



1200 New Jersey Avenue SE
Washington DC 20590

U.S. Department
of Transportation
**Pipeline and Hazardous
Materials Safety
Administration**

Pipeline Safety

2013 Natural Gas Year End Payment Request

for

NORTH DAKOTA PUBLIC SERVICE COMMISSION

Please follow the directions listed below:

1. Review the entire document for completeness.
2. Review and have an authorized signatory sign the top of the second page of the SF-270 document, Block 13.
3. Scan the entire document to a location on your computer.

4. Mail the entire package to the following:

ATTN: GWENDOLYN M. HILL

U.S. Department of Transportation

Pipeline & Hazardous Materials Safety Administration

Pipeline Safety, PHP-50

1200 New Jersey Avenue, SE Second Floor E22-321

Washington, D.C. 20590

FedSTAR Information

Electronic Submission Date: 2/25/2014 4:16:39 PM

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

OMB APPROVAL NO.

0348-0004

PAGE _____ OF _____

I.
TYPE OF
PAYMENT
REQUESTED

a. "X" one or both boxes

ADVANCE REIMBURSEMENT

b. "X" the applicable box

FINAL PARTIAL

BASIS OF REQUEST

CASH

ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

DOT/PHMSA/Office of the Pipeline Safety

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

DTPH5613GPHPG31

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

45-0309764

7. RECIPIENTS ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. PERIOD COVERED BY THIS REQUEST

FROM (month, day, year)

01/01/2013

To (month, day, year)

12/31/2013

9. RECIPIENT ORGANIZATION

Name: NORTH DAKOTA PUBLIC SERVICE COMMISSION

Number and Street: 600 E Boulevard 12th Fl

City, State and ZIP Code: Bismarck, ND 58505-0480

10. PAYEE (Where check is to be sent if different then item 9)

Name: NORTH DAKOTA PUBLIC SERVICE COMMISSION

Number and Street: 600 E Boulevard - Dept 408

City, State and ZIP Code: Bismarck, ND 58505-0480

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES	(a) Direct Costs	(b) Indirect Costs	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i>	\$171,251.11	\$35,190.72		\$206,441.83
b. Less: Cumulative program income	\$0.00	\$0.00		\$0.00
c. Net program outlays <i>(Line a minus line b)</i>	\$171,251.11	\$35,190.72		\$206,441.83
d. Estimated net cash outlays for advance period	\$0.00	\$0.00		\$0.00
e. Total <i>(Sum of line c & d)</i>	\$171,251.11	\$35,190.72		\$206,441.83
f. Non-Federal share of amount on line e	\$39,952.88	\$8,210.00		\$48,162.88
g. Federal share of amount on line e	\$131,298.23	\$26,980.73		\$158,278.95
h. Federal Payments previously requested	\$0.00	\$0.00		\$0.00
i. Federal share now requested <i>(Line g minus line h)</i>	\$131,298.23	\$26,980.73		\$158,278.95
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month	\$0.00	\$0.00	\$0.00
	2nd month	\$0.00	\$0.00	\$0.00
	3rd month	\$0.00	\$0.00	\$0.00

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested <i>(Line a minus line b)</i>	

DUNS: 802744946

2013 AUTHORIZED FOR LOCAL REPRODUCTION

(Continued on Reverse)

13.

CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

Patrick Fahn

DATE REQUEST SUBMITTED

2/25/14

TYPED OR PRINTED NAME AND TITLE

Patrick Fahn, Director, Compliance and Competitive Markets

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

701-328-4077 -

This space for agency use

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

Item Entry

- 2 Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.
- 4 Enter the Federal grant number, or other identifying number assigned by the federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.
- 4 Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.
- 7 This space is reserved for an account number or other identifying number that may be assigned by the recipient.
- 8 Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.

The Federal sponsoring agencies have the opinion of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.

- 11 The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or

Item Entry

- activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.
- 11a Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
- 11b Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
- 11d Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
- 13 Complete the certification before submitting this request.

