

Allen, Tammy L

From: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Sent: Wednesday, June 22, 2022 8:53 AM
To: Allen, Tammy L; State_Clearinghouse
Cc: Schneider, Sheila
Subject: RE: Pinellas County Air Quality - Request determination if United States Environmental Protection Agency Section 105 Grant Project should be selected for review by State Under Executive Order 12372

CAUTION: This message has originated from outside of the organization. Do not click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe.

While it is covered by EO 12372, the Florida State Clearinghouse does not select the project for review. You may proceed with your project.

Please continue to send future electronic requests directly to the State of Florida Clearinghouse email address, state.clearinghouse@floridadep.gov.

Good Luck.

Chris Stahl

Chris Stahl, Coordinator
Florida State Clearinghouse
Florida Department of Environmental Protection
3900 Commonwealth Blvd., M.S. 47
Tallahassee, FL 32399-2400
ph. (850) 717-9076
State.Clearinghouse@floridadep.gov

From: Allen, Tammy L <tallen@co.pinellas.fl.us>
Sent: Wednesday, June 22, 2022 8:46 AM
To: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Cc: Schneider, Sheila <:sschneider@co.pinellas.fl.us>
Subject: Pinellas County Air Quality - Request determination if United States Environmental Protection Agency Section 105 Grant Project should be selected for review by State Under Executive Order 12372
Importance: High

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Good afternoon,

Our agency will be applying for additional funding for our on-going EPA Section 105 Air Pollution Control Program Project for the funding period October 1, 2022, through September 30, 2024. A summary of the project is contained within this e-mail. The grant application is due no later than August 1, 2022.

Each time we prepare an application for funding, we submit a request for Status Determination to the State Clearinghouse for this continuing grant.

EPA released guidance June 16, 2021, indicating EPA financial assistance programs that include fund land use planning, construction of facilities, remediation of contaminated soils and other land restoration activities are subject to IR under Section 401 and Section 204. The November 20, 2020 [Federal Register Notice](#) also described EPA’s policy of posting and maintaining the [list of financial assistance programs and activities](#) subject to IR on [EPA Financial Assistance Programs Subject to Executive Order 12372 and Section 204 of the Demonstration Cities and Metropolitan Development Act and Section 401 of the Intergovernmental Cooperation Act](#), rather than posting changes to the list in future Federal Register Notices.

EPA’s list at: [epa_programs_subject_ir_2020_08_03.pdf](#) includes this project’s CFDA number 66.001 Air Pollution Control Program Support as subject to review ONLY when the proposed Federal financial assistance

involves infrastructure planning. Pinellas County’s project does not involve infrastructure planning. The project involves planning, developing, establishing, improving and maintaining adequate programs for prevention and control of air pollution. Please advise if this project and future funding amendments for this project are still subject State Intergovernmental Review by the by State Single Points of Contact (SPOC) or if the project is not subject to Intergovernmental review Requirements.

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

Please advise if Pinellas County can indicate on the project’s federal application “Program is subject to E.O. 12372 but has not been selected by the State for review”, if the “Program is not covered by E.O. 12372” or if the State selects the application for review. If the State determines a review is desired, we will send the full application.

Project Summary:

Granting Agency	United States Environmental Protection Agency (USEPA)
CFDA/CSFA #	66.001
Grant Funding Program Name	Air Pollution Control, Section 105
Grant Funding Type	Project
Grant Award Type	Reimbursement
Granting Agency Contact Name	Angela Isom, EPA Project Officer; Michael Morrisette, EPA Grant Specialist
Granting Agency Phone or Email	Isom.Angela@epa.gov ; Morrisette.Michael@epa.gov
Granting Agency Address	61 Forsyth Street Atlanta, GA 30303-8960
Proposed Abstract (Project Scope of Work)	The EPA Air Pollution Control Section 105 Grant Program is to assist in the planning, developing, establishing, improving and maintaining adequate programs for prevention and control of air pollution. This application is for a two-year budget/project period award to support continued funding of the existing County program to protect air quality so that it achieves established ambient air standards and protects human health. The program includes ambient air monitoring and various other activities to reduce or control air pollutants such as ozone, particulate matter, regional haze, sulfur dioxide, carbon monoxide, and mercury. This program supports Pinellas County's Strategic Plan Goal 3.3 (Practice Superior Environmental Stewardship) to protect and improve the quality of our air. This program focuses on the core air protection objectives of attaining and maintaining National Ambient Air Quality Standards (NAAQS), ambient monitoring, addressing air toxics, supporting compliance and enforcement efforts, and permitting air pollution sources.
Benefit Summary (How will this benefit the County, Dept, etc.?)	

Respectfully,

Tammy L. Allen

Tammy L. Allen
Technical Project Coordinator
Pinellas County Public Works/Environmental Management Air Quality
509 East Avenue S., Suite 138
Clearwater, FL 33756
Phone (727) 464-3547
tallen@pinellascounty.org

[Find your DUNS Number](#)
[Quickly Renew SAM Registration](#)
[View NAICS Codes](#)

[Find your CAGE Code](#)
[View Set-Aside Certifications](#)
[View PSC Codes](#)

[View Point of Contact](#)
[View SAM Expiration Date](#)
[View Business Address](#)

REGISTRATION STATUS: ACTIVE

PAYMENTS FOR CONTRACTS & GRANTS WILL NOT BE AWARDED OR PROCESSED AFTER:

08-19-2022

PINELLAS, COUNTY OF

[Renew Registration Now](#)

FREDRICKA COLLINS

Legal Business Name: PINELLAS, COUNTY OF

Legal Business Address: 315 COURT ST RM 601
CLEARWATER, undefined, USA, 33756-5165

Email: FOUO Only

Phone: FOUO Only

Fax: FOUO Only

Mailing Address: 14 S. Fort Harrison
CLEARWATER, FL, USA, 33756-5338

DUNS: 055200216

UEI: R37RMC63XKG1

CAGE: null

Status: Active

Purpose Of Registration: All Awards

Electronic Business POC:

Name: FREDRICKA COLLINS

Email: FOUO Only

US Phone: FOUO Only

US Phone Ext: FOUO Only

Fax: FOUO Only

Address: 14 S. Fort Harrison
CLEARWATER, FL, USA, 33756-5338

Govt. Business POC:

Name: FREDRICKA COLLINS

Email: FOUO Only

US Phone: FOUO Only

US Phone Ext: FOUO Only

Fax: FOUO Only

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	EPA-CEP-01
Opportunity Title:	EPA Mandatory Grant Programs
Opportunity Package ID:	PKG00213703
CFDA Number:	66.001
CFDA Description:	Air Pollution Control Program Support
Competition ID:	
Competition Title:	
Opening Date:	
Closing Date:	10/04/2030
Agency:	Environmental Protection Agency
Contact Information:	Please consult your regional office.

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00691943
Application Filing Name:	Pinellas County Section 105 Air Pollution Control Program
UEI:	R37RMC63XKG1
Organization:	PINELLAS, COUNTY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Jun 13, 2022 10:41:45 AM EDT
Form State:	No Errors

FORM ACTIONS:

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Pinellas County dba Board of County Commissioners

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000800

*** c. UEI:**

R37RMC63XKG1

d. Address:

*** Street1:**

c/o Office of Management and Budget

Street2:

400 South Fort Harrison Avenue, 3rd Floor

*** City:**

Clearwater

County/Parish:

Pinellas

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

33756-5338

e. Organizational Unit:

Department Name:

Public Works

Division Name:

Environmental Mgmt Air Quality

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Sheila

Middle Name:

E.

*** Last Name:**

Schneider

Suffix:

MSCM

Title:

Environmental Division Manager

Organizational Affiliation:

Air Quality Division Manager

*** Telephone Number:**

(727) 464-4655

Fax Number:

*** Email:**

sschneider@pinellascounty.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.001

CFDA Title:

Air Pollution Control Program Support

* 12. Funding Opportunity Number:

EPA-CEP-01

* Title:

EPA Mandatory Grant Programs

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Areas Affected by Project_Section 105.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Air Pollution Control, Program support -- CAA Section 105; Ambient monitoring, compliance inspections & enforcement, etc.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="750,000.00"/>
* b. Applicant	<input type="text" value="1,311,280.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="500,000.00"/>
* g. TOTAL	<input type="text" value="2,561,280.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed: 

Jul 15, 2022

WS00691943-SF424_4_0-V4.0-1

Final Audit Report

2022-07-15

Created:	2022-07-15
By:	Anthony Jarmusz (ajarmusz@pinellascounty.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA645aQo6a3LUEWia27XinyGVQCcTwM7R7

"WS00691943-SF424_4_0-V4.0-1" History



Document created by Anthony Jarmusz (ajarmusz@pinellascounty.org)

2022-07-15 - 6:36:39 PM GMT- IP address: 136.174.187.5



Document emailed to Kelli Hammer-Levy (klevy@pinellascounty.org) for signature

2022-07-15 - 6:41:46 PM GMT



Email viewed by Kelli Hammer-Levy (klevy@pinellascounty.org)

2022-07-15 - 8:01:50 PM GMT- IP address: 172.225.248.136



Document e-signed by Kelli Hammer-Levy (klevy@pinellascounty.org)

Signature Date: 2022-07-15 - 8:02:21 PM GMT - Time Source: server- IP address: 96.59.85.96



Agreement completed.

2022-07-15 - 8:02:21 PM GMT



Adobe Acrobat Sign

Pinellas County

Section 105 Air Pollution Control Program Grant Application

SF424 Box 14: Areas Affected by Project: Pinellas County, FL



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

OMB Control No. 2030-0020
Approval expires 06/30/2024

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.25 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Kelli Hammer Levy, Director, Public Works Department

Typed Name & Title of Authorized Representative

Jul 12, 2022

Signature and Date of Authorized Representative

Statement of Competency

The Pinellas County Air Quality Division, as an approved local air program performing field and laboratory analysis, submits the following Demonstration of Competency in accordance with the United States Environmental Protection Agency's (EPA) Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-funded Assistance Agreements. This Demonstration of Competency serves as the consolidated certification for all the Division's programs receiving EPA grant funding including §103 PM2.5, §103 NATTS, §105 and the American Rescue Plan project.

An on-going continuing environmental program (CEP) relationship exists between EPA and Pinellas County. Pinellas County certifies the scope of work completed under these programs for the use or generation of environmental data is a continuation from prior CEP awards.

Documentation supporting this certification is maintained by the Pinellas County Air Quality Division. This certification is intended to satisfy the demonstration of competency required for all assistance agreements between Pinellas County's Air Quality Division and the EPA, and to be sufficient for our agency to move forward with grant funded activities which involve generation of environmental measurement data eligible for assistance during the period of October 1, 2022 to September 30, 2023.

Sheila E. Schneider, Air Quality Division Manager

Sheila Schneider

Jul 8, 2022

Name and Title of Principal Investigator

Signature of Principal Investigator, Date

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	EPA-CEP-01
Opportunity Title:	EPA Mandatory Grant Programs
Opportunity Package ID:	PKG00213703
CFDA Number:	66.001
CFDA Description:	Air Pollution Control Program Support
Competition ID:	
Competition Title:	
Opening Date:	
Closing Date:	10/04/2030
Agency:	Environmental Protection Agency
Contact Information:	Please consult your regional office.

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00691943
Application Filing Name:	Pinellas County Section 105 Air Pollution Control Program
UEI:	R37RMC63XKG1
Organization:	PINELLAS, COUNTY OF
Form Name:	EPA Form 4700-4
Form Version:	5.0
Requirement:	Mandatory
Download Date/Time:	Jun 13, 2022 10:38:49 AM EDT
Form State:	No Errors

FORM ACTIONS:



Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. Unique Entity Identifier (UEI):

C. Applicant/Recipient Point of Contact

Name:

Phone:

Email:

Title:

II. Is the applicant currently receiving EPA Assistance? ☒ Yes ☐ No

III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

See attached Form 4700-4 and support document previously completed and signed 5/5/2022.

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

Not Applicable.

V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

None.

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

Not Applicable.

- VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95)
- ☒ Yes ☐ No
- a. Do the methods of notice accommodate those with impaired vision or hearing? ☒ Yes ☐ No
- b. Is the notice posted in a prominent place in the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? ☒ Yes ☐ No
- c. Does the notice identify a designated civil rights coordinator? ☒ Yes ☐ No
- VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a)) ☒ Yes ☐ No
- IX. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. (1974)) ☒ Yes ☐ No
- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

Jeffery Lorick, Director, Office of Human Rights, 400 S. Ft. Harrison Ave., Clearwater, FL 33756
jlorick@pinellascounty.org (727) 464-5356

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or applicant's/recipient's website address for, or a copy of, the procedures.

Yes. <http://www.pinellascounty.org/humanrights/titlevi-policy-grievance.htm>
and <http://www.pinellascounty.org/humanrights/ada-grievance.htm>

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Completed by Grants.gov upon submission.

B. Title of Authorized Official

C. Date

Completed by Grants.gov
upon submission.

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date



Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. Unique Entity Identifier (UEI):

C. Applicant/Recipient Point of Contact

Name:

Phone:

Email:

Title:

II. Is the applicant currently receiving EPA Assistance? ☒ Yes ☐ No

III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

See Form 4700-4 Support Attachment.

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

Not Applicable

V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

None

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☒ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

Not Applicable

- VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95) ☒ Yes ☐ No
- a. Do the methods of notice accommodate those with impaired vision or hearing? ☒ Yes ☐ No
- b. Is the notice posted in a prominent place in the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? ☒ Yes ☐ No
- c. Does the notice identify a designated civil rights coordinator? ☒ Yes ☐ No
- VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a)) ☒ Yes ☐ No
- IX. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. (1974)) ☒ Yes ☐ No
- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

Jeffery Lorick, Director, Office of Human Rights, 400 S. Ft. Harrison Ave., Clearwater, FL 33756
jlorick@pinellascounty.org (727) 464-5356

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or applicant's/recipient's website address for, or a copy of, the procedures.

