



**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 Unique Entity ID (UEI) 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 will void the application. Determination of a State’s eligibility to apply for a One Call Grant will be conducted internally via a panel of PHMSA employees.

- 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 will 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 2026 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 duplicate activity costs have not been funded by both grants.

Period of Performance

The period of performance for the 2026 One Call grant will be announced in the Notice of Funding Opportunity (NOFO) and reflected in the grant award, consistent with 2 CFR § 200.309. Any modifications to the approved period of performance, including extensions, will be subject to PHMSA approval in accordance with 2 CFR § 200.308(g)(2).

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 2026 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

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, will 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, will 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, will 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 pre-approval 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 will 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 will 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 will 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 120 days of the end of the period of performance. If all funds are not spent by the end of the period of performance, in accordance with 2 CFR 200.344, any remaining funds must be returned to PHMSA in accordance with agency instructions. PHMSA will consider requests for extension of the period of performance to allow funds to be expended and/or projects to be completed. Extension 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 NAPS CGA Data Collection committee representative.

Locator Training

Concerns have been raised that small operators 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 - 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 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 Rule-making - 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 One

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 2: Sample Final Report

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:** *[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]*

- a. Specific Objective(s) of the Project**

[What was the objective of this project?]

- 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 (include only the amounts related to the grant funding)

- 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.]

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:

e. SF-425 (separate form) *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.*

ONE CALL GRANTS ONLY FILL IN THE TABLE BELOW!

Damages per 1000 Locate Tickets – 3-5 years

Pipeline Damages per 1,000 locate tickets	Data Source: CY 2025 ____ CY 2024 ____ CY 2023 ____ CY 2022 ____ CY 2021 ____
All Utility Damages per 1,000 locate tickets (If available)	Data Source: CY 2025 ____ CY 2024 ____ CY 2023 ____ CY 2022 ____ CY 2021 ____

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 06/30/2028

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="background-color: yellow; height: 20px; width: 100%;"></div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="background-color: yellow; height: 20px; width: 100%;"></div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="background-color: yellow; width: 100%;"></div> Street1: <div style="background-color: yellow; width: 100%;"></div> Street2: <div style="width: 100%;"></div> City: <div style="background-color: yellow; width: 30%;"></div> County: <div style="width: 30%;"></div> State: <div style="background-color: yellow; width: 40%;"></div> Province: <div style="width: 30%;"></div> Country: <div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="background-color: yellow; width: 100%;"></div>			
4a. UEI <div style="background-color: yellow; width: 100%;"></div>	4b. EIN <div style="background-color: yellow; width: 100%;"></div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="width: 100%;"></div>	
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 type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="background-color: yellow; width: 50px;"></div> To: <div style="background-color: yellow; width: 50px;"></div>	9. Reporting Period End Date <div style="background-color: yellow; width: 100%;"></div>
10. Transactions <i>(Use lines a-c for single or multiple grant reporting)</i>			Cumulative
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
<i>(Use lines d-o for single grant reporting)</i>			
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 and line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix: <input type="text"/>	First Name: <input type="text"/>	Middle Name: <input type="text"/>				
Last Name: <input type="text"/>				Suffix: <input type="text"/>		
Title: <input type="text"/>						
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
<input type="text"/>				<input type="text"/>		
d. Email Address				e. Date Report Submitted		14. Agency use only:
<input type="text"/>				<input type="text"/>		

Federal Financial Report Instructions

Report Submissions

- 1) Recipients will be instructed by Federal agencies to submit the *Federal Financial Report (FFR)* to a single location, except when an automated payment management reporting system is utilized. In this case, a second submission location may be required by the agency.
- 2) If recipients need more space to support their *FFRs*, or *FFR Attachments*, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal grant or other identifying number (if reporting on a single award), recipient organization, Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and period covered by the report.

Reporting Requirements

- 1) The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
- 2) Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

Note: For single award reporting:

- 1) Federal agencies may require both cash management information on lines 10(a) through 10(c) and financial status information lines 10(d) through 10(o).
- 2) 10(b) and 10(e) may not be the same until the final report.

Line Item Instructions for the Federal Financial Report

FFR Number	Reporting Item	Instructions
Cover Information		
1	Federal Agency and Organizational Element to Which Report is Submitted	Enter the name of the Federal agency and organizational element identified in the award document or as instructed by the agency.
2	Federal Grant or Other Identifying Number Assigned by Federal Agency	For a single award, enter the grant number assigned to the award by the Federal agency. For multiple awards, report this information on the <i>FFR Attachment</i> . <i>Do not complete this box if reporting on multiple awards.</i>
3	Recipient Organization	Enter the name and complete address of the recipient organization including zip code.
4a	UEI	Enter the recipient organization's Unique Entity Identifier (UEI) or Central Contract Registry UEI.
4b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
5	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by the Federal agency. For multiple awards, report this