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2013 Natural Gas Year End Payment Request Cost Summary

<u>DIRECT COSTS</u>	<u>Estimated</u>	<u>Actual</u>
<u>Compensation for Personnel Services (A-87 #8)</u>		
A. Supervisory personnel who are directly engaged in the administration of the Pipeline Safety Program	\$18,000.00	\$26,782.23
A1. Supervisory fringe benefits	\$5,400.00	\$7,869.79
B. Technical personnel who conduct pipeline safety inspections, failure investigations and review plans, etc.	\$54,600.00	\$64,319.89
B1. Technical fringe benefits	\$28,000.00	\$25,036.34
C. Administrative personnel whose duties are directly related to the Pipeline Safety Program.	\$0.00	\$0.00
C1. Administrative fringe benefits	\$0.00	\$0.00
D. Damage Prevention/Technical personnel include damage prevention personnel, GIS personnel and other technical personnel directly related to the pipeline safety program	\$4,200.00	\$4,194.50
D1. Damage Prevention/Technical fringe	\$1,400.00	\$1,584.42
<u>ACTIVITIES</u>		
Audit costs and related services (A-87 #04).....	\$0.00	\$0.00
Communication costs (A-87 #07).....	\$300.00	\$0.00
Maintenance, operations and repairs (A-87 #25).....	\$300.00	\$0.00
Memberships, subscriptions and professional activity costs (A-87 #28)..	\$150.00	\$265.00
Professional services (i.e. Studies and Research) (A-87 #32).....	\$300.00	\$0.00
Publication and printing costs(A-87 #34).....	\$2,500.00	\$1,261.61
Rental costs of building and equipment (A-87 #37).....	\$0.00	\$157.65
Training and Education (A-87 #42).....	\$0.00	\$0.00
Travel costs (A-87 #43).....	\$40,000.00	\$38,429.28
<u>MATERIALS</u>		
Motor Vehicles (A-87 #15).....	\$0.00	\$0.00
Office Equipment (A-87 #15).....	\$300.00	\$0.00
Safety Clothing (A-87 #26).....	\$300.00	\$244.50
Supplies (A-87 #26).....	\$500.00	\$1,105.90
Testing Equipment(A-87 #15).....	\$0.00	\$0.00
<u>INDIRECT COSTS (A-87 Attachment C, D, E)</u>		
Indirect costs incurred by State Agency(i.e. Public Utilities Commission, Public Service Commission, State Corporation Commission).	\$33,250.00	\$35,190.72
<u>TOTAL</u>	<u>\$189,500.00</u>	<u>\$206,441.83</u>

Pipeline Safety Program Cost Summary Explanations -- Calendar Year 2013

DIRECT COSTS

PERSONNEL

Supervisory Personnel

Effective August 5, 2013, the North Dakota Public Service Commission hired a second full-time inspector for the its natural gas pipeline safety program. The new hire was not included in the estimated cost. Having a second Inspector for the program means that the amount of time the Program Manager/Inspector spent in CY2013 performing technical pipeline safety inspections was reduced and the amount of time the Program Manager/Inspector spent in CY2013 performing supervisory duties increased. The amount of time the Director spent in CY2013 performing supervisory duties decreased a little bit and is expected to decrease a greater amount in CY2014. Therefore, the actual cost is greater than the estimated cost.

Supervisory Fringe Benefits

Effective August 5, 2013, the North Dakota Public Service Commission hired a second full-time inspector for the its natural gas pipeline safety program. The new hire was not included in the estimated cost. Having a second Inspector for the program means that the amount of time the Program Manager/Inspector spent in CY2013 performing technical pipeline safety inspections was reduced and the amount of time the Program Manager/Inspector spent in CY2013 performing supervisory duties increased. The amount of time the Director spent in CY2013 performing supervisory duties decreased a little bit and is expected to decrease a greater amount in CY2014. Therefore, the actual cost is greater than the estimated cost.

Technical Personnel

Effective August 5, 2013, the North Dakota Public Service Commission hired a second full-time inspector for the its natural gas pipeline safety program. The new hire was not included in the estimated cost for CY2013. While the amount of time the Program Manager/Inspector spent conducting technical pipeline safety inspections was reduced somewhat, the total cost for technical pipeline safety inspections for two inspectors caused an increase in the total cost and, therefore, the actual cost for CY2013 is greater than the estimated cost.