Yes.
<http://www.pinellascounty.org/humanrights/titlevi-policy-grievance.htm>
and
<http://www.pinellascounty.org/humanrights/ada-grievance.htm>

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Kelli Hammer Levy

B. Title of Authorized Official

Director, Public Works

C. Date

5/5/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

Pre-award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance SF 4700-4

Question III: List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege - discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

Begun	Case #	Agency/Court	Discrimination Type	Status	Closed
4/15/2022	511-2022-01560	EEOC	Disability	Charge of Discrimination filed	
2/17/2022	511-2022-01288	EEOC	Disability	Charge of Discrimination filed	
12/6/2021	511-2021-02799	EEOC	Disability	Response to Claim filed 1/5/22	
9/28/2021	511-2021-01624	EEOC	Sexual Harassment	Response to Claim filed 11/5/2021	
5/6/2021	4:21-cv-00186	U.S. Northern District Fla.	SB90 -First Amendment violation	On Appeal 4/11/22	
5/6/2021	4:21-cv-00187	U.S. Northern District Fla.	SB90 - Unconstitutionally burdens right to vote	On Appeal 4/11/22	
5/17/2021	4:21-cv-201	U.S. Northern District Fla.	SB90 - Violation of 1st, 14th, 15th Amendments; race based	On Appeal 4/11/22	
6/14/2021	4:21-cv-242	U.S. Northern District Fla.	SB90 - Violation of 1st, 14th Amendment; disability based	On Appeal 4/18/22	
10/15/2020	511-2020-04126	EEOC	National Origin / Disability	Response to Charge Filed 3/10/2021	
4/27/2020	511-2020-03031	EEOC	Disability	Response to Charge Filed 6/2/2020	
8/27/2020	8:20-cv-02005-TPBAEP	Middle District FL	Gender Identity	Pending Motions to Dismiss 12/28/21	
2/25/2016	18-002600-CI	6th Circuit	Employment / Race	Pending Motion for SJ filed 1/11/22	
4/11/2017	486-2017-00196	EEOC	Race/Sex/Retaliation	Right to Sue letter issued	

Question VII: Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95)

Documentation:

<http://www.pinellascounty.org/Humanrights/default.htm> Office of Human Rights

Question VII (a): Do the methods of notice accommodate those with impaired vision or hearing?

Accessibility information:

Pinellas County Accessibility Statement

<http://www.pinellascounty.org/accessibility-statement.htm>

Accessibility Assistance

<http://www.pinellascounty.org/accessibility.htm>

Question VII (b): Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

Pinellas County Government nondiscrimination policy:

<http://www.pinellascounty.org/Humanrights/default.htm> Office of Human Rights

Question VII(c): Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95)

[Title-VI-Policy-and-Grievance-Procedure.pdf \(pinellascounty.org\)](#)

[Pinellas County, Florida - Office of Human Rights](#)

<https://www.pinellascounty.org/Humanrights/aao.htm>

Question VIII: Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a))

<http://www.pinellascounty.org/Plan/demographics.htm> Demographics

and

<http://www.pinellascounty.org/Plan/demographics/PopulationbyMunicipalityRacePinellas.pdf>

Question IX: The recipient responded "Yes" to having a policy/procedure for providing access to services for persons with limited English proficiency.

<http://www.pinellascounty.org/Humanrights/pdf/LEP-plan.pdf>

Question XI: If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a

violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.

Adopted Grievance Procedures

<http://www.pinellascounty.org/humanrights/titlevi-policy-grievance.htm>
and
<http://www.pinellascounty.org/humanrights/ada-grievance.htm>

Pinellas County Air Quality Division Cyber Security Grant Condition

The Pinellas County Air Quality Division does not submit data directly to EPA networks nor do we use EPA networks to transfer data under this agreement. The Florida Department of Environmental Protection retrieves our data remotely via a wireless network and are the responsible agency for uploading data into the EPA system and securing their networks. Pinellas County cannot speak to or is responsible for the security policies/standards set by the State of Florida.

With regard to our communications with EPA via office e-mails, Pinellas County workstations and server data are protected by firewalls, spam filtering, industry standard access controls, a dedicated security team and other appropriate security measures where warranted including encryption. Pinellas County's Business Technology Services Information security department has implemented several methods (administrative and technical) to deter hacking; such as an intrusion detection system (IDS), user security awareness programs, security policies, asset management, and vulnerability management programs. The Information Security Department also implemented a security information and event management (SIEM) product to aggregate, correlate, and alert on critical security events from disparate types of devices. The IDS monitors network traffic to watch for signs of malicious activity and creates alerts on them for the security team to respond to. The security awareness program is aimed at end-users to educate the users on identifying and avoiding phishing emails and malicious websites which are a main entry point for hackers into an organization. Security policies have been drafted which will support the asset management programs in order to better allow Pinellas County to identify which systems are critical in order to protect them more effectively. The County's vulnerability management program scans county assets weekly to identify those weaknesses which hackers exploit so Business Technology Services staff may patch them prior to identification by malicious actors. Several other technologies provide technical controls which the County's networking team has implemented or is currently implementing, such as F5 web application firewalls, as well as network segmentation.

PINELLAS COUNTY INFORMATION SECURITY POLICY

This policy is
Authorized by the Pinellas County BTS Board
and
Maintained by the Pinellas County Security Panel

Revised and Adopted: August 20, 2021

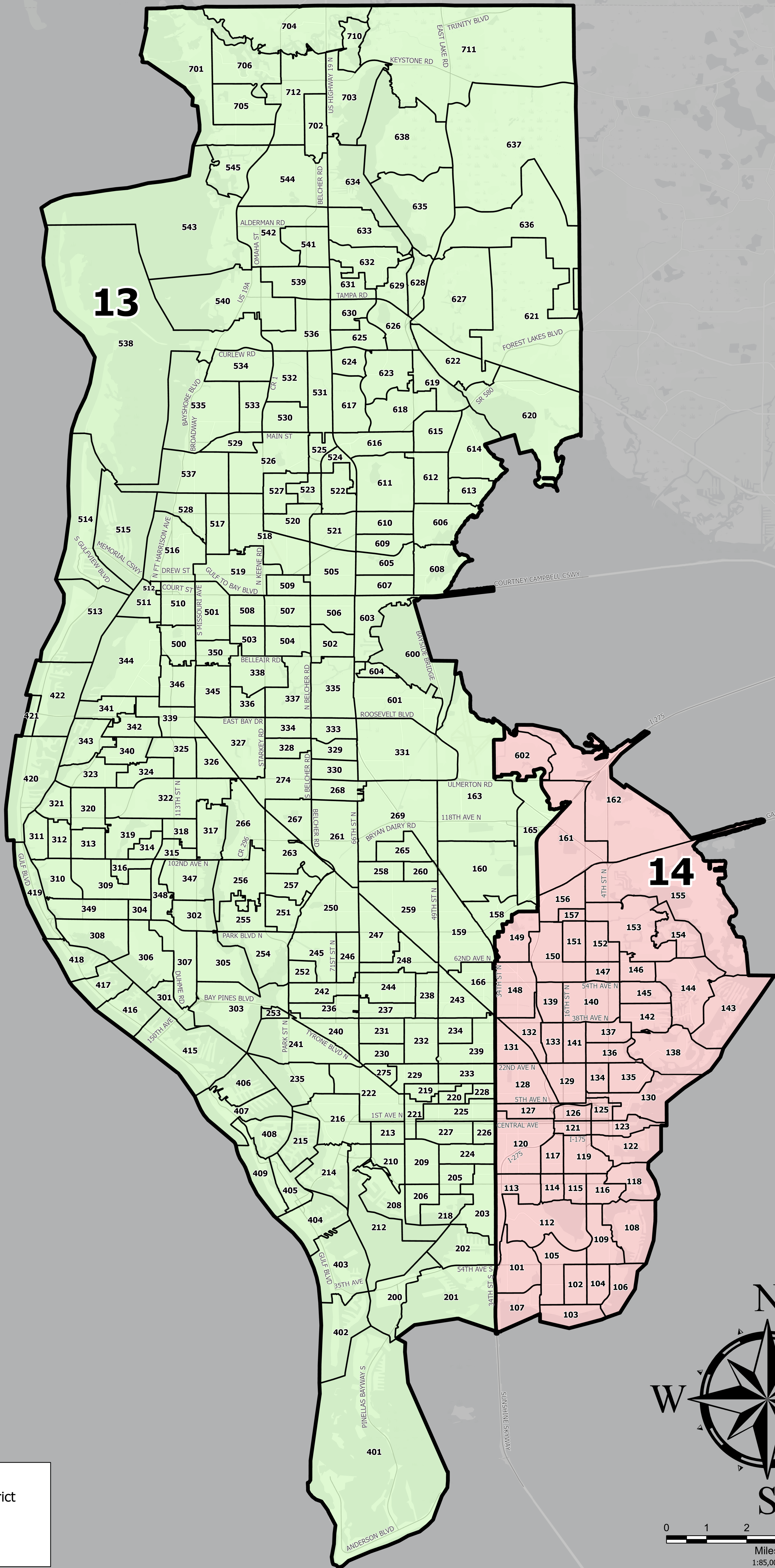
Security Panel Membership as of July 2021:

Business Technology Services
Board of County Commissioners
Clerk of the Circuit Court
Court Administrator
Property Appraiser
Public Defender
Sheriff
State Attorney's Office
Supervisor of Elections
Tax Collector



VOTER PRECINCTS AND CONGRESSIONAL DISTRICTS

Pinellas County, Florida
Effective: May 24, 2022
Supervisor of Elections
Julie Marcus





July 15, 2022

Michael Morrisette
Grants & Audit Management Section
U.S. Environmental Protection Agency
61 Forsyth Street, S.W.
Atlanta, GA 30303-8960

Re: FFY 2023 and FFY2024 Indirect Cost Rate Submittal – Air Pollution Control, Section 105 Grant Application

Dear Mr. Morrisette:

Pinellas County Air Quality Division's FFY 2023 and FFY 2024 budgets and the Air Pollution Control Section 105 Grant include the allocation of indirect costs to the various funds and cost centers within the Department. Environmental Protection Agency Grant Regulations and OMB 2 CFR Part 200 Cost Allocation were followed for determining the appropriate assignment of costs.

The Total Indirect Rate requested for approval for the FFY 2023 and FFY 2024 project periods is 39.31%.

The attached indirect costs are from the County's "Central Services Cost Allocation Plan," OMB 2 CFR Part 200 Cost Allocation Plan, and various "Department Cost Allocation" plans. The Central Services charges are based on an allocation process derived from direct salaries, and other actual operating expenditures and allowable costs. Other Departmental costs are based on historical data of costs incurred by other service departments. The appropriate indirect costs will be applied based on the certified OMB 2 CFR Part 200 Cost Allocation Plans for FFY 2023 and FFY 2024.

The total "Air Program costs and operations" are not fully grant-related. Therefore, we apply the pre-determined rate for Indirect Costs to properly determine allowable reimbursable expenses.

Based on the "work years" assessment detailed on the application's Object Class Category for personnel, it shows \$542,209.00 for projected salaries, attributable to the FFY 2023 grant efforts. The calculated "pre-determined" General Governmental indirect rate of 27.12%, plus an additional rate of 12.19% for "general administrative costs", will be applied to direct program salaries for the FFY 2023 project period. The general administrative rate is based on hours of general supervisory and administrative activities incurred by Air Division staff divided by the total agency staff hours for a measured work period.

Based on the "work years" assessment detailed on the application's Object Class Category for personnel, it shows \$538,592.00 for projected salaries, attributable to the FFY 2024 grant efforts. The estimated "pre-determined" General Governmental indirect rate of 27.12%, plus an additional estimated rate of 12.19% for "general administrative costs", will be applied to direct program salaries for the FFY 2024 project period.

Should you have any questions regarding this submittal, please call me at (727) 464-4655.

Sincerely,

Sheila E. Schneider
Sheila E. Schneider (Jul 15, 2022 12:18 EDT)

Sheila E. Schneider, MSCM
Air Quality Division Manager

509 East Avenue South, Suite 138
Clearwater, FL 33756
Phone (727) 464-4422
V/TDD (727) 464-4062
www.pinellascounty.org

PINELLAS COUNTY AIR QUALITY DIVISION GRANTS & CONTRACTS

FY23

% FOR INDIRECTS, ADMINISTRATIVE (AGENCY INDIRECTS), BENEFITS, AND LEAVE TIME
6/14/2022

2 CFR Part 200 Cost Allocation Plan % Indirects:

(Based on FY 2021 Actual Expenditures)

27.12% for County Indirects

% for Administrative (Agency Indirects) Time:

Total Salaries & Wages 10/1/20-9/30/21

0001 460,019

1075 792,841

1,252,860

39.31% Combined Indirects Rate

Total Indirect Admin Salaries 10/1/20-9/30/21

(000282A/3XX.x) 135,481.67

LWP Training 17,249.63

152,731

**12.19% % for Administrative Overhead
(Total Agency Indirects)**

% for Benefits is calculated on FY-23 budget estimates as of 6/14/22:

65.42% % for Benefits

(Leave, SS, Health Ins., Retirement, etc)

Based on FY21 Actuals. 2 CFR Part 200 - DRAFT (04/06/22)	FY23		
<u>ELEMENTS</u>	<u>258300 AQ</u> <u>F0001</u>	<u>1075 AQ F1075</u>	<u>TOTAL</u>
General Government	4,131	4,499	8,630
Building Depreciation	40,361	0	40,361
Communications	0	0	0
Print	0	-61	-61
Mail	4,157	144	4,301
Clerk - Finance	15,244	15,423	30,667
Attorney	8,543	15,299	23,842
Cnty Admin	6,899	7,666	14,565
Purchasing	769	4,483	5,252
OMB	2,962	5,304	8,266
Facility Mgmt North I	0	0	0
NW Section O&M	103,092	0	103,092
Enterprise Asset Management	9,320	8,285	17,605
Facility Mgmt North II	0	0	0
Human Resources	11,993	13,326	25,319
Human Rights	381	1,142	1,523
Records Management	14,720	0	14,720
Risk Cost Plan	12,605	6,878	19,483
BTS Cost Plan	0	20,125	20,125
Clerk - FIS	0	0	0
Insp-Gen	767	1,292	2,059
TOTAL INDIRECT COSTS	235,944	103,805	339,749
SALARIES AND WAGES	460,019	792,841	1,252,860
PROPOSED INDIRECT RATE	51.29%	13.09%	27.12%



