 One Call Membership Initiatives for Operators - Fax Machines
- 2.3 One Call Membership Initiatives for Operators - Computer Equipment

- 2.4 One Call Membership Initiatives for Operators - Communication Improvements
- 2.5 One Call Membership Initiatives for Operators - E-mail Access
- 2.6 One Call Membership Initiatives for Operators - Dedicated Phone Line
- 2.7 One Call Membership Initiatives for Operators - Locating Equipment and training
- 2.8 Consolidation of Multiple One Call Centers (only costs incurred by the State agency) - State agency expense to encourage consolidation
- 2.9 Consolidation of Multiple One Call Centers (only costs incurred by the State agency) - One Call center consolidation expenses
- 2.10 Consolidation of Multiple One Call Centers (only costs incurred by the State agency) - First year awareness campaigns for new One Call center and/or phone number
- 2.11 Training of state inspection or enforcement personnel - Facility locating methods and technology
- 2.12 Training of state inspection or enforcement personnel - Provisions of state One Call law or regulations
- 2.13 Equipment to support on-going activities (Computer programming and software must be used exclusively for damage prevention activities. Computer upgrades for agency-wide activities are not eligible for funding.) (Computer programming and software. All requests for equipment will be requested under this priority beginning in 2014)
- 2.14 Location Capabilities - Development and/or conduct of training for locators
- 2.15 Location Capabilities - Field trials or demonstrations of new technology locating equipment
- 2.16 Efforts to encourage operators, excavators and others to contribute to data collection systems such as DIRT
- 2.17 Other Priority 2

Priority 3

- 3.1 Development and/or conduct of state-provided training programs for excavators (includes training DVDs)
- 3.2 Development and/or conduct of state-provided training programs for operators (includes training DVDs)
- 3.3 Development and/or distribution of educational items or materials (includes training DVDs)
- 3.4 Development and/or conduct of damage prevention awareness campaigns - Public Service Announcements
- 3.5 Development and/or conduct of damage prevention awareness campaigns - Informational Mailings
- 3.6 Development and/or conduct of damage prevention awareness campaigns – Advertisements
- 3.7 Development and/or conduct of damage prevention awareness campaigns - One Call center awareness and outreach
- 3.8 Development and/or conduct of damage prevention awareness campaigns - Booths/exhibits for damage prevention outreach
- 3.9 Development and/or conduct of damage prevention awareness campaigns - 811 awareness campaigns
- 3.10 Record retention and recording capabilities for One Call notification systems; and making the data available to the state.
- 3.11 Other Priority 3

Appendix 3 – Sample Final Report

2022 State One Call Grant Final Report

CFDA Number: 20.721

Award Number: *[From box 1 of your agreement form]*

Project Title: *[From your application document]*

Date Submitted: *[Date of report submission]*

Submitted by: *[Who is submitting; can be more than one person]*

1. Project Details:

a. Specific Objective(s) of the Project

[If you have multiple projects under separate priorities list each one separately by copying item 1 a-d and pasting as many times as you need]

b. Accomplishments for the grant period

[How did you progress on each of the projects? How did your progress compare with your objectives?]

c. Quantifiable Metrics/Measures of Effectiveness

[If your grant is more data oriented, you likely had some sort of metrics in mind to improve upon. If so, what were those metrics and how does the data look now compared to when the program started? If you're doing something along the lines of enforcement that involves incident review, how many cases have you been able to review/close and/or fines collected compared to before the grant work? If you are working on something more along the lines of public awareness, how many stakeholders have you been able to reach? Even if you don't have the metrics fully defined, put whatever you can here.]

d. Issues, Problems or Challenges

[If the project has successfully concluded on schedule, simply state that there are no issues, problems or challenge to report. If there have been delays for any reason, explain what they are and how they have impacted the grant work.]

2. Financial Details

- i. Total amount of award: *[dollar amount of federal funding you received]*
- ii. Total of award expended: *[dollar amount of federal funding you expended]*
- iii. Repayment to PHMSA required *[YES or NO]*

a. Final Financial Narrative

[Please provide a summary of funds expenditures and by category below and include supporting documentation such as invoices, receipts, spreadsheets, etc. Also fill out and include the SF-425, sample provided on last page.]

b. Personnel and associated costs paid for by grant:

- i. Names of personnel and affiliation (ie Joe Smith, State PSC; Carla Jones, One Call Board; etc)
- ii. Personnel Costs:
- iii. Fringe Benefits Costs:
- iv. Travel Costs:
- v. Indirect Costs:

c. Listing of equipment and/or supply purchases and/or Contracts for Professional Services (*Invoices must be attached to your Progress Report)

i. Equipment and/or Supplies*:

ii. Contracts for Professional (outside) Services* (Any contract for outside services must be outlined and preapproved in advance):

d. Any **other** costs please describe here:

3. Damages per 1000 Locate Tickets – 3-5 years

Pipeline Damages per 1,000 locate tickets	Data Source: CY 2020 ____ CY 2019 ____ CY 2018 ____ CY 2017 ____ CY 2016 ____
All Utility Damages per 1,000 locate tickets (If available)	Data Source: CY 2020 ____ CY 2019 ____ CY 2018 ____ CY 2017 ____ CY 2016 ____

SF 425 (FOR FINAL FINANCIAL REPORT)

Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Federal Financial Report (SF-425)
Form Version Number	2.0
OMB Number	4040-0014
OMB Expiration Date	02/28/2022

Form Field Instructions

Field Number	Field Name	Required or Optional	Information
1.	Federal Agency and Organizational Element to Which Report is Submitted	Required	Enter Federal Agency and Organizational Element for which the report is submitted. This field is required.
2.	Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Required	Enter Federal Grant or Other Identifying Number Assigned by Federal Agency. (To report multiple grants, use FFR Attachment) This field is required.
3-1.	Recipient Organization Name	Required	Enter the legal name of the applicant that will undertake the assistance activity. This
3-2.	Street1	Required	Enter the first line of the Street Address. This field is required.
3-3.	Street2	Optional	Enter the second line of the Street Address.
3-4.	City	Required	Enter the City. This field is required.
3-5.	County	Optional	Enter the County.
3-6.	State	Required if USA selected for Country.	Select the state, US possession or military code from the provided list. This field is required if USA is selected for Country.
3-7.	Province	Optional	Enter the Province.

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Federal Financial Report

(Follow form instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name:			
Street1:			
Street2:			
City:		County:	
State:		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code:	
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☐ Accrual	From: To:	
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			0.00
b. Cash Disbursements			0.00
c. Cash on Hand (line a minus b)			0.00
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			0.00
e. Federal share of expenditures			0.00
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			0.00
h. Unobligated balance of Federal Funds (line d minus g)			0.00
Recipient Share:			
i. Total recipient share required			0.00
j. Recipient share of expenditures			0.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program income expended in accordance with the deduction alternative			0.00
n. Program income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00