Technical Fringe Benefits

Effective August 5, 2013, the North Dakota Public Service Commission hired a second full-time inspector for the its natural gas pipeline safety program. The new hire was not included in the estimated cost for CY2013. There was an error in the 2013 estimated Inspector/Investigator fringe benefits costs. The 2013 estimate fringe is 51% of estimated Inspector costs. Since the fringe percentage at the Commission averages about 38%, the estimate for fringe was, in hind sight, obviously too high.

Administrative Personnel

Thresholds not exceeded; therefore an explanation is not needed.

Administrative Fringe Benefits

Thresholds not exceeded; therefore an explanation is not needed.

Damage Prevention Personnel

Thresholds not exceeded; therefore an explanation is not needed.

Damage Prevention Fringe Benefits

The difference between the actual damage prevention cost for CY2013 and the estimated cost is \$5.50. The number of pipeline damage prevention proceedings initiated during 2012 was eight. The number of pipeline damage prevention proceedings initiated during 2012 was 17. The actual fringe is higher than estimated fringe for Damage Prevention personnel costs since there have been recent increases in health insurance costs and required employee retirement contributions in North Dakota.

ACTIVITIES

Audit

Thresholds not exceeded; therefore an explanation is not needed.

Communication

To a great extent, the office equipment for the inspectors and program manager consists of electronics equipment such as computers, printers, scanners and digital cameras. Under a recent change at the Commission, electronics equipment is purchased and maintained by the Commission's Technology Division, this includes the costs for mobile communications. So, while \$300 was estimated for CY2013, the actual cost because of the recent change is included under indirect costs.

Maintenance, operations and repairs

To a great extent, the office equipment for the inspectors and program manager consists of electronics equipment such as computers, printers, scanners and digital cameras. Under a recent change at the Commission, electronics equipment is purchased and maintained by the Commission's Technology Division, this includes the costs for mobile communications. So, while \$300 was estimated for CY2013, the actual cost because of the recent change is included under indirect costs.

Memberships, subscriptions and professional activities

The only cost included here is the registration fee for the 2013 National Association of Pipeline Safety Representatives Central Region Meeting. We should have revised this amount in estimate for CY2013 since the registration fee for the 2012 NAPSRS was \$275. Sorry for the oversight.

Professional services (i.e. studies and research)

Both the Program Manager/Inspector and the new hire Inspector are very occupied with the training required by the pipeline safety program and meeting the minimum required inspection days for the program. Therefore, no dollars were spent in CY2013 for studies or research.

Publication and Printing

This is one of the most difficult cost categories to estimate because North Dakota and South Dakota take turns hosting the annual operators training seminar. I believe the estimate for CY2013 included an amount for publication and printing costs for the annual operators training seminar which we are not hosting until April 2014.

Rental costs of building and equipment

The dollar amount listed here is a portion of the cost of the office space dedicated to the pipeline safety program. The space dedicated to the pipeline safety program is approximately 10 percent of space occupied by the Division Director. It is our error that the cost for office space was overlooked in previous years, but it is now included for CY2013.



Training and Education

Thresholds not exceeded; therefore an explanation is not needed.

Travel

Thresholds not exceeded; therefore an explanation is not needed.

MATERIALS

Motor Vehicles

Thresholds not exceeded; therefore an explanation is not needed.

Office Equipment

To a great extent, the office equipment for the inspectors and program manager consists of electronics equipment such as computers, printers, scanners and digital cameras. Under a recent change at the Commission, electronics equipment is purchased and maintained by the Commission's Technology Division.

Safety Clothing

This year, safety clothing was not purchased for both inspectors. Safety clothing was purchased for only the new inspector. I may also have the wrong estimate for calendar year 2014 since the Commission will likely only be purchasing safety clothing to replace worn clothing of one inspector.

Supplies

Effective August 5, 2013, the North Dakota Public Service Commission hired a second full-time inspector for the its natural gas pipeline safety program. The estimated material costs for CY2013 did not include the new hire, and the costs are higher to provide the initial supply for a new hire.

Testing Equipment

Thresholds not exceeded; therefore an explanation is not needed.

IndirectCosts

Indirect

Thresholds not exceeded; therefore an explanation is not needed.