Pinellas County
Air Quality Fund 1075
Fiscal Year 2020-2021
Indirect Cost Rate Proposal

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
1 Salary and Wages	\$792,841			\$792,841
Distribution %:	100.00%			100.00%
2 PT Wages & Overtime	\$2,202			\$2,202
3 Benefits 47.58%	\$377,244			\$377,244
Subtotal:	\$1,172,286			\$1,172,286
B) Indirect Cost Plan				
Building Depreciation				
Equipment Depreciation				
I 114300 Gen Gov	\$4,499		\$4,499	
I 171010 Cnty Attny	\$15,299		\$15,299	
I 201010 Cnty Admin	\$7,666		\$7,666	
I 321110 Office Mgt&Budget	\$5,304		\$5,304	
I 351110 Purchasing	\$4,483		\$4,483	
I 361310 Gen Asset Mgt				
I 361410 Real Prop Leases				
I 361501 Mid County Sections O&M				
I 361525 NW Section O&M				
Clearwater Chiller Plant				
I 361530 SE Section O&M				
I 361540 Jail Section				
I 431571 Construction Mgmt-Ops				
I 431572 Eng Support				
I 431574 Survey & Mapping				
I 441010 Office of Enterprise Asset Mgmt	\$8,285		\$8,285	
I 661110 Human Resources	\$13,326		\$13,326	
I 671110 Office Human Rights	\$1,142		\$1,142	
I502 950100 Clk Adm				
I502 950410 Print	-\$61		(\$61)	
I502 950420 Mail	\$144		\$144	
I502 952720 Tech				
I502 950500 Finance	\$15,423		\$15,423	
I502 950520 Bd Rec				
I502 952410 Rec Mgt BCC				
I502 953100 Insp Gen	\$1,292		\$1,292	
BTS CAP	\$20,125		\$20,125	
RISK CAP	\$6,878		\$6,878	
Subtotal:	\$103,805		\$103,805	
Total Costs:	\$1,276,091		\$103,805	\$1,172,286
C) Cost Adjustments				
Other Wages	\$1,120	\$1,120		
Total Indirect Costs:	\$1,120	\$1,120		
D) Total Costs	\$1,277,211	\$1,120	\$103,805	\$1,172,286
Total Indirect Costs:	\$103,805			
Total Direct Salaries:	\$792,841	Calculated Indirect Cost Rate:		13.09%



Pinellas County
Air Quality '001-258300
 Fiscal Year 2020-2021
 Indirect Cost Rate Proposal

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
1 Salary and Wages	\$460,019			\$460,019
Distribution %:	100.00%			100.00%
2 PT Wages & Overtime	\$22,404			\$22,404
3 Benefits 48.55%	\$223,341			\$223,341
Subtotal:	\$705,764			\$705,764
B) Indirect Cost Plan				
Building Depreciation	\$40,361		\$40,361	
Equipment Depreciation				
I 114300 Gen Gov	\$4,131		\$4,131	
I 171010 Cnty Attny	\$8,543		\$8,543	
I 201010 Cnty Admin	\$6,899		\$6,899	
I 321110 Office Mgt&Budget	\$2,962		\$2,962	
I 351110 Purchasing	\$769		\$769	
I 361310 Gen Asset Mgt				
I 361410 Real Prop Leases				
I 361501 Mid County Sections O&M				
I 361525 NW Section O&M	\$103,092		\$103,092	
Clearwater Chiller Plant				
I 361530 SE Section O&M				
I 361540 Jail Section				
I 431571 Construction Mgmt-Ops				
I 431572 Eng Support				
I 431574 Survey & Mapping				
I 441010 Office of Enterprise Asset Mgmt	\$9,320		\$9,320	
I 661110 Human Resources	\$11,993		\$11,993	
I 671110 Office Human Rights	\$381		\$381	
1502 950100 Clk Adm				
1502 950410 Print				
1502 950420 Mail	\$4,157		\$4,157	
1502 952720 Tech				
1502 950500 Finance	\$15,244		\$15,244	
1502 950520 Bd Rec				
1502 952410 Rec Mgt BCC	\$14,720		\$14,720	
1502 953100 Insp Gen	\$767		\$767	
BTS CAP				
RISK CAP	\$12,605		\$12,605	
Subtotal:	\$223,337		\$235,942	
Total Costs:	\$929,101		\$235,942	\$705,764
C) Cost Adjustments				
Total Indirect Costs:				
D) Total Costs	\$929,101		\$235,942	\$705,764
Total Indirect Costs:	\$235,942			
Total Direct Salaries:	\$460,019	Calculated Indirect Cost Rate:	51.29%	


Pinellas County 105 Grant Application FY23_FY24_Indirect Cost Letter


Final Audit Report


2022-07-15


Created:	2022-07-15
By:	TAMMY ALLEN (TALLEN@PINELLASCOUNTY.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj2JR68Drbm33_p3KabgybadeFyTux7Zk

"Pinellas County 105 Grant Application FY23_FY24_Indirect Cost Letter" History

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 Document e-signed by Sheila E. Schneider (sschneider@co.pinellas.fl.us)
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I. Introduction

A. Purpose

The purpose of this Information Security Policy is to:

- Protect information technology
- Minimize liability and determine acceptable risk related to information and information technology
- Assign responsibility and roles for information and information technology

The intent of this Information Security Policy is not to restrict or inhibit an Agency's ability to perform business activities through the use of information or information technology.

B. Approach

The approach taken in writing this Security Policy is based on the "weakest link" principle. In other words, since all components of information technology are interrelated (a chain), the overall strength of information security is determined by the weakest security employed on a component of information technology. Information security can no longer be a concern of technical specialists alone--it must instead be addressed by everyone.

C. Exceptions

Any exceptions to the Information Security Policy will be approved by the respective Appointing Authority and the Department of Information Technology Security Section. If a conflict exists, the matter will be reviewed by the Pinellas County Information Security Panel and presented to the Information Technology Board.

D. Authority for Action

The IT Information Security Officer shall have the authority to take action consistent with this Policy to protect the Enterprise network and associated systems.

II. Users

A. Summary

Users conduct a great deal of business by the use of computer devices and networks. To this end, this Policy provides information security instructions applicable to all users (employees and third parties) who use computer systems. All users are expected to comply with this Policy as a condition of continued employment or access to the Enterprise Network.

B. Scope and Applicability

This Policy applies to the handling of all production information, regardless of the origin of this information (card holder transactions, third party market research, etc.). "Production information" is information routinely used to perform business activities. This Policy applies regardless of the information technology used, regardless how the information is employed to meet business needs, and regardless which users have access to the information and information technology. This Policy applies to all Pinellas County agencies, all other agencies that use Pinellas County information and Pinellas County information technology, and all third-parties who have access to Pinellas County information and information technology. This Policy applies to any electronic device that connects to the Pinellas County network or contains Pinellas County data.

C. Passwords and Multi-Factor Authentication

1. Minimum Password / Passphrase Length

All system administrators must define a minimum password/passphrase length commensurate with the level of security required. For all systems, a minimum length of fourteen (14) characters is to be used when feasible, otherwise use the maximum that the system allows. When a system has the capability of automatically enforcing a minimum length, this ability shall be activated.

2. Multi-Factor Authentication

Where possible, multi-factor authentication will be employed for all user accounts.

3. Complex Passwords / Passphrases

Password complexity is not mandated unless explicitly demanded for an Appointing Authority due to compliance requirements such as the BTS CJIS Security Policy. System Administrators should compare prospective passwords/passphrases against the list of known bad passwords/passphrases, when possible. Users must use difficult to guess passwords/passphrases on systems that do not automatically generate appropriate passwords/passphrases. A difficult-to-guess password is one which does not consist of one type of character, and which does not appear in any dictionary. For example, a password with all letters or all numbers would not be appropriate. Common character sequences such as "123456"

also must not be employed. Personal details such as a spouse's name, license plate number, social security number, and birthday must not be used unless accompanied by additional unrelated characters.

4. Cyclical Passwords / Passphrases Prohibited

Users are prohibited from constructing fixed passwords/passphrases by combining a set of characters that do not change, with a set of characters that predictably change. In these prohibited passwords, characters which change are typically based on the month, a department, a project, or some other easily guessed factor. For example, users must not employ passwords/passphrases like "JAN2021" in January, "FEB2021" in February, or "Summer2020" and "Fall2021".

5. Password / Passphrase Reuse Prohibited

Users may not reuse a password/passphrase unless at least twelve (12) months has passed since the password/passphrase was last used. Systems with the capability to enforce this automatically should have this ability turned on.

6. Storage of Passwords / Passphrases

Users must maintain exclusive control of their personal passwords; they must not share them with others. Passwords/passphrases must not be stored in readable form in files, browsers, terminal function keys, in computers without access controls or in other locations where unauthorized persons might discover them. This includes unsecured paper or other written records. Where systems and applications that support managed service accounts, password/passphrase managed service applications should be used when possible for service account and password/passphrase login maintenance.

7. Expiration of Passwords / Passphrases

Passwords/passphrases are required to be changed every ninety (90) days unless MFA is initiated, then timeframe may be extended to 180-days.

8. Timeout / Lockout

Where possible, users shall have a maximum of six (6) attempts to enter the correct password. Failure to do so may result in a lockout period not to be less than thirty (30) minutes.

9. System Access control with Individual Passwords / Passphrases

Information technology access control to production Enterprise systems must be achieved via passwords/passphrases that are unique to each individual user, excluding systems intended for public viewing applications.

10. Changing of Vendor-Supplied Default Passwords/Passphrases

Whenever any computer system or device has a vendor-supplied default password/passphrase enabled, this password/passphrase must be disabled or changed prior to the system or device being placed in service.

D. Privilege Control

1. Permissible Uses of Information

Information and information systems must be used only for the business purposes expressly authorized by management.

2. Existence of User Access Capabilities Does Not Imply Permission

Users must not read, modify, delete, or copy a file belonging to another user without first obtaining permission from the owner of the file or someone else authorized to grant such permission. Unless general user access is clearly provided, the ability to read, modify, delete, or copy a file belonging to another user does not imply permission to actually perform these activities.

3. Reporting Changes in User Duties to Systems Administrators

Management must promptly report all significant changes in end-user duties or employment status to the computer system administrators handling the user-IDs of the affected persons.

4. All System Access Privileges Cease When Access is No Longer Required

All information systems privileges must be promptly terminated at the time that a user ceases to provide services that require access.

5. Browsing is Prohibited

Users must not browse through computer systems or networks. For example, curious searching for interesting files and/or programs in the directories of other users is prohibited. Steps taken to legitimately locate information needed to perform one's job are not considered browsing.

6. External Connections Require Approval

Access to Pinellas County internal networks from remote locations including homes, hotel rooms, and customer offices, must in all instances be approved in advance by the involved user's immediate manager. In addition, the IT Information Security Section must be notified prior to the implementation of such access.

E. Locking Workstations

Employee workstations should be locked, and password protected when not in use by users. This can be accomplished by manually locking the workstation before leaving or preferably by utilizing an automated locking method with a reasonable timeframe for auto locking.

F. Software

1. Application Software

Users should not install any software programs on computers without obtaining advance permission from management.

2. Operating System Software

Users must not change operating system configurations, upgrade existing operating systems, or install new operating systems on any devices without obtaining advance permission from their Agency management.

3. Virus Program Installed

All systems must run virus detection software that has been approved by the IT Information Security Section if such software is commercially available. The software must run each time the machine is turned on and whenever external storage media is supplied (floppy and zip disks).

a) Current Pattern Files

All virus protection programs must utilize current scanning files (pattern files) when made available by the virus protection software vendor.

b) Internet Software Must be Scanned for Viruses Prior to Execution

Any software, which is received as an E-mail attachment or by any other resources of the Internet, must be written to a secondary storage device such as a hard drive prior to executing the software. This is to ensure that the software is scanned by the users' virus protection software.

c) Virus Programs May Not be Disabled

Users may not disable virus detection programs.

4. Management Review of End-User Backup Process

Department managers or their delegates must make sure that proper backups of sensitive, critical and valuable data are being made if such data is resident on microcomputers (PC), workstations, or other small systems.

G. Hardware

Users should not install any hardware on personal computers without obtaining advance permission from management.

H. Reporting of Security Breaches

Any issues related to security breaches such as viruses and unauthorized access should be reported to the users' systems administrator. The systems administrator shall report security-related incidents to the IT Information Security Officer.

I. Third-Party Access

1. Contractors and Contracted Individuals

Before such third parties are given access to systems, a contract defining the terms and conditions of such access must have been signed by a responsible manager or principal of the third party organization. The contract must include a statement that the third party will abide by this Security Policy.

2. Non-Contracted Third Parties

Such third parties must only be granted access to computers or networks with agency approval.

3. Third Parties Must Agree Not To Disclose Sensitive Security Information

Third Parties must agree in writing prior to beginning work not to reveal sensitive security information to non-employees without permission from the hiring Agency.

4. Third Parties and Their Own Computers

Third parties must not connect their own electronic devices or personal computers to the Enterprise network unless they have received prior approval by Agency management.

J. Employee Security Awareness Training

Every entity shall establish and maintain a formal security awareness program to make all personnel aware of the importance of information security.

