

**Allen, Tammy L**

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**Subject:** FW: FY '21 105 Grant Adjustments

*Tammy*

**Tammy L. Allen**

Technical Project Coordinator  
Pinellas County Public Works/Environmental Management Air Quality  
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Holiday Week Hours: Monday – Friday: 6:00 a.m. to 2:30 p.m.

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**From:** Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Sent:** Wednesday, June 16, 2021 4:57 PM  
**To:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>  
**Cc:** Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>  
**Subject:** RE: FY '21 105 Grant Adjustments

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Hi Shelia,

It was nice speaking with you today over the phone. Thank you for clarifying the issue about adjusting your Section 105 grant budget which your budget office is currently awaiting an amended grant award to reflect these changes. Again, I apologize for the delay. I will initiate an amendment request today to make these budget changes. As I mentioned, since this is a very busy time of the year for grant actions, your grant amendment may not be awarded by the end of the fiscal year and so, it may be delayed until October 2021.

If you need additional information or have any questions about this matter, please let me know.

Thanks,

Miya Smith  
Administrative Project Officer  
Grants and Strategic Planning Office  
Air and Radiation Division  
US EPA, Region 4  
(404) 562-9091  
<http://www.epa.gov/aboutepa/about-epa-region-4-southeast>

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**From:** Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Sent:** Wednesday, June 9, 2021 7:06 PM  
**To:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>; Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>  
**Subject:** RE: FY '21 105 Grant Adjustments

Please note correction below (in bold and underlined).

It's been a long day. Please note I'm off tomorrow and Friday as I am working part time these days.

Have a nice evening.

Miya Smith  
Administrative Project Officer  
Grants and Strategic Planning Office  
Air and Radiation Division  
US EPA, Region 4  
(404) 562-9091  
<http://www.epa.gov/aboutepa/about-epa-region-4-southeast>

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**From:** Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Sent:** Wednesday, June 9, 2021 7:01 PM  
**To:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>; Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>  
**Subject:** RE: FY '21 105 Grant Adjustments

Hi Sheila,

I'm sorry about not amending your award budget to reflect the changes that you requested back in November. I simply forgot. I do remember obtaining approval from our air monitoring staff (Daniel Garver) on your equipment request (\$58,170) for FY 2021, so you are covered to expend those \$ on the equipment that you need. The other thing that occurred to me today is that technically, it's not required for you to amend the grant when making budget changes, such as transfers between cost categories so long as it does **NOT** affect the scope of work and workplan commitments and it does not increase the overall budget. When proposing new equipment purchases, as you did back in Nov., that requires EPA Project Officer approval, but the grant itself does not require a formal amendment. I'm pasting below a copy of 40 CFR Part 35 language on Grant Amendments and other Changes [note that this applies to your Section 105 grant, not to your Section 103 grants...see highlighted area]:

§35.114 Amendments and other changes.

The following provisions govern amendments and other changes to grant work plans and budgets after the work plan is negotiated and a grant awarded.

(a) Changes requiring prior approval. Recipients may make significant changes in work plan commitments only after obtaining the Regional Administrator's prior written approval. EPA, in consultation with the recipient, will document these revisions including budgeted amounts associated with the revisions.

(b) Changes requiring approval. Recipients must request, in writing, grant amendments for changes requiring increases in environmental program grant amounts and extensions of the funding period. Recipients may begin implementing a change before the amendment has been approved by EPA, but do so at their own risk. If EPA approves the change, EPA will issue a grant amendment. EPA will notify the recipient in writing if the change is disapproved.

(c) Changes not requiring approval. Other than those situations described in paragraphs (a) and (b) of this section, recipients do not need to obtain approval for changes, including changes in grant work plans, budgets, or other components of grant agreements, unless the Regional Administrator determines approval requirements should be imposed on a specific recipient for a specified period of time.

(d) OMB cost principles. The Regional Administrator may waive in writing approval requirements for specific recipients and costs contained in OMB cost principles.

(e) Changes in consolidated grants. Recipients of consolidated grants under §35.109 may not transfer funds among environmental programs.

(f) Subgrants. Subgrantees must request required approvals in writing from the recipient and the recipient shall approve or disapprove the request in writing. A recipient will not approve any work plan or budget revision which is inconsistent with the purpose or terms and conditions of the federal grant to the recipient. If the revision requested by the subgrantee would result in a significant change to the recipient's approved grant which requires EPA approval, the recipient will obtain EPA's approval before approving the subgrantee's request.

I will keep a record of your budget adjustments for the grant file, but I don't think it's necessary to formally amend the grant or at least EPA does not require it. Sorry I didn't think of this earlier...my brain is working slower these days.

Miya Smith  
Administrative Project Officer  
Grants and Strategic Planning Office  
Air and Radiation Division  
US EPA, Region 4  
(404) 562-9091  
<http://www.epa.gov/aboutepa/about-epa-region-4-southeast>

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**From:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>  
**Sent:** Tuesday, June 8, 2021 12:09 PM  
**To:** Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>  
**Cc:** Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Subject:** FW: FY '21 105 Grant Adjustments

Hi Stuart and Miya,

We just received a grant award from Michael Morrisette, but it appears that the modifications we requested back in November didn't happen. We went ahead and processed the previous award without the changes since you indicated that they couldn't be made until EPA got the NGGS system up and running (see your email below). How should we proceed? I am attaching a marked-up version of the current award for your reference, and a previous email with revised object class categories, etc. Please let me know if you'd like to discuss, or if you need further information.