FFR Number	Reporting Item	Instructions
		information on the <i>FFR</i> Attachment. <i>Do not complete this box if reporting on multiple awards.</i>
6	Report Type	Mark appropriate box. <i>Do not complete this box if reporting on multiple awards.</i>
7	Basis of Accounting (Cash/Accrual)	Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this <i>FFR</i> . Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For cash basis accounting, expenses are recorded when they are paid.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project period that is funded in increments or budget periods (typically annual increments). Throughout the project period, agencies often require cumulative reporting for consecutive budget periods. Under these circumstances, enter the beginning and ending dates of the project period not the budget period. <i>Do not complete this line if reporting on multiple awards.</i>
	Project/Grant Period, To: (Month, Day, Year)	See the above instructions for "Project/Grant Period, From: (Month, Day, Year)."
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual interim reports, use the following reporting period end dates: 3/31, 6/30, 9/30, or 12/31. For final <i>FFRs</i> , the reporting period end date shall be the end date of the project or grant period.
10	Transactions Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9. Use Lines 10a through 10c, Lines 10d through 10o, or Lines 10a through 10o, as specified by the Federal agency, when reporting on single grants. Use Line 12, Remarks, to provide any information deemed necessary to support or explain <i>FFR</i> data.	
Federal Cash (To report multiple grants, also use FFR Attachment)		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the Federal agency as of the reporting period end date.
10b	Cash Disbursements	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors. For multiple grants, report each grant separately on the <i>FFR</i> Attachment. The sum of the cumulative cash disbursements on the <i>FFR</i> Attachment must equal the amount entered on Line 10b, <i>FFR</i> .
10c	Cash On Hand (Line 10a Minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. If more than three business days of cash are on hand, the Federal agency may require an explanation

FFR Number	Reporting Item	Instructions
		on Line 12, Remarks, explaining why the drawdown was made prematurely or other reasons for the excess cash.
Federal Expenditures and Unobligated Balance: Do not complete this section if reporting on multiple awards.		
10d	Total Federal Funds Authorized	Enter the total Federal funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the amount of Federal fund expenditures. For reports prepared on a cash basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; and the amount of cash advance payments and payments made to subrecipients. For reports prepared on an accrual basis, expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) programs for which no current services or performance are required. Do not include program income expended in accordance with the deduction alternative, rebates, refunds, or other credits. (Program income expended in accordance with the deduction alternative should be reported separately on Line 10o.)
10f	Federal Share of Unliquidated Obligations	<p>Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions.</p> <p><i>Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.</i></p>
10g	Total Federal Share (Sum of Lines 10e and 10f)	Enter the sum of Lines 10e and 10f.
10h	Unobligated Balance of Federal Funds (Line 10d Minus Line 10g)	Enter the amount of Line 10d minus Line 10g.
Recipient Share: Do not complete this section if reporting on multiple awards.		
10i	Total Recipient Share Required	Enter the total required recipient share for reporting period specified in line 9. The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost

FFR Number	Reporting Item	Instructions
		sharing or match than the level required by the Federal agency).
10j	Recipient Share of Expenditures	Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and contractors. This amount may include the value of allowable third party in-kind contributions and recipient share of program income used to finance the non-Federal share of the project or program. Note: On the final report this line should be equal to or greater than the amount of Line 10i.
10k	Remaining Recipient Share to be Provided (Line 10i Minus Line 10j)	Enter the amount of Line 10i minus Line 10j. If recipient share in Line 10j is greater than the required match amount in Line 10i, enter zero.
Program Income: Do not complete this section if reporting on multiple awards.		
10l	Total Federal Program Income Earned	Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient's cost sharing amount included in Line 10j.
10m	Program Income Expended in Accordance With the Deduction Alternative	Enter the amount of program income that was used to reduce the Federal share of the total project costs.
10n	Program Income Expended in Accordance With the Addition Alternative	Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.
10o	Unexpended Program Income (Line 10l Minus Line 10m or Line 10n)	Enter the amount of Line 10l minus Line 10m or Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	Indirect Expense: Complete this information only if required by the awarding agency. Enter cumulative amounts from date of the inception of the award through the end date of the reporting period specified in line 9.	
11a	Type of Rate(s)	State whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.
11b	Rate	Enter the indirect cost rate(s) in effect during the reporting period.
11c	Period From; Period To	Enter the beginning and ending effective dates for the rate(s).
11d	Base	Enter the amount of the base against which the rate(s) was applied.
11e	Amount Charged	Enter the amount of indirect costs charged during the time period specified. (Multiply 11b. x 11d.)
11f	Federal Share	Enter the Federal share of the amount in 11e.
11g	Totals	Enter the totals for columns 11d, 11e, and 11f.
Remarks, Certification, and Agency Use Only		
12	Remarks	Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in line 10c.
13a	Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
13b	Signature of Authorized Certifying Official	The authorized certifying official must sign here.
13c	Telephone (Area Code, Number and Extension)	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	E-mail Address	Enter the e-mail address of the individual listed in Line 13a.

FFR Number	Reporting Item	Instructions
13e	Date Report Submitted (Month, Day, Year)	Enter the date the <i>FFR</i> is submitted to the Federal agency using the month, day, year format.
14	Agency Use Only	This section is reserved for Federal agency use.