- The program shall provide multiple methods of communicating awareness and educating personnel.
- Personnel must complete security awareness training during new employee orientation and at least annually thereafter.
- BTS shall provide a compliant solution to facilitate security awareness training for all entities.
- Appointing Authorities may authorize employee access accounts be disabled if security awareness training is not completed in accordance with this policy.
- Personnel that do not complete training in compliance with this policy may be subject to disciplinary action.
- Personnel may incur loss of financial or personal data that could have impact to the employees outside the scope of their employment if they disclose their username and password to an unknown third party or malicious actor.

III. Applications

A. Purchased Out of Box (“Off the Shelf”) Applications

Agencies are responsible for the security of out of the box applications.

B. Application Development

1. Generally

a) Applications Developed with Security in Mind

Before a new application is developed, Agency management must have clearly specified the relevant security requirements.

b) Design Conforms to Established Standards

Agency management must ensure that all software development and software maintenance activities performed by in-house staff or third parties subscribe to Pinellas County policies, standards and procedures as they relate to security.

c) Development Tasks Performed by Appropriate Personnel

Software development will be performed by staff or third parties tasked with that responsibility, with exceptions as approved by Agency management.

2. Development by Third Parties

a) Subject to Same Security Policies as In-House Development

All third party development is subject to Section III, B, 1 of this Policy.

b) Source Code Remains with the Agency Upon Departure

Source code developed by outside personnel under contract shall remain with the Agency in the same manner as software developed internally upon the departure of the third party. The contracting Agency and/or the Department of Information Technology shall make arrangements for the safe storage and retention of such source code.

c) Developed Applications for Critical Production Use

If a third party developed application is being considered, and if this software will be used for a critical business activity, one of two conditions must be met prior to completing the transaction. The first condition is that the third party must license any developed intellectual property to the Agency. The second condition is that the third party must periodically provide any developed intellectual property to a mutually agreed on party who will hold it in escrow. This Policy allows the Agency staff to continue to maintain the software even though the third party may have gone out of

business, may have discontinued the product, or may be negligent in terms of fixing problems in the code.

d) Passwords and User Accounts

When it is necessary for third parties to be given access to systems, special accounts with the permissions necessary for the job shall be set up for their exclusive use. Such accounts will be deleted or disabled upon the termination of the third party's employment. Passwords for accounts used by IT staff or employees shall not be given to third parties. If this is not possible, any passwords a third party may have been given or been exposed to shall be changed upon the termination of the third party's employment.

3. Application Security

a) No Undocumented Access Methods

Programmers and other technically-oriented staff must not install back doors that circumvent the authorized access control mechanisms found in operating systems and/or access control packages.

b) Test Data Clearly Identified and Separated From Production

Software in development and its data must be kept strictly separate from production software and its data. If facilities permit it, this separation must be achieved in physically separate computer systems. When computing facilities do not allow this, separate directories or libraries with strictly enforced access controls must be employed.

4. Application Development

a) Development Methods

Because unfamiliar programming languages can pose a security risk, the introduction of tools and languages not previously used in production work shall be reviewed and must be approved by Agency management. For third-party development, the contracting Agency must grant approval for new tools and languages.

b) Developer Access Privileges Limited

Application development staff must not be permitted to access production information, with the exception of the production information relevant to the particular application on which they are currently working.

5. Application Testing

a) Access to Production Data Restricted

Where access to production information is required so that new or modified applications may be developed or tested, only "read" and "copy" access may

be granted to production systems. This access is permitted only for the duration of the project and must be promptly revoked upon its completion.

b) Special Certification Required

In rare circumstances an in-house or third party development project can have a direct impact on human safety. In such instances, management must certify to the IT Board that necessary security controls are in place, functioning, and have been thoroughly tested.

6. Mission Critical Applications

All software that handles sensitive or critical information, and that has been developed in-house or by third parties, must have its security controls fully operational prior to being placed in production.

C. Databases

1. Applicability

This section of the Security Policy applies to all production databases.

2. Database Updates Must be Made Only Through Established Channels

Updates to production databases must only be made through established channels that have been approved by Agency management. Unless authorized by Agency management, the use of direct database access utilities in the production environment is not permitted.

IV. Information

A. Security of Information Generally

Information is no longer something which supports the provision of a product or service. Information itself has become the product or service that many entities provide. The new centrality of information necessitates the establishment of new roles and responsibilities to properly manage and protect it. To this end, this Policy defines the information security roles and responsibilities of Owners, Managers, and Users.

B. Scope and Applicability

This section applies to the handling of all production information, regardless of the origin of this information. "Production information" is information routinely used to perform important business activities or routinely used to support management decision-making. This Policy applies regardless of which information handling technology is used, where the information resides, how the information is employed to meet business needs, and which users have access to the information. This applies to all Pinellas County agencies, all other agencies which use Pinellas County networks, and third parties who have access to production information.

C. Public Records

Ch.119, Fla. Stat. (2000) provides that most records produced in the course of government business are public and are open to inspection by anyone who asks. The law further provides that the Information Owner (generally elected officials) may reasonably regulate the time and manner of such inspections. The law also assigns responsibility for the security of information. The fact that a particular piece of information is public record does not mean that it may be disclosed in any manner that an employee or contractor may see fit, nor does it excuse security breaches or other violations of the security Policy by anyone.

1. Access to Information

All information is to be accessed in the manner approved by the Owner responsible for it, using systems and access methods designed by technology staff for that purpose.

2. Exemptions From Public Records Law

Certain information is exempt from Ch. 119, Fla. Stat. (2000). Among the categories is security information. System passwords, user accounts, and other information directly related to security are not open to public inspection.

D. Roles

1. Information Owners (Elected and Appointed Officials and their designees)

The term "owner" to government must necessarily have a different meaning than in the private sector. An Information Owner in a government context means that

person or persons who are legally charged with and granted the authority for acquiring, creating, and maintaining information and information systems within their assigned area of control.

a) Responsibilities of Information Owners

- Categorizing the criticality of information for which they have been designated as Owner.
- Authorizing User access to information.
- Deciding permissible uses of information.
- Approving relevant controls for information consistent with policies and standards.
- Understand the uses and risks associated with the information for which they are accountable, including their responsibility for the consequences associated with improper disclosure, insufficient maintenance, inaccurate classification labeling, and other security related control deficiencies.
- Provide Users with sufficient time to receive periodic information security training.

b) Information Ownership Assignment

The Information Owner must specify the assignment of information ownership responsibilities for databases, master files, and other shared collections of information. The Information Owner is also responsible for designating the individuals who will maintain access rights to these information collections on behalf of the owners.

c) Authority for Information Owners

The authority for Information Owners (generally elected or appointed officials or their designees) is set forth in Ch. 119, Fla. Stat. (2000), the Florida Constitution, and other laws.

2. Information Managers

Information Managers are individuals (Agency IT personnel, systems administrators or Department of Information Technology staff) who have been granted physical or logical possession of information by Owners.

a) Responsibilities of Information Managers

- Provision, monitoring, and maintaining of information systems services consistent with the instructions of Owners and consistent with the policies and standards issued by the Information Technology Board.
- Protecting the information in their possession from unauthorized access, alteration, destruction, or usage.
- Providing and administering general controls such as backup, recovery, and updates of virus protection files.

b) Production Changes Prohibited

Information Managers are forbidden from changing the production information in their possession unless they have received explicit permission from either the Owner or an authorized User.

c) System Administrators

System administrators are individuals that are empowered or tasked with the administration of computer systems.

(1) System administrators should follow the best practices documents for the environments that they maintain.

(2) To further ensure compliance, agencies should incorporate policy and best practice compliance as part of the performance evaluations for employees that administer systems.

3. Information Users

Information Users are individuals who have been granted explicit authorization to access, modify, delete, and/or utilize information by the Owner.

a) Responsibilities of users

- Use information only for the purposes specifically approved by the Owner.
- Comply with all security measures defined by the Owner, implemented by the Manager, and/or defined by this Policy or other Agency policies.
- Refrain from disclosing information in their possession without first obtaining permission from the Owner.
- Report to the Information Manager all situations where they believe an information security vulnerability or violation may exist.

b) Special Responsibilities

Users may have special responsibilities, such as backup and virus screening, which are defined in the User section of this Information Security Policy.

E. Data Criticality

1. Web and Commerce Servers Must Not Store Critical Information

Web and commerce servers must not be used to store any critical information such as credit card numbers, credit references, and social security numbers.

2. Labels for Collections of Information with Various Sensitivities

When information of various sensitivity classifications is combined, the resulting collection of information must be classified at the most restricted level found anywhere in the sources.

3. Erasure of Sensitive Information

Sensitive information must be made unrecoverable on the storage media prior to disposal or transfer of the assets.

4. Regular Purging of Information Which Is No Longer Needed

All information must be destroyed or disposed of when no longer needed pursuant to applicable records retention guidelines. To support this Policy, management must review the continued value and usefulness of information on a periodic and scheduled basis.

5. Electronic Media Disposal

To ensure the proper and secure handling of sensitive electronic information or data, all storage systems or devices will follow the “Best Practices document for Electronic Media Disposal”.

F. Protected Healthcare Information

1. Health Information Portability and Accountability Act

Agencies or departments that are designated as “Covered Entities” that deal with Protected Health Information (PHI) data, must ensure they are compliant with the most recent HIPAA/HITECH regulations. Covered Entities should work with their designated HIPAA compliance officer to ensure compliance.

V. Servers

A. Generally

1. Environmental Concerns

a) Climate Control for All Servers

All servers must be located in climate control areas where the temperature and humidity can be adjusted to meet the hardware requirements.

b) Power/UPS considerations

All servers must have uninterruptible power systems (UPSs).

2. Physical Security

a) Location

Areas that house servers must be protected with physical security measures that prevent unauthorized persons from gaining access.

b) Moving Servers Without Approval Prohibited

Servers must not be moved or relocated without the prior approval of the involved department manager.

3. Communications

a) Servers Protected by the County Firewall

All servers must be protected by the County firewall or by a firewall approved by the IT Information Security Section.

b) Approval Required For Systems Accepting In-Coming Dial-Up Calls

Connections must not be made to any servers that accept in-coming-dial-up calls unless the IT Information Security Section has first approved them. Servers must comply with the remote access section of this Policy.

c) Internal Servers Shall Not Be Directly Accessed from the Internet.

Internet access to internal servers shall take place only through a web server or some other intermediate computer that is dedicated to Internet activity.

4. Best Practices

All servers should conform to security best practices as supplied by the IT Information Security Section and approved by the Information Security Panel.

5. Backup and Retention

Although backup procedures may vary from system to system, the following general procedures should apply to all production systems.

a) Data Must be Archived to follow Pinellas County Government Records Management Division's Guidelines

All data must be archived following the guidelines of Pinellas County Government Records Management Division or the State of Florida General Records Schedule GS1 – State and Local Government Records Manual.

b) Verification required

Verification of the proper operation of the backup equipment and media shall be performed on a regular basis. If time and equipment permit, such verification should be performed when backups are made.

c) Off-Site Storage of Backup Media

Backups of essential business information and software must be stored in an environmentally protected and access-controlled site that is a sufficient distance away from the originating facility to escape a local disaster.

6. Virus Program Installed

All servers must run virus detection software that has been approved by the Information Security Section. This software must have current pattern files, must run each time the machine is turned on, and whenever removable storage media is introduced. In the event that the software industry does not provide virus checking for a particular server platform, some form of file integrity checking will be implemented for that particular server platform.

7. Logging

All unauthorized access to servers must be logged using best practices. The logging is subject to the same policies regarding "Backup and Retention".

8. Administration of User Access Rights

Access rights are given to users only to the extent that they need to fulfill their job responsibilities.

9. Locking Servers

Servers should be locked and password protected when not in use by system administrators. This can be accomplished by manually locking the server before leaving or preferably by utilizing an automated locking method with a reasonable timeframe for auto locking.

B. Web Servers

1. Must Adhere to Server Security Policies

All web servers, which are intended for access by the public (Internet Community), must adhere to the same security policies related to servers. In addition to the related server policies, web servers should adhere to the Best Practices for Web Servers document.

2. Specific Procedures Required for Internet Web Servers

All Internet-connected web servers must be “hardened” according to industry standards and manufacturer’s recommendations. Additionally, the IT Information Security Section shall conduct a scan for known vulnerabilities before a server is connected to the Internet. All known vulnerabilities must be corrected prior to the server being placed in production.

C. Email

1. Message and Attachment Security

All incoming emails must be scanned by antivirus software updated with current signatures. Messages and/or attachments found to pose a threat will be quarantined or deleted, and the system administrator will take appropriate action.

2. Automatic Deletion

Because certain types of email attachments are known to carry a high risk of malicious code, the IT Department may delete such attachments preemptively.

3. Unsolicited Email

The sending of unsolicited commercial email (“Spam”) is prohibited. Email servers shall be configured to disallow “relaying” of messages that do not originate on the County network. This Policy shall not be construed to prohibit “opt-in” mailing lists, or other legitimate business uses of email.

4. Message Confidentiality

Emails are sent in plain text and pass through multiple servers and devices, which may present opportunities for loss of privacy. When sending sensitive data via Email over the Internet, encrypting the message is required to maintain the confidentiality of the data. Unencrypted email is not a secure method for transmitting sensitive information such as Protected Healthcare Information (PHI), Personally Identifiable Information (PII) or Credit Card information.

D. Oracle Database Servers

All Oracle database servers should follow the Oracle Best Practices document as well as the appropriate server best practices documents.

VI. Network Security

A. Administration

1. Time-Out After No Activity

Systems accepting remote connections from public networks such as the dial-up phone network or the Internet must be configured to terminate all sessions after one (1) hour of inactivity.

2. Internal Network Addresses Must Not Be Disclosed

The internal system addresses, configurations, and related system design information for networked computer systems must be restricted such that both systems and users outside Pinellas County's internal network cannot readily access this information.

3. E-Government Web Servers Must Be In Demilitarized Zone (DMZ)

All E-Government web servers must be protected by firewalls in a demilitarized zone.

4. Inventory of Connections To External Networks

The IT Information Security Section must maintain a current inventory of all connections to external networks including, EDI networks, extranets, and the Internet.