Sheila Schneider, Manager  
Pinellas County Air Quality Division  
(727) 464-4655

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**From:** Schneider, Sheila  
**Sent:** Tuesday, November 10, 2020 3:07 PM  
**To:** Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>; Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Cc:** Allen, Tammy L <[tallen@co.pinellas.fl.us](mailto:tallen@co.pinellas.fl.us)>  
**Subject:** RE: FY '21 105 Grant Adjustments

Thanks for the prompt response Stuart. We'll proceed with processing the award as-is. We'll also include the expenditures in the draw-down request, and annotate the FFR accordingly.

Enjoy your Veterans' Day  
Sheila

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**From:** Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>  
**Sent:** Tuesday, November 10, 2020 2:59 PM  
**To:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>; Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Cc:** Allen, Tammy L <[tallen@co.pinellas.fl.us](mailto:tallen@co.pinellas.fl.us)>  
**Subject:** RE: FY '21 105 Grant Adjustments

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Sheila,

Hi! Regarding the new award, I don't think there is anything we can do to make adjustments of the nature you are asking for as that constitutes a "budget amendment" not a correction. I would suggest you go ahead with processing of the award.

On the expenditure of funds from FY 21 for the purchase completed in FY 20, I think as long as the expenditure was completed by September 30, you have the ability to draw down funds during the 90 day window following the end of the FY to in essence pay yourself back. The expenditure would be tracked in your annual FFR for FY 20 which is due 12/31/2020.

Regarding the requested budget updates, we will not be able to do anything with the changes until sometime in January after the start-up of our new grant award system (Next Generation Grants System (NGGS)) which is due to come on-line as of December 11<sup>th</sup>. I think all of this will depend on the EPA budget process, and whether we have another continuing resolution or an approved budget which will control our next step regarding grant awards.

Thanks  
Stuart

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**From:** Schneider, Sheila <[sschneider@co.pinellas.fl.us](mailto:sschneider@co.pinellas.fl.us)>  
**Sent:** Tuesday, November 10, 2020 2:39 PM  
**To:** Perry, Stuart <[Perry.Stuart@epa.gov](mailto:Perry.Stuart@epa.gov)>; Smith, Miya <[Smith.Miya@epa.gov](mailto:Smith.Miya@epa.gov)>  
**Cc:** Allen, Tammy L <[tallen@co.pinellas.fl.us](mailto:tallen@co.pinellas.fl.us)>  
**Subject:** FY '21 105 Grant Adjustments

Good afternoon, Stuart,

Please find included herein our proposed FY21 changes to reflect the additional equipment purchases and changes in staff. Unfortunately, the award arrived yesterday which adds an extra rumple to the process. We are requesting the following **highlighted** corrections to the Award's Object Class Categories to reflect these changes:

1. Personnel, Fringe & Indirect dollars will go down slightly with the retirement of four staff, two re-classifications upward, two re-classifications downward and two proposed downward re-classifications.
2. Travel Class decreased in FY20 due to Covid, and carryover of those FY20 dollars should travel occur again in FY21.
3. Equipment Object Class increased to account for \$40,960 in additional purchases.
4. Indirect Cost Increased to 36.03% due to increase in Indirect Rate for FY21.

We seek approval to use the FY21 federal dollars to pay for the \$58,170 FY20 equipment purchased early.

Do we process the award we just received, or can the award be corrected to reflect our FY21 Request as stated and high-lighted below? We are hoping for a correction rather than another amendment.

I know we have the added obstacle of a day off this week but we'd love to hear from you as soon as possible. Let me know if you have any questions or would like to discuss.

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A - 00402120 - 2  
Received 11-09-20

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost	Total Proposed
1. Personnel	\$1,117,051	<b>\$1,101,526</b>
2. Fringe Benefits	\$764,030	<b>\$751,522</b>
3. Travel	\$29,530	<b>\$19,960</b>
4. Equipment	\$18,000	<b>\$58,170</b>
5. Supplies	\$52,600	\$52,600
6. Contractual	\$0	\$0
7. Construction	\$0	\$0
8. Other	\$82,900	\$82,090
9. Total Direct Charges	\$2,064,111	<b>\$2,065,868</b>
10. Indirect Costs: <b>36.03%</b> Base <u>Cost Allocation Plan</u>	\$387,259	<b>\$385,502</b>
11. Total (Share: Recipient <u>79.60</u> % Federal <u>20.40</u> %.)	<b>\$2,451,370</b>	<b>\$2,451,370</b>
12. Total Approved Assistance Amount	\$500,000	\$500,000
13. Program Income	\$500,000	\$500,000
14. Total EPA Amount Awarded This Action	\$117,000	
15. Total EPA Amount Awarded To Date	\$357,620	

**Sheila E. Schneider, MSCM**

Division Manager

Pinellas County Air Quality

509 East Ave. S., Suite 138

Clearwater, FL 33756

Direct Line: (727)464-4655

Fax: (727) 464-4420

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