

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. Organizational DUNS:

0552002160000

d. Address:

* Street1: c/o Office of Management and Budget

Street2: 14 S. Ft. Harrison Ave - 5th FL

* City: Clearwater

County/Parish: Pinellas County

* State: FL: Florida

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 33756-5338

e. Organizational Unit:

Department Name:

Public Works

Division Name:

Environmental Management, Air

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:

Title: Environmental Division Manager 1

Organizational Affiliation:

Air Quality Division

* Telephone Number: (727) 464-4422

Fax Number: (727) 464-4420

* 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.):

Pinellas County, FL.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 * b. Applicant * c. State * d. Local * e. Other * f. Program Income * g. TOTAL *** 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:

Pinellas County

Section 105 Grant Application, Air Pollution Control Program Support

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

Statement of Competency

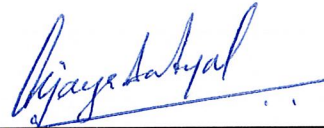
The Pinellas County Air Quality Division, as an approved local air program performing field and laboratory analysis, submits the following Demonstration of Competency in accordance with the United States Environmental Protection Agency's (EPA) Policy Directive Number FEM-2012-02, Policy to Assure the 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, and §105.

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, 2019 to September 30, 2020.

Ajaya Satyal, Air Quality Division Manager

Name and Title of Principal Investigator



6/12/2019

Signature of Principal Investigator, Date

**Quality Assurance Documentation and
Certification of Competency**

(This checklist is to be filled out and signed by the Grantee and provided to the Grant Project Officer. It is intended to be used for demonstrating competency on grant awards and for ongoing annual competency demonstration submittals)

1) Quality Assurance Documentation: If the grantee's project involves environmentally related measurements or data generation, the grantee shall develop and implement quality assurance practices consisting of policies, procedures, specification, standards, and documentation sufficient to produce data of quality adequate to meet project objectives and to minimize loss of data due to out-of-control conditions or malfunctions per 2 CFR Part 1500.11.

2) Certification of Competency: The Competency Policy (FEM-2012-01) effective October 1, 2013, requires organizations generating or using environmental data under Agency-funded assistance agreements >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. There are a number of QA/QC activities already in place to ensure that organizations receiving federal funding are competent to perform environmental sampling, field measurements, and/or laboratory analyses compliant with the Forum on Environmental Measurements (FEM) Policy requirements.

Examples of documentation of competency can include the following: (Please check **one or more** of the appropriate blocks which best describe the nature/extent of your overall QA system. As applicable, please provide the appropriate suggested documentation as an attachment to this checklist.)

☒ Cooperative Agreements/Grants – By checking this item, the grantee is acknowledging awareness of the terms and conditions listed on the grant/cooperative agreement which address QA requirements for the grant.

☐ Participation in Certification Programs (e.g., NELAC, ISO) for laboratory or field activities, or if you are considering pursuing certifications in the future – If your Organization has certification(s), *please provide as documentation **copies of the certificates and the date of the certification**. If your Organization is considering pursuit of a certification, please provide details of your planning for this recognition. As part of certification, certain activities are already included (e.g., participation in proficiency testing programs; developed laboratory QA manuals and standard operating procedures, etc.). If accreditation/certification status changes any time during the period of performance, the US EPA project officer should be notified immediately.*

☒ Participation in an external proficiency testing (PT) program (independent of external programmatic certifications (e.g., laboratory)) – *If applicable, please provide as an **attachment** to this document a tabular listing of proficiency testing programs/dates (e.g., different laboratory monitoring program/activities) that your organization participated in during the time period addressed by this QA documentation competency report. **SEE ATTACHMENT 1***

☒ Quality documentation such as Laboratory Quality Assurance Manuals/Standard Operating Procedures (SOPs) (independent of external programmatic certifications (e.g., laboratory)) – *Please **include information** about the frequency that the manual and/or SOPs are reviewed/updated, and the date of the last review. **SEE ATTACHMENT 2***

☒ Audit Results (periodic management systems reviews of QA system, laboratory audits and/or technical audits) – *During the time period addressed by this QA documentation competency report,*

please provide **dates that the audit(s) was/were performed and a summary of the findings as an attachment to this checklist. SEE ATTACHMENT 3**

☒ EPA approved QMP's/QAPPs

QMP approved date: na expiration date: na

QAPP approved date: na expiration date: na

☒ If multiple QMP(s)/QAPPs are included as part of your QA system, then please provide as **an attachment to this checklist a tabular listing of the documents included as part of the QA system for your Organization (i.e., title/approval dates for QMP(s) and QAPPs).**

As part of your approved QMP(s)/QAPP(s), your plan must include information about the qualifications of your staff and ongoing QA training of your personnel, that there is an established and documented QA/QC system, and that there is a Quality Assurance Officer responsible for overseeing implementation of your QA/QC program. **SEE ATTACHMENT 4**

☒ Use of third party certified labs (sometimes included in QMPs, but not always) – *If applicable, please provide the name of third party lab and the program/activities/analysis/contaminant that the third party lab is responsible for performing. SEE ATTACHMENT 5*

☒ Other – *If applicable, please provide as an attachment to this checklist a tabular list of the other activities not specifically mentioned in this checklist that your Organization considers to be part of your QA system. SEE ATTACHMENT 6*

This Quality Assurance Documentation and Certification of Competency will be maintained in the grant file as required. For each Award a new form will need to be submitted to the EPA Project Officer with the application and workplan and annually thereafter with a timeline determined by the EPA Program Office.