B. Connections

1. Changes to the Enterprise Network

Changes to Enterprise networks must only be made by authorized members of the IT Department and approved by the Telecommunications Operations Section, in conjunction with the IT Information Security Section.

2. Installation of Communications Lines

Users and vendors must not make arrangements for, or actually complete the installation of data lines with any carrier, if they have not first obtained approval from the manager of the Telecommunications Operations Section, in conjunction with the IT Information Security Section.

3. Physical Security of Communications Equipment

Buildings which house communications equipment must be protected with physical security measures that prevent unauthorized persons from gaining access.

4. Subscription to External Networks

Users must not establish connections with Internet Service Providers (ISPs) or other external networks while connected to the Enterprise Network unless this arrangement has first been approved by the IT Information Security Section.

5. Modems Connected to Devices on the Enterprise Network

Agency management and the IT Information Security Section must approve all modems connected to the Enterprise network.

C. Cisco Routers and Switches

All Cisco routers / switches should conform to the Best Practices document for Cisco Devices.

D. Firewalls

1. Firewall Applicability

a) Connections that Require Approved Firewalls

All connections between Pinellas County internal networks and other networks or computers approved by the IT Information Security Section must include an approved firewall.

2. Administration

a) Firewall Configuration Changes Require Approval

Perimeter commercial firewall configuration changes require IT Information Security Section approval.

b) Defined Decision Maker

Before being enabled, all new firewall services and new connectivity paths must be evaluated in terms of security risks. The IT Information Security Section is the recognized decision maker who can either approve or deny these requests.

c) Default To Denial

Every external connectivity path and Internet service not specifically permitted by a firewall rule must be blocked.

d) Security Diagrams

Prior to the deployment of any firewall, a diagram of permissible paths with a justification for each must be submitted to the IT Information Security Section. Permission to enable any paths must be approved by the IT Information Security Section.

e) Logs

All changes to firewall configuration parameters, enabled services, and permitted connectivity must be logged. In addition, all suspicious activity that might be an indication of unauthorized usage or an attempt to compromise security measures must also be logged. These logs must be reviewed periodically to ensure that the firewalls are operating in a secure manner.

f) Contingency Planning

Technical staff working on firewalls must prepare and obtain IT Information Security Section approval for contingency plans which address the actions to be taken in the event of various problems including system compromise, system malfunction, and power outage. These contingency plans must be kept up-to-date and tested.

g) Firewall Access Privileges

Privileges to modify the functionality, connectivity, and services supported by firewalls must be restricted to a few individuals. These privileges must be granted only to individuals who are employees of respective agencies (no temporaries, contractors, consultants, third parties, or outsourcing personnel). At least two staff members must be adequately trained in firewall administration.

h) Back-Up

Current off-line back-up copies of the firewall configuration must be maintained at all times and be immediately available.

i) Firewall Dedicated Functionality

Firewalls must run on dedicated machines that perform no other services. To reduce the chances of security compromise, firewalls must have the bare minimum of software resident on them.

j) Posting Updates

Unless approved in advance by the IT Information Security Section, staff members responsible for administering firewalls must install and run these updates as appropriate.

k) Firewall Physical Security

All firewalls must be situated in restricted areas.

l) Firewall Failure

In the event of firewall failure remote connectivity must not be allowed.

m) Firewall Best Practices

Those that administer network firewalls will adhere to the Pinellas County Network Firewall Best Practices document.

3. Intrusion Detection

All firewalls must include intrusion detection systems approved and configured to the specifications defined by the IT Information Security Section.

4. Monitoring Vulnerabilities

Staff members responsible for administering firewalls must use relevant resources that provide current information about security vulnerabilities. Any vulnerability that appears to affect the enterprise networks, systems, or applications must promptly be brought to the attention of the IT Information Security Section.

E. Remote Access

1. Use of Broadband for Business Communications

To access the enterprise network, Internet connections must have an approved firewall installed, virus protection and a virtual private network (VPN).

2. Strong Authentication Required For Dial-Up

To positively identify the calling party, all dial-up connections to the enterprise network must employ strong authentication.

3. Inbound Dial-Up to Networks

All inbound dial-up lines connected to the enterprise networks must pass through a RAS/modem pool and an approved firewall.

4. Using Wireless Technology for Data

The IT Information Security Section must approve all use of wireless technology.

5. Wireless LAN (802.11, WLAN)

All wireless LANs must follow Pinellas County's "Wireless LAN (802.11, WLAN) Best Practices".

6. Clientless VPN

All implementations of clientless VPN will follow Pinellas County's "Clientless VPN Best Practices" or be approved by the IT Information Security Section.

7. Request and Approval of VPN Access

All requests for Enterprise VPN access must be submitted to the IT Customer Support Center via the approved form. Agencies, based on justification and legitimate business purposes, will be responsible for the approval of VPN access.

VII. Vulnerability Assessments and Network Scanning

A. Generally

All County systems and IT-related procedures shall be subject to periodic vulnerability assessments at the policy, procedural, application, system, and network levels. The IT Security Management Section, with the approval of the IT Information Security Panel, shall determine the frequency and type of enterprise assessments. However, with the approval of agency management, agency-specific assessments can be performed by the IT Security Management Section as long as the Security Panel membership is notified.

B. Assessments by the IT Department

Assessments conducted by the IT Department shall be coordinated with agency management and IT staff. Efforts shall be made to minimize adverse effects of such assessments.

C. Assessments by Agencies

Because vulnerability scanning can adversely affect network services for the entire enterprise, no agency shall conduct or contract for a vulnerability assessment without coordinating these efforts with the IT Information Security Section. The IT Information Security Section shall notify the appropriate areas of the IT Department as necessary, as well as agencies which may be affected by the assessment activities.

D. Assessments by Third Parties

All assessments conducted by third parties shall be done in conjunction with the IT Information Security Section. The terms of the engagement must be acceptable to the contracting agency and the IT Information Security Section. The assessment shall be conducted so as to minimize the possibility of disruption to other agencies.

E. Legal Requirements

1. Required Assessments

Some assessments are required to be conducted by law or by contract. This policy shall be followed in those situations unless specifically provided otherwise by law. The IT Information Security Section shall be notified of any such assessment.

2. Confidentiality of Assessment Results

Results of vulnerability assessments shall not be published or made available as public records to the extent provided by Florida law. Third party service providers shall be required by contract to maintain confidentiality. Agency and IT personnel shall only share and discuss the results with personnel authorized by their appropriate management.

VIII. Computer Incident Response Team (CIRT)

Computer-related incidents will be addressed according to the Pinellas County CIRT Manual.

IX. Volunteering of IT Services within Pinellas County Government

1. Introduction

Pinellas County Government is frequently approached by individuals, groups, or organizations offering to volunteer their services at no cost to the County. While this may be of mutual benefit in many operational areas of the government, such practice within Information Technology imposes significant security risks of the applications, workstations, systems, networks, and information that must be protected. Given this, the following policies shall be followed in order to maintain an acceptable level of risk in our work practices.

2. Volunteering of Information Technology services that involve setup or maintenance of infrastructure including but not limited to servers, networks, databases, applications, and workstations

Work related to setup or maintenance of IT infrastructure requires access rights that are only granted to qualified and trained personnel. Such personnel may include paid employees or contractors, both of whom have responsibility and accountability for the work they perform. Authorization for such access shall not be provided to any volunteer worker operating in this capacity.

3. Volunteering of Information Technology administrative services including but not limited to data entry, routine office tasks, and poll workers

The use of volunteers for office tasks, such as routine data entry, office work, poll workers, etc. is subject to agency policies and procedures. Agencies should have a policy in place regarding access to facilities and information, and closely supervise volunteers who work with potentially sensitive data or in areas containing equipment with access to sensitive data. Volunteers should be restricted from access to server and network infrastructure, and should be given their own logon credentials for systems they are authorized to access. Such credentials shall be restricted to the work the volunteer is authorized to perform.

4. Other Volunteer Services

Nothing in this Policy shall prohibit the use of volunteer focus groups, testing of applications intended for public use, or other frequently used means of involving the public in government activities.

X. Patch Management

All servers, workstations, and firewalls should follow the Patch Management Best Practices document. Justification as to non-conformance to this Best Practice will be documented for that agency.

XI. Glossary

Access Control - A System or method designed control access to systems, networks, applications, or data. Access control ensures appropriate access to computer resources.

Application - A software program that carries out some useful task. Database managers, spreadsheets, communication packages, graphics programs, and word processors are all applications.

Backdoor - A way of breaking into password-protected applications, systems, or networks without using the assigned password. Also, a program that provides unauthorized access to an application, system, or network.

Broadband - Typically refers to cable modem or DSL access. Broadband provides faster access than dial-up access.

Clientless VPN - A technology that provides remote access connectivity to the organization's protected resources (including but not limited to systems, applications, and networks) from almost any Internet-enabled location. Typically, this is accomplished using a Web browser and the browser's native SSL encryption capabilities.

Commerce Server – A computer system, typically an Internet Web Server, through which business and transactions are conducted over the Internet.

Dial Up – A connection to the Internet, or any network, where a modem and a standard telephone line is used to make a connection between computers.

DMZ (Demilitarized Zone) - A portion of the network where computers are shielded, from both the trusted network and the un-trusted network, by a firewall.

DSL – Digital Subscriber Line. A broadband technology that transmits data over a regular phone line. A DSL circuit is much faster than a regular phone line.

EDI – Electronic Data Interchange - A set of standards that provide computer-to-computer exchange of data. These standards, for example, allow for transmission of payments, purchase orders, shipping documents, and invoices between computer systems.

Electronic Devices - (Mobile Devices) – Wireless devices such as cell phones, personal digital assistants (PDA's), and pagers that can be held in the palm of a user's hand.

Encryption - The transformation of data into a form unreadable by anyone. Its purpose is to ensure privacy by keeping the information hidden from anyone for whom it was not intended. In security, encryption is the ciphering of data by applying an algorithm to plain text.

Enterprise Network – A conduit for which data is transmitted throughout an entire

organization.

Firewall – A collection of hardware and software that limits the exposure of protected data, applications, computers and networks from outside the organization.

Hardened (i.e. Web Servers) – A set of procedures made to a computer system which makes the computer system resistant to hacking attempts.

Multi-Factor Authentication – Also known as “two-factor” authentication. Can be used to authenticate to an application, system, or network. It is a combination of what the authorized users knows (such as a password) and what the users possesses (such as a smart card or soft token).

Owner (Elected Official/Appointing Authority) – In government, a person or persons who is legally charged with granting the authority for acquiring, creating, and maintaining information and information systems within their assigned area of control.

Perimeter Commercial Firewall – Firewalls that control connections between an organization’s protected enterprise network and other outside networks such as the Internet.

RAS – (Remote Access Server) – A combination of computer hardware and software that is connected to an enterprise network and provides authentication and network access services for incoming dial up connections.

Source Code – A set of instructions, written in a programming language, that must be translated to machine instructions before the program can run on a computer. It is typically a programmer that creates source code. The program that finally runs on that computer is known as the object code.

Systems Administrator – Agency level individuals in charge of multi-user systems. Generally, systems administrators are in charge of programming, support, security, and storage multi-user systems.

Third Party – An organization or individual that is not an employee of Pinellas County nor are they an employee of agencies belonging to the enterprise network.

Users – Individuals who have been granted explicit authorization to access, modify, delete and/or utilize information by the owner.

VPN (Virtual Private Network) – A combination of hardware and software, that uses authentication and encryption to provide a secure method of communicating over public networks, such as the Internet. The encryption scrambles all of the data sent through the public network, by the VPN, so that communications are “virtually” private.

Wireless Technology – Transmission of data using radio waves.

U.S. Environmental Protection Agency Region 4
Data Competency Certification Form

The Competency Policy (FEM-2012-02), requires organizations generating or using environmental data under Agency-funded assistance agreements (greater than \$200K) to submit documentation of their competency prior to award of the agreement or if not practicable, prior to beginning any work involving the generation, or use of environmental data. This includes organizations performing environmental sampling, field measurements, and/or laboratory analyses.

- ☒ **Quality system documentation such as a Quality Management Plan (QMP), Quality Assurance Project Plan (QAPP) and/or other documentation that demonstrates conformance to U.S. EPA quality program requirements.** *If already submitted, provide the document(s) title and expiration date.* **SEE ATTACHMENTS 1 & 7**

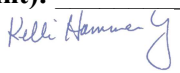
Demonstration of Competency may include the following: (Check **one or more** of the appropriate blocks that supports your "Data Competency" certification).

- ☐ **Participation in Accreditation or Certification Programs** e.g., National Environmental Laboratory Accreditation Program (NELAP), International Organization of Standardization (ISO). The accreditation or certification program must be applicable to the environmental data generated under the Agency-funded assistance. *Provide accreditations or certifications.*
- ☒ **Participation in an external Proficiency Testing (PT) Program** (independent of external programmatic certifications (e.g. laboratory)). *Provide a list of proficiency testing programs and dates.* **SEE ATTACHMENT 2**
- ☒ **Standard Operating Procedures (SOPs)** *Provide a list of SOPs pertinent to activities of generating, collecting, or using environmental data within the Scope of Work (SOW). Include the date of last review of the SOPs.* **SEE ATTACHMENTS 3 & 7**
- ☒ **Demonstrations and Audits/Assessments of Proficiency** *Provide the date of the audit and a summary of the findings.* **SEE ATTACHMENT 4**
- ☒ **Contract Laboratories** *Provide current/up-to-date certificates for accreditations and certifications held by contract laboratories used in data analysis.* **SEE ATTACHMENT 1 & 5**
- ☒ **Other Pertinent Documentation that Demonstrates Competency** (e.g. training records, past performance of similar SOW) *Provide a list of other activities not mentioned that is considered part of your Quality Assurance (QA) program.* **SEE ATTACHMENT 6**

Please return the completed and signed form, with supporting documentation, to your Project Officer (PO).

Grantee Data Competency Certification: I acknowledge the terms and conditions listed in the grant cooperative agreement, which address Quality Assurance and Data Competency requirements for the grant. The signature attests to the best of my knowledge that the above information is accurate and complete.

Grantee's Authorized Official (print): Kelli Hammer Levy Title: Department Director

Signature of Authorized Official:  Date: Jul 12, 2022

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 1

EPA approved QMPs/QAPPS:

Pinellas County Air Quality Division (PCAQD) operates under the Florida Department of Environmental Protection (FDEP) Quality Management Plan (QMP). PCAQD also operates under the statewide Quality Assurance Project Plan (QAPP) for the State of Florida's Gaseous Ambient Air Monitoring Program and the QAPP for the State of Florida's Particulate Matter PM_{2.5} & PM₁₀ Ambient Air Monitoring Program. Pinellas County, in partnership with Hillsborough County Environmental Protection Commission (HCEPC), operates under the FDEP QAPP for the National Air Toxics Trends Stations (NATTS) and air toxics monitoring programs.

The plans contain information about staff qualifications and Quality Assurance (QA) training. The FDEP serves as the lead agency and provides a Quality Assurance Manager and Coordinators to oversee the QAPPS are followed. Pinellas County also maintains a Local Program Quality Assurance Coordinator on staff to oversee the data quality control program. **See Attachment 7** - *Quality Assurance Document Inventory* for current Florida PQAO's QAPPS and QMP.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 2

Participation in an External Proficiency Testing Program:

The Pinellas County Air Quality Division (PCAQD) participates in several external proficiency testing programs. These include:

- The EPA National Performance Audit Program (NPAP)
- EPA Performance Evaluation Program (PEP)
- State of Florida Department of Environmental Protection (FDEP) Annual Performance Evaluation Program (PE)
- EPA National Air Toxics Trends Stations (NATTS) Proficiency Testing (PT) for VOCs
- EPA Air Toxics “Round Robin” (RR) performance audits for VOCs.

Dates for the above proficiency tests/performance audits are as follows:

<u>Proficiency Testing Program</u>	<u>Dates</u>
EPA NPAP	5/24 – 5/25/2022
EPA PEP	6/21/2022
State FDEP Annual PE	8/31/2021 - 9/1/2021
	11/16/2021 - 11/17/2021
	12/7/2021
	2/23/2022
	6/7/2022 – 6/8/2022
EPA NATTS VOC PT (lab) *Note – PT provider experienced delays in gas standards causing delays in the test dates. Pinellas has participated in every PT available.	11/18/2021 (Q3 2021*)
	2/16/2022 (Q4 2021*)
	4/27/2022 (Q1 2022*)
	Q2 2022* not yet scheduled
EPA Air Toxics RR Audit (lab)	None were scheduled during this time

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 3

Standard Operating Procedures (SOPs):

Beginning in 2014 the State of Florida (DEP) and all local agencies began the process to consolidate into a single Primary Quality Assurance Organization (PQAO). A PQAO must utilize common SOPs. Therefore, local agencies no longer independently develop, revise, or review SOPs (except for certain laboratory/air toxics SOPs unique to the agency). The process for developing, review, and revision of state-wide SOPs is done through SOP subcommittees under the direction of the PQAO and the Florida Air Monitoring Advisory Committee (FAMAC). **See Attachment 7 - *Quality Assurance Document Inventory*** for a tabular list of current Pinellas County and the Florida PQAO SOP's.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 4

Demonstrations and Audits/Assessments of Proficiency:

No EPA or FDEP Systems audits were conducted in Pinellas between July 1, 2021 and June 30, 2022. Annual performance evaluations and other audits have been performed during this time demonstrating the continued proficiency in Pinellas' ambient monitoring network. A total of nine individual Performance Evaluations were independently conducted by FDEP audit staff on all of Pinellas' network gaseous analyzers. This includes three ozone monitors, two sulfur dioxide monitors, two nitrogen dioxide monitors, and a carbon monoxide analyzer. Results of all performance evaluations were passing requiring no formal corrective action to be performed and helps to demonstrate our agency's competency.

Beginning mid-2020, originally due to the COVID-19 pandemic, FDEP began requiring local agencies to conduct their own required semi-annual flow rate audits on particulate matter and lead samplers. Recently, FDEP has announced it plans to maintain this procedure indefinitely. Pinellas has accomplished this by having our in-house QA Officer perform these audits using independent standards borrowed from other Florida agencies. FDEP has provided guidance and support coordinating these efforts. Each locally performed audit is submitted to FDEP staff for review and approval when the audit results are completed. The results of all the semi-annual flow rate audits performed between 7/1/2021 and 6/30/2022 have all passed and have not required any formal corrective action.

EPA-sponsored National Performance Audit Program (NPAP) audits were conducted on some Pinellas analyzers in May of 2022. Completed audits included ozone analyzers at 12-103-5002 and 12-103-0018. A carbon monoxide (CO) analyzer was also audited at 12-103-0027. Plans were initially in place to allow for audits of our network's two nitrogen dioxide (NO₂) analyzers, however, the auditors explained they did not have approved methods to test our Teledyne API T500U CAPS direct-read analyzers. The NPAP results for the two ozone analyzers were passing on all points tested. The CO analyzer audited (Teledyne API T300U) passed EPA audit levels 4 and 5 but did not pass levels 2 and 3. One possible reason for this discrepancy is the analyzer's operating at "standard" range (0-30 ppm) per our approved network plan but the audit was performed based on trace-level ranges. Appropriate corrective action was taken by staff and a zero drift (combined with the low concentration audit range) was determined to be the cause of the failing audit points. The zero drift that had occurred was acceptable based on current monitoring procedures for standard concentration range operation. The analyzer has since been calibrated and re-audited by independent FDEP staff with passing results.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 5

Contract Laboratories:

The Pinellas County Air Quality Division uses two third-party laboratories to perform analysis of various air toxics. This analysis is performed for the NATTS program. A third-party certified laboratory may be used, if necessary, as a backup laboratory to analyze air toxics funded under the 105 grant UATMP activities. These labs and the analysis done are summarized below:

**Eastern Research Group
601 Keystone Park Dr.
Morrisville, NC, 27560**

- Performs analysis of carbonyl compounds using EPA method TO-11A (NATTS)
- Performs analysis of PAH/semi volatile compounds using EPA method TO-13A (NATTS)

**Environmental Protection Commission of Hillsborough County, Environmental Lab
3629 Queen Palm Dr.
Tampa, FL, 33619**

- Performs analysis of airborne metals using EPA method IO-3.5 (NATTS)

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 6

Other Pertinent Documentation That Demonstrates Competency (Training)

The Pinellas County Air Quality Division (PCAQD) seeks to maintain a well-trained staff by providing training opportunities. This includes EPA Workshops, FDEP “hands-on” training sessions, webinars, on-line training, formal county training courses, and on-the-job training (OJT). PCAQD also participates in numerous monthly/quarterly EPA and FDEP teleconferences. Recent training for Air Monitoring Program personnel includes:

Training	Date
FDEP Air Monitoring Hands-On Training (Virtual)	05/2021 (2022 dates not yet scheduled)
EPA Region 4 Virtual Ambient Air Monitoring Workshop	03/2021 (2022 dates not yet scheduled)
Cyber Security Awareness Training	05/2022
FDEP Data Validation on AirMVP Database (QA and new staff)	11/3/2021
Introduction to EPA Grants Webinar	09/29/2021
In-person, on-site manufacturer training from Teledyne API with Hillsborough County EPC (field staff)	02/10/2022
Ethics for County Government	12/2021
National Incident Management System (NIMS 100,200,700) (new staff)	varies
CPR/AED and First Aid	varies
Air-permitted facility guided tour (Pinellas Waste-to Energy Plant) to learn about CEMS and Pollution Control Devices	3/17/2022

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

ATTACHMENT 7

Quality Assurance Document Inventory

QUALITY MANAGEMENT PLAN	
Document Title	Approval/Submittal to EPA Date
Quality Management Plan for The State of Florida Ambient Air Quality Monitoring Program	09/23/2021
QUALITY ASSURANCE PROJECT PLAN(S)	
Document Title	Approval/Submittal to EPA Date
Quality Assurance Project Plan for the State of Florida's Gaseous Ambient Air Monitoring Program Rev. 2	04/18/2022
Quality Assurance Project Plan for the State of Florida Particulate Matter (PM2.5 & PM10) Ambient Air Quality Monitoring Program	10/01/2020
Quality Assurance Project Plan for the State of Florida National Air Toxics Trends Stations and Air Toxics Monitoring Program Rev. 2	11/8/2021
STANDARD OPERATING PROCEDURES	
Document Title	Approval/Submittal Date
DEP 07-06, Rev 1, Thermo Scientific Model 43i-43i TLE Sulfur Dioxide Analyzer	02/2022 PQAQ approved
DEP 3-12, Rev 2 Thermo Fisher Scientific TEOM Model 1405 Continuous PM2.5/PM10 Monitor	04/2021 PQAQ approved
DEP 11-09, Rev 2 Teledyne API Aethalometer 633 Analyzer	09/2020 PQAQ approved
DEP 06-12 Rev 1, Teledyne API Series T400 Ozone Analyzer	02/2022 PQAQ approved
DEP 09-06 Rev 0, Teledyne API Series T500U Nitrogen Dioxide Analyzer	06/2019 PQAQ approved
DEP 08-15 Rev 0, Teledyne API T300U Carbon Monoxide Analyzer	01/2020 PQAQ approved
DEP 03-21 Rev 3, Teledyne API T640 PM2.5 Particulate Monitor	5/2022 PQAQ approved
DEP 03-23 Rev 2, Teledyne API T640x Particulate Monitor	5/2022 PQAQ approved
DEP 17-11 Rev 1, Agilaire 8872 Data Logger	07/2021 PQAQ approved
DEP 13-6 Rev 2, Environics 6100 Multi-Gas Calibrator	01/2022 PQAQ approved

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2022—Attachments

DEP 13-5 Rev 1, Teledyne Model 700E/ T700/T700U Dynamic Gas Calibrator	04/2022 PQAO approved
DEP 06-17 Rev 2, Teledyne API Model T703 and 703E Ozone Calibrator	04/2022 Submitted to PQAO
DEP 03-24 Rev 2, Met One E-BAM Plus Semi-Continuous PM ₁₀ Monitor	05/2022 PQAO approved
DEP 18-27 Rev 2, Air Monitoring Data Handling and Validation	02/2022 PQAO approved
STANDARD OPERATING PROCEDURES (continued)	
Document Title	Approval/Submittal Date
APPENDIX T - TIME STANDARDS	12/2001 Pinellas Co. approved
APPENDIX W - BIOS DRYCAL	06/1998 Pinellas Co. approved
APPENDIX AA - MANOMETERS	02/2002 Pinellas Co. approved
APPENDIX B - ELECTRONIC TEMPERATURE	10/1993 Pinellas Co. approved
APPENDIX C - MIN/MAX SOP	01/1994 Pinellas Co. approved
APPENDIX D - THERMOMETERS	01/1994 Pinellas Co. approved
APPENDIX G - DIGITAL MULTIMETER	11/1993 Pinellas Co. approved
MANUAL IX - R.M. YOUNG WS/WD	01/1993 Pinellas Co. approved
DEP 23-01 Rev 1, TE-1000 Poly-Urethane Foam (PUF) Sampler - (NATTS)	10/2019 PQAO approved
DEP 23-02 Rev 0, ATEC Model 2200 Sampler -(VOC) (NATTS)	10/2019 PQAO approved
DEP 23-03 Rev 0, PM ₁₀ Metals High-Volume Sampler -(NATTS)	10/2019 PQAO approved
DEP 23-04 Rev 0.1, Air Toxics Characterization Program: VOC Lab - (NATTS)	10/2019 PQAO approved
ERG Field Procedure for Collecting Ambient Carbonyl Compound Samples -(NATTS)	10/2015 ERG approved
Asbestos ID in Bulk Sampling using PLM	04/2019 Pinellas Co. approved
Asbestos Chain of Custody SOP	03/2019 Pinellas Co. approved

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	EPA-CEP-01
Opportunity Title:	EPA Mandatory Grant Programs
Opportunity Package ID:	PKG00213703
CFDA Number:	66.001
CFDA Description:	Air Pollution Control Program Support
Competition ID:	
Competition Title:	
Opening Date:	
Closing Date:	10/04/2030
Agency:	Environmental Protection Agency
Contact Information:	Please consult your regional office.

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00691943
Application Filing Name:	Pinellas County Section 105 Air Pollution Control Program
UEI:	R37RMC63XKG1
Organization:	PINELLAS, COUNTY OF
Form Name:	EPA KEY CONTACTS FORM
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Jun 13, 2022 10:36:37 AM EDT
Form State:	No Errors

FORM ACTIONS:



EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:	Prefix: Mr.	First Name: Barry	Middle Name: A.
	Last Name: Burton		Suffix:
Title:	County Administrator		
Complete Address:			
Street1:	c/o Office of Management & Budget		
Street2:	400 South Fort Harrison Avenue, 3rd Floor		
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756-5338	Country:	USA: UNITED STATES
Phone Number:	(727) 464-3485	Fax Number:	
E-mail Address:	bburton@pinellascounty.org		

Payee: *Individual authorized to accept payments.*

Name:	Prefix: Ms.	First Name: Sheri	Middle Name:
	Last Name: Bowers		Suffix:
Title:	Finance & Accounting Analyst 1		
Complete Address:			
Street1:	509 East Avenue South, Suite 138		
Street2:			
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756	Country:	USA: UNITED STATES
Phone Number:	(727) 464-4422	Fax Number:	(727) 464-4420
E-mail Address:	shbowers@pinellascounty.org		

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name:	Prefix: Ms.	First Name: Sheila	Middle Name: E.
	Last Name: Schneider		Suffix: MSCM
Title:	Environmental Division Manager		
Complete Address:			
Street1:	509 East Avenue South, Suite 138		
Street2:			
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756	Country:	USA: UNITED STATES
Phone Number:	(727) 464-4655	Fax Number:	(727) 464-4420
E-mail Address:	sschneider@pinellascounty.org		

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:

Complete Address:

Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: **Fax Number:**
E-mail Address:

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	EPA-CEP-01
Opportunity Title:	EPA Mandatory Grant Programs
Opportunity Package ID:	PKG00213703
CFDA Number:	66.001
CFDA Description:	Air Pollution Control Program Support
Competition ID:	
Competition Title:	
Opening Date:	
Closing Date:	10/04/2030
Agency:	Environmental Protection Agency
Contact Information:	Please consult your regional office.