3) Grantee Authorization: The grant recipient authorizes to the best of their knowledge that the above information is accurate and complete. (*Type in Name, Date, Organization and Grant number. Print the document, initial next to your name and send to EPA Grant Project Officer.*)

Authorized (Assistant Agreement) Representative Ajava Satyal
Agency Pinellas County, PCR Air Quality Division

Date 6/11/19



Grant Number, if known Pinellas County FY19/FY20 Grants including A-00402115, XA-00D30415 & PM - 96496315

Grant Type or Program Section 105, 103 PM 2.5, & 103 NATTS

4) EPA Grant Project Officer: (Acknowledge document receipt and place in the grant file following review/approval.)

I have reviewed the submitted certification of competency, and have determined that the grantee is in compliance with EPA's Policy to Assure the Competency of Organizations Generating Environmental Measurement Data Under Agency-Funded Assistance Agreements (FEM-2012-02). In making this determination, I have coordinated this review with any other appropriate EPA programs or grant project officers.

Grant Project Officer Name

Grant Project Officer Signature

Date

QA Documentation & Certification of Competency Revised 05/27/15

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 1 – Participation in an external proficiency testing program: The Pinellas County Air Quality Division (PCAQD) participates in a number of external proficiency testing programs. These include:

- The EPA National Performance Audit Program (NPAP)
- EPA Performance Evaluation Program (PEP)
- State of Florida (DEP) 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:

1. EPA NPAP -- not yet scheduled in 2019
2. EPA PEP -- 4/2019
3. State FDEP PE – 10/2018, 12/2018, 1/2019, 4/2019, 7/2019
4. EPA NATTS PT -- 11/2018, 3/2019
5. EPA RR Audit -- not yet scheduled in 2019

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

**Attachment 2 -- Quality Documentation such as Laboratory Quality Assurance
Manuals/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). By definition a PQAO must utilize common SOPs. Therefore local agencies no longer independently develop, revise, or review SOPs (with the possible exception of certain laboratory/air toxics SOPs unique to the particular agency). Most of the major SOPs (criteria pollutant, data validation, etc.) are undergoing consolidated into state-wide SOPs. The process for developing these SOPs is done through SOP subcommittees under the direction of the Florida Air Monitoring Advisory Committee (FAMAC). Below is a current list of Pinellas County's and the PQAO's SOP's. These are either in the process of being revised/consolidated or are planned to be revised/consolidated in order to meet PQAO requirements.

SOP Title	Revision
DEP 03-18 Rev. 0, Hi Vol PM10	01/2017 PQAO approved
DEP 07-06, Rev 0 TEI 43i-43itle	05/2017 PQAO approved
DEP 3-12, Rev 0 TEOM 1405	08/2016 PQAO approved
DEP-03-8, Rev 3 SEQUENTIAL SAMPLER FRM	05/2016 PQAO approved
DEP 11-09, Rev 0 Aethalometer	05/2017 PQAO approved
DEP 06-12 Rev 0, API Model 400E	06/2016 PQAO approved
DEP 09-2 Rev 0, TEI 42i	04/2017 PQAO approved
DEP 09-06 Rev 0, API T500U	06/2016 PQAO approved
DEP 08-14 Rev 0, API T300/U	05/2017 PQAO approved
DEP 17-11 Rev0, 8872 Agilaire	10/2016 PQAO approved
DEP 12-09 Rev 0, Environics 6100	01/2017 PQAO approved
DEP 12-8 Rev 1, API 700U Calibrator	9/2016 PQAO approved
DEP 18-27 Rev2, - Data Validation	03/2018 Approved by EPA
DEP 03-23 API 640X /640 PM25/PM10	1/2018 PQAO approved
DEP 06-11 Teledyne T703E O3 PS	11/2016 PQAO approved
DEP 16-22 Rev0, PM10 Lab	02/2017 Approved EPA
DEP 03-24 Met One E-Bam Plus	6/2018 PQAO approved

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 2 Continued -- Quality Documentation such as Laboratory Quality Assurance Manuals/Standard Operating Procedures (SOPs):

SOP Title	Revision
APPENDIX T - TIME STANDARDS	12/2001 Pinellas County approved
APPENDIX W - BIOS DRYCAL	06/1998 Pinellas County approved
APPENDIX AA - MANOMETERS	02/2002 Pinellas County approved
APPENDIX B - ELECTRONIC TEMPERATURE	10/1993 Pinellas County approved
APPENDIX C - MIN/MAX SOP	01/1994 Pinellas County approved
APPENDIX D - THERMOMETERS	01/1994 Pinellas County approved
APPENDIX E - ZERO AIR SYSTEMS	10/1993 Pinellas County approved
APPENDIX G - DIGITAL MULTIMETER	11/1993 Pinellas County approved
MANUAL IX - R.M. YOUNG