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00691943
Application Filing Name:	Pinellas County Section 105 Air Pollution Control Program
UEI:	R37RMC63XKG1
Organization:	PINELLAS, COUNTY OF
Form Name:	Budget Information for Non-Construction Programs (SF-424A)
Form Version:	1.0
Requirement:	Mandatory
Download Date/Time:	Jun 13, 2022 10:38:17 AM EDT
Form State:	No Errors

FORM ACTIONS:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Section 105 Air Pollution Control Program FY23	66.001	\$	\$	\$ 375,000.00	\$ 606,890.00	\$ 981,890.00
2. Section 105 Air Pollution Control Program FY23 Program Income	66.001				250,000.00	250,000.00
3. Section 105 Air Pollution Control Program FY24	66.001			375,000.00	704,390.00	1,079,390.00
4. Section 105 Air Pollution Control Program FY24 Program Income	66.001				250,000.00	250,000.00
5. Totals		\$	\$	\$ 750,000.00	\$ 1,811,280.00	\$ 2,561,280.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Section 105 Air Pollution Control Program FY23	(2) Section 105 Air Pollution Control Program FY23 Program Income	(3) Section 105 Air Pollution Control Program FY24	(4) Section 105 Air Pollution Control Program FY24 Program Income	
a. Personnel	\$ 542,209.00	\$	\$ 538,592.00	\$	\$ 1,080,801.00
b. Fringe Benefits	354,713.00		352,347.00		707,060.00
c. Travel	18,050.00		18,050.00		36,100.00
d. Equipment	32,231.00		137,135.00		169,366.00
e. Supplies	25,070.00		25,070.00		50,140.00
f. Contractual	0.00		0.00		0.00
g. Construction	0.00		0.00		0.00
h. Other	46,475.00		46,475.00		92,950.00
i. Total Direct Charges (sum of 6a-6h)	1,018,748.00		1,117,669.00		\$ 2,136,417.00
j. Indirect Charges	213,142.00		211,721.00		\$ 424,863.00
k. TOTALS (sum of 6i and 6j)	\$ 1,231,890.00	\$	\$ 1,329,390.00	\$	\$ 2,561,280.00
7. Program Income	\$	\$ 250,000.00	\$	\$ 250,000.00	\$ 500,000.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Section 105 Air Pollution Control Program FY23	\$ 606,890.00	\$	\$	\$ 606,890.00
9.	Section 105 Air Pollution Control Program FY23 Program Income	250,000.00			250,000.00
10.	Section 105 Air Pollution Control Program FY24	704,390.00			704,390.00
11.	Section 105 Air Pollution Control Program FY24 Program Income	250,000.00			250,000.00
12. TOTAL (sum of lines 8-11)		\$ 1,811,280.00	\$	\$	\$ 1,811,280.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 375,000.00	\$ 68,750.00	\$ 175,000.00	\$ 68,750.00	\$ 62,500.00
14. Non-Federal	\$ 856,890.00	214,222.50	214,222.50	214,222.50	214,222.50
15. TOTAL (sum of lines 13 and 14)	\$ 1,231,890.00	\$ 282,972.50	\$ 389,222.50	\$ 282,972.50	\$ 276,722.50

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	Section 105 Air Pollution Control Program	\$ 375,000.00	\$ 375,000.00	\$ 250,000.00	\$ 250,000.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 375,000.00	\$ 375,000.00	\$ 250,000.00	\$ 250,000.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$2,136,417 (See attached Obj. Class Cat. Worksheet)	22. Indirect Charges: \$424,863 (See attached Obj. Class Cat. Worksheet)
23. Remarks: Pinellas County may use program income during the FY23 and FY24 project budget period as part of the agency cost share to finance the non-Federal share of the program and meet the required Maintenance of Effort (MOE).	

OBJECT CLASS CATEGORIES WORKSHEET

[NOTE: Please indicate any pre-award costs with a star (*).]

(NOTE: all figures are FY'23 only)

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Environmental Division Manager	1	\$110,395	0.200	\$22,079
Proj Coord-Technical (Grants/Special Projects)	1	\$99,905	0.040	\$3,996
Administrative Support Spec 1	1	\$43,778	0.008	\$350
Proj Coord-Technical (Compliance/Enf)	1	\$91,011	0.390	\$35,494
Finance & Accounting Analyst 1	1	\$61,103	0.180	\$10,999
Envir. Program Mgr. 2 (Compl/Enf/Toxics)	1	\$97,480	0.540	\$52,639
Environmental Program Manager 2 (Air Mon)	1	\$84,669	0.300	\$25,401
Environmental Program Manager 1 (Air Mon)	1	\$64,641	0.340	\$21,978
Environmental Specialist 3 (Compl/Enf)	2	\$63,887	1.400	\$89,442
Chemist 2/3	1	\$61,384	0.270	\$16,574
Environmental Specialist 2/3 (Compliance)	2	\$52,258	1.400	\$73,161
Environmental Specialist 2/3 (Toxics)	1	\$56,392	0.850	\$47,933
Env. Spec. 2/3 (Air Monitoring QA)	1	\$52,258	0.600	\$31,355
Env. Spec. 1/2 (Air Monitoring)	1	\$51,245	0.720	\$36,896
Env. Spec. 1/2 (Air Monitoring)	1	\$44,891	0.520	\$23,343
Env. Spec. 1/Env Spec. 2 (Air Monitoring)	1	\$47,990	0.530	\$25,435
Env Spec 1/2 (Comp)	1	\$47,423	0.530	\$25,134
a. PERSONNEL TOTAL	19		8.82	\$542,209

b. FRINGE BENEFITS

BASE	Est. \$ 542,209
RATE 65.42% CFY23 = 50.54% (Fringe) + 14.88% (AL/LWP/holidays) (CFY = County Fiscal Year)	X 65.42%
b. FRINGE BENEFITS TOTAL	\$ 354,713

c. TRAVEL

<p>Explain:</p> <p>Includes cost of travel for: training courses; workshops; seminars; regulatory planning and development meetings; as reasonably related to the EPA Section 105 Air Program goals, objectives and work-plan.</p> <p>Separate detail is attached.</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>
<p>c. TRAVEL TOTAL: \$18,050</p>

OBJECT CLASS CATEGORIES WORKSHEET

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

(FY'23 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
Sulfur Dioxide Monitoring Instrument	1	\$20,227.00	\$20,231.00
PM 10 Continuous Monitor	1	\$12,000.00	\$12,000.00
d. EQUIPMENT TOTAL:			\$32,231

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'23 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	\$900
Chemicals (gases, standards, reagents, etc.)	\$2,440
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	\$750
Clothing (boot cover leggings, tyvek suits, etc.)	\$150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	\$17,550
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sftwr misc. parts)	\$540
Toxics monitoring and analysis mat'ls (spare/replacement parts for lab instruments, valves, tubing, etc)	\$1,330
Field Inspector supplies: safety supplies; respirator supplies; gloves; tools; sampling supplies	\$1,410
e. SUPPLIES	\$25,070

OBJECT CLASS CATEGORIES WORKSHEET

f. CONTRACTUAL

List each planned contract or type of service to be procured. Agreements/contracts with other governmental agencies (state, local or Federal) should be listed under category h. OTHER.	
f. CONTRACTUAL TOTAL	\$0

g. CONSTRUCTION (N/A)

h. OTHER

Other: Explain by major categories.	(FY'23 only)
V.E. Certification & Training	\$2,800
Telephone (\$720) and Electric (\$7,000) utility service for air monitoring	\$7,720
Printing (\$200) Postage/Freight (\$1,400) Outreach materials (\$400)	\$2,000
Repairs & maint. Svc's. (\$16,820) Fleet Op. & Maint. (\$16,000)	\$32,820
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	\$400
Rental/Lease (demurrage on field cylinders-\$300; He, Zero Air Nitrogen gases-\$50; LN2-\$385)	\$735

Other Total \$46,475

(FY'23 only)

i. TOTAL DIRECT COSTS:	\$1,018,748
j. INDIRECT COSTS: 39.31 % (Central Services Cost Allocation Plan Rate 27.12% + Agency Indirect rate 12.19%)	\$213,142
k. TOTAL PROPOSED COSTS:	\$1,231,890
FEDERAL FUNDS REQUESTED: <u>\$375,000</u> <u>30.00%</u> RECIPIENT SHARE OF TOTAL PROPOSED COSTS: <u>\$856,890</u> <u>70.00%</u> *** Total recipient share for the FFY23 work effort is estimated to be \$851,566 of which \$601,566 is the estimated applicant share from State Tag Fee dollars with a possible \$250,000 from estimated program income. Our agency's estimated program income amount is included on our 424A form (Budget Information for Non-Construction Programs) in Section B, line item 7.	

Section 105 Air Planning Agreement - FY 2023

Estimated Budget by Workplan Component

Name of Applicant: Pinellas County

Component	Funding (Total of EPA + Grantee Funding)	Workyears (Includes Staff Funded by EPA and Grantee)	Notes
Fiscal Year 2022: October 1, 2022 – September 30, 2023			
Ozone	\$454,024	3.34	
PM	\$169,682	1.13	
Visibility		--	
NO ₂	\$54,500	0.43	
Lead		--	
CO	\$30,991	0.26	
SO ₂	\$51,271	0.22	
Air Toxics Implementation (excludes NATTS)	\$117,008	0.90	
Air Toxics Characterization	\$46,442	0.33	Includes one (1) monitoring site
Acid Rain		--	
NESHAP's Asbestos	\$307,973	2.21	
TOTALS for Fiscal Year 2023*	\$ 1,231,890	8.82	

*Totals above should be consistent with the totals in the SF 424-Application for Federal Assistance.

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2023 Travel**

Description	Quantity Requested	Unit Cost	Line Total
Air Administration			
AQA: EPA annual grant meeting in Atlanta - 3 day; Conference/Other	1	\$1,000	\$1,000
AQA: EPA/State/Local Program Directors Meeting-3 days; Conference/Other	1	\$1,000	\$1,000
Reimbursable mileage/and meals per month; Local	10	\$20	\$200
TOTAL FOR AIR ADMINISTRATION SECTION			\$2,200
Air Monitoring			
EPM/QA AM: EPA workshop; out of state 4 days; conference/seminar	2	\$1,500	\$3,000
EPM1 AM: State workshop; In-state 2 days; training seminar	1	\$500	\$500
ES1 AM: State workshop; In-state 3 days; training seminar	2	\$500	\$1,000
ES2 AM: State workshop; In-state 3 days; training seminar	2	\$500	\$1,000
Staff: McCrone Institute Asbestos sample analysis training	1	\$3,000	\$3,000
TOTAL FOR AIR MONITORING SECTION			\$8,500
Asbestos/Stationary Source			
Asbestos Training	1	\$700	\$700
EPM2C: Permit and Compliance Mtg; TBA-in state 4 days; Conference/Other	2	\$100	\$200
ES1T: EPA Course, 5 days; Training/Seminar	1	\$1200	\$1,200
ES2A: Regional Asbestos Conference (SESAC); Conference/Other	1	\$1200	\$1,200

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2023 Travel**

ES2T: State Annual Air Meeting; TBA-in state – 2 days; Conference/Other	1	\$450	\$450
ES3: EPA Advanced Training/Seminar	1	\$1200	\$1,200
ES3: National Emissions Inventory Conference; Training/Seminar	1	\$700	\$700
ES3T: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$150	\$150
Staff: EPA Workshop; Training/Seminar	1	\$1550	\$1,550
TOTAL FOR ASBESTOS/STATIONARY SOURCE SECTION			\$7,350
FY 2023 Estimated Total Agency Travel			\$18,050

**Air Pollution Control, Section 105 Budget Work Plan
FFY 2023**

Project Budget

A. Personnel	\$ 542,209.00
B: Fringe Benefits	\$ 354,713.00
C. Travel	\$ 18,050.00
D. Equipment	\$ 32,231.00
E. Supplies	\$ 25,070.00
F. Contractual	\$ 0.00
G. Other	\$ 46,475.00
Total Direct Charges	\$ 1,018,748.00
H. Indirect Charges	\$ <u>213,142.00</u>
Grant Total	\$ 1,231,890.00

Federal Funds Requested: \$ 375,000.00 (\$250,000 new FY23 funds, \$125,000.00 unawarded FY22 funds)

Estimated Recipient Share \$ 856,890.00 (includes est. \$250,000 program income for MOE match reqmnt)

Explanation of Budget Framework:

- a. Personnel. Personnel cost details, including staff positions by job title, annual salary, percentage of time assigned to the project and total cost for the budget period are provided in the application package Object Class Worksheets. All persons identified are employees of our organization.
- b. Fringe Benefits. Fringe benefit costs are those costs for personnel employment other than the employees' direct income (i.e., employer's portion of FICA insurance, retirement, sick leave, holiday pay, and vacation cost) are included with the financial application. FY23 fringe benefit costs are based on estimated fringe rates calculated during FY21.
- c. Travel. Travel and per diem costs are those costs for travel and subsistence which are directly related to the grant. Identify the number of trips planned, the purpose of each trip, the destination for each trip, the number of travelers, and the estimated cost of each trip (e.g., monitoring, administrative activities, attendance at specific conferences, meetings, training, etc.).
- d. Equipment. \$32,231.00 in equipment are scheduled to be purchased during this project period. Pinellas County requested additional federal funding in this application to assist with the purchasing of the equipment. List of equipment is included in the application Object Class Worksheet
- e. Supplies. The description of supplies is as reasonably detailed as possible in the application package Object Class Worksheets.
- f. Contractual. No Contractual services are directly related to this EPA program/project.
- g. Other. Individual and total cost for Other is provided on the SF-424 and in the application package Object Class Worksheet.

- h. Direct Charges. The individual and total amount of direct costs (items a-g above) are provided in the application package Object Class Worksheet.
- d. Indirect Charges. Indirect costs result from allocation of a grouping of administrative costs which are not easily identified as a direct cost. A copy of our current estimated indirect costs agreement is attached to the grant application package. Indirect costs for FY23 are unavailable until August of 2022. FY23 estimated indirect rates were used for FY23 indirect charges.

An estimated total indirect rate of 39.31% is applied to direct salary costs for the project estimate of FY23 indirect charges.

OBJECT CLASS CATEGORIES WORKSHEET

[NOTE: Please indicate any pre-award costs with a star (*).

(NOTE: all figures are FY'24 only)

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Environmental Division Manager	1	\$116,155	0.180	\$20,908
Proj Coord-Technical (Grants/Special Projects)	1	\$104,527	0.040	\$4,181
Administrative Support Spec 1	1	\$47,312	0.006	\$284
Proj Coord-Technical (Compliance/Enf)	1	\$95,633	0.190	\$18,170
Finance & Accounting Analyst 1	1	\$66,277	0.140	\$9,279
Envir. Program Mgr. 2 (Compl/Enf/Toxics)	1	\$101,712	0.410	\$41,702
Environmental Program Manager 2 (Air Mon)	1	\$88,901	0.290	\$25,781
Environmental Program Manager 1 (Air Mon)	1	\$68,515	0.340	\$23,295
Environmental Specialist 3 (Compl/Enf)	2	\$67,436	1.400	\$94,410
Chemist 2/3	1	\$64,933	0.220	\$14,285
Environmental Specialist 2/3 (Compliance)	2	\$56,618	1.400	\$79,265
Environmental Specialist 2/3 (Toxics)	1	\$60,834	0.800	\$48,667
Env. Spec. 2/3 (Air Monitoring QA)	1	\$60,272	0.600	\$36,163
Env. Spec. 1/2 (Air Monitoring)	1	\$55,175	0.720	\$39,726
Env. Spec. 1/2 (Air Monitoring)	1	\$51,992	0.520	\$27,036
Env. Spec. 1/Env Spec. 2 (Air Monitoring)	1	\$55,339	0.520	\$28,776
Env Spec 1/2 (Comp)	1	\$51,276	0.520	\$26,664
a. PERSONNEL TOTAL	19		8.30	\$538,592

b. FRINGE BENEFITS

BASE	Est. \$ 538,592
RATE 65.42% CFY23 = 50.54% (Fringe) + 14.88% (AL/LWP/holidays) (CFY = County Fiscal Year)	X 65.42%
b. FRINGE BENEFITS TOTAL	\$ 352,347

c. TRAVEL

<p>Explain:</p> <p>Includes cost of travel for: training courses; workshops; seminars; regulatory planning and development meetings; as reasonably related to the EPA Section 105 Air Program goals, objectives and work-plan.</p> <p>Separate detail is attached.</p> <hr/>	
c. TRAVEL TOTAL:	\$18,050

OBJECT CLASS CATEGORIES WORKSHEET

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

(FY'24 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
Sulfur Dioxide Monitoring Instrument (EPA Equivalent Method)(Ex. Thermo 43iQ)	1	\$23,250.00	\$23,250.00
Ozone analyzer (T-API T400)	1	\$10,660.00	\$10,660.00
Ozone calibrator (T-API T703)	2	\$15,500.00	\$31,000.00
Nitrogen dioxide CAPS analyzer (T-API T500U)	1	\$21,700.00	\$21,700.00
Carbon Monoxide analyzer (T-API T300U)	1	\$19,100.00	\$19,100.00
Zero Air generator (EnviroNics 7000)	1	\$8,400.00	\$8,400.00
Multi-gas calibrator (Thermo 146iQ)	1	\$23,025.00	\$23,025.00
d. EQUIPMENT TOTAL:			\$137,135

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'24 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	\$900
Chemicals (gases, standards, reagents, etc.)	\$2,440
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	\$750
Clothing (boot cover leggings, tyvek suits, etc.)	\$150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	\$17,550
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sftwr misc. parts)	\$540
Toxics monitoring and analysis mat'ls (spare/replacement parts for lab instruments, valves, tubing, etc)	\$1,330
Field Inspector supplies: safety supplies; respirator supplies; gloves; tools; sampling supplies	\$1,410
e. SUPPLIES	\$25,070

OBJECT CLASS CATEGORIES WORKSHEET

f. CONTRACTUAL

List each planned contract or type of service to be procured. Agreements/contracts with other governmental agencies (state, local or Federal) should be listed under category h. OTHER.	
f. CONTRACTUAL TOTAL	\$0

g. CONSTRUCTION (N/A)

h. OTHER

Other: Explain by major categories.	(FY'24 only)
V.E. Certification & Training	\$2,800
Telephone (\$720) and Electric (\$7,000) utility service for air monitoring	\$7,720
Printing (\$200) Postage/Freight (\$1,400) Outreach materials (\$400)	\$2,000
Repairs & maint. Svc's. (\$16,820) Fleet Op. & Maint. (\$16,000)	\$32,820
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	\$400
Rental/Lease (demurrage on field cylinders-\$300; He, Zero Air Nitrogen gases-\$50; LN2-\$385)	\$735

Other Total \$46,475

(FY'24 only)

i. TOTAL DIRECT COSTS:	\$1,117,669
j. INDIRECT COSTS: 39.31 % (Central Services Cost Allocation Plan Rate 27.12% + Agency Indirect rate 12.19%)	\$211,721
k. TOTAL PROPOSED COSTS:	\$1,329,390
FEDERAL FUNDS REQUESTED: \$375,000 30.00%	
RECIPIENT SHARE OF TOTAL PROPOSED COSTS: \$954,390 72.00% *** Total recipient share for the FFY24 work effort is estimated to be \$865,819 of which \$615,819 is the estimated applicant share from State Tag Fee dollars with a possible \$250,000 from estimated program income. Our agency's estimated program income amount is included on our 424A form (Budget Information for Non-Construction Programs) in Section B, line item 7.	

Section 105 Air Planning Agreement - FY 2024

Estimated Budget by Workplan Component

Name of Applicant: Pinellas County

Component	Funding <i>(Total of EPA + Grantee Funding)</i>	Workyears <i>(Includes Staff Funded by EPA and Grantee)</i>	Notes
Fiscal Year 2022: October 1, 2023 – September 30, 2024			
Ozone	\$485,221	3.03	
PM	\$169,682	1.06	
Visibility		--	
NO ₂	\$85,910	0.54	
Lead		--	
CO	\$30,834	0.19	
SO ₂	\$54,519	0.34	
Air Toxics Implementation (excludes NATTS)	\$120,759	0.75	
Air Toxics Characterization	\$50,118	0.31	Includes one (1) monitoring site
Acid Rain		--	
NESHAP's Asbestos	\$332,347	2.08	
TOTALS for Fiscal Year 2023*	\$1,329,390	8.30	

*Totals above should be consistent with the totals in the SF 424-Application for Federal Assistance.

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2024 Travel**

Description	Quantity Requested	Unit Cost	Line Total
Air Administration			
AQA: EPA annual grant meeting in Atlanta - 3 day; Conference/Other	1	\$1,000	\$1,000
AQA: EPA/State/Local Program Directors Meeting-3 days; Conference/Other	1	\$1,000	\$1,000
Reimbursable mileage/and meals per month; Local	10	\$20	\$200
TOTAL FOR AIR ADMINISTRATION SECTION			\$2,200
Air Monitoring			
EPM/QA AM: EPA workshop; out of state 4 days; conference/seminar	2	\$1,500	\$3,000
EPM1 AM: State workshop; In-state 2 days; training seminar	1	\$500	\$500
ES1 AM: State workshop; In-state 3 days; training seminar	2	\$500	\$1,000
ES2 AM: State workshop; In-state 3 days; training seminar	2	\$500	\$1,000
Staff: McCrone Institute Asbestos sample analysis training	1	\$3,000	\$3,000
TOTAL FOR AIR MONITORING SECTION			\$8,500
Asbestos/Stationary Source			
Asbestos Training	1	\$700	\$700
EPM2C: Permit and Compliance Mtg; TBA-in state 4 days; Conference/Other	2	\$100	\$200
ES1T: EPA Course, 5 days; Training/Seminar	1	\$1200	\$1,200
ES2A: Regional Asbestos Conference (SESAC); Conference/Other	1	\$1200	\$1,200

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2024 Travel**

ES2T: State Annual Air Meeting; TBA-in state – 2 days; Conference/Other	1	\$450	\$450
ES3: EPA Advanced Training/Seminar	1	\$1200	\$1,200
ES3: National Emissions Inventory Conference; Training/Seminar	1	\$700	\$700
ES3T: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$150	\$150
Staff: EPA Workshop; Training/Seminar	1	\$1550	\$1,550
TOTAL FOR ASBESTOS/STATIONARY SOURCE SECTION			\$7,350
FY 2024 Estimated Total Agency Travel			\$18,050

**Air Pollution Control, Section 105 Budget Work Plan
FFY 2024**

Project Budget

A. Personnel	\$ 538,592.00
B: Fringe Benefits	\$ 352,347.00
C. Travel	\$ 18,050.00
D. Equipment	\$ 137,135.00
E. Supplies	\$ 25,070.00
F. Contractual	\$ 0.00
G. Other	\$ 46,475.00
Total Direct Charges	\$ <u>1,117,669.00</u>
H. Indirect Charges	\$ <u>211,721.00</u>
Grant Total	\$ 1,329,390.00

Federal Funds Requested: \$ 375,000.00 (\$250,000 new FY24 funds, \$125,000.00 unawarded FY22 funds)

Estimated Recipient Share \$ 954,390.00 (includes est. \$250,000 program income for MOE match reqmnt)

Explanation of Budget Framework:

- e. Personnel. Personnel cost details, including staff positions by job title, annual salary, percentage of time assigned to the project and total cost for the budget period are provided in the application package Object Class Worksheets. All persons identified are employees of our organization.
- f. Fringe Benefits. Fringe benefit costs are those costs for personnel employment other than the employees' direct income (i.e., employer's portion of FICA insurance, retirement, sick leave, holiday pay, and vacation cost) are included with the financial application. FY24 fringe benefit costs are based on estimated fringe benefit rates calculated during FY22.
- g. Travel. Travel and per diem costs are those costs for travel and subsistence which are directly related to the grant. Identify the number of trips planned, the purpose of each trip, the destination for each trip, the number of travelers, and the estimated cost of each trip (e.g., monitoring, administrative activities, attendance at specific conferences, meetings, training, etc.).
- d. Equipment. \$137,135.00 in equipment are scheduled to be purchased during this project period. Pinellas County requested additional federal funding in this application to assist with the purchasing of the equipment. List of equipment is included in the application Object Class Worksheet.
- i. Supplies. The description of supplies is as reasonably detailed as possible in the application package Object Class Worksheets.
- j. Contractual. No Contractual services are directly related to this EPA program/project.
- k. Other. Individual and total cost for Other is provided on the SF- 424 and in the application package Object Class Worksheets.

- I. Direct Charges. The individual and total amount of direct costs (items a-g above) are provided in the application package Object Class Worksheets.
- h. Indirect Charges. Indirect costs result from allocation of a grouping of administrative costs which are not easily identified as a direct cost. A copy of our current estimated indirect costs agreement is attached to the grant application package. Indirect costs for FY24 are estimated based on FY22 rates adjusted for inflation.

An estimated total indirect rate of 39.31% is applied to direct salary costs for the project estimate of FY24 indirect charges.

Use of Program Income for Recipient Cost Share:

Total Project Costs for the FFY 2023 EPA 105 Grant project period is estimated as follows:

a. Federal	\$ 375,000.00
b. Applicant	\$ 606,890.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income*	\$ 250,000.00
g. TOTAL	\$1,231,890.00

**Program Income amount is based on an estimate*

Total Project Costs for the FFY 2024 EPA 105 Grant project period is estimated as follows:

a. Federal	\$ 375,000.00
b. Applicant	\$ 704,390.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income*	\$ 250,000.00
g. TOTAL	\$1,329,390.00

**Program Income amount is based on an estimate*

Pinellas County may use program income during the FFY 2023 and the FFY 2024 project budget periods as part of the agency cost share to finance the non-Federal share of the program and meet the required Maintenance of Effort (MOE).

Program income is the result of Air Program compliance and asbestos fees charged for program activities which are not fully funded by State or Federal available dollars, but required by Federal or State Rule or Pinellas County Code. These activities include:

- Demolition and asbestos removal projects to maintain compliance with National Emissions Standards for Hazardous Air Pollutants (NESHAP)
- Compliance fees (not applicable to Title V facilities) for inspections, testing and report compliance reviews associated with permitted non-NESHAP sources, NESHAP sources and annual fees associated with non-Title V permitted sources (visible emissions unit testing, Annual Operating Report Reviews, compliance reviews of other miscellaneous reports required by permit), annual Stage 1 inspections and other activities performed by program staff to perform compliance determinations on permitted facilities.

Pinellas County Air Quality Division
Section 105 Grant Application – FFY 2023 and FFY 2024

Total recipient's share for the FFY 2023 work effort is estimated to be \$856,890.00, of which \$606,890.00 is the applicant share from State Tag fee dollars and \$250,000 from estimated program income.

Total recipient's share for the FFY 2023 work effort is estimated to be \$954,390.00, of which \$704,390.00 is the applicant share from State Tag fee dollars and \$250,000 from estimated program income.

Our agency's program income amount estimates by year are included on our 424A form (Budget Information for Non-Construction Programs) in Section B, line item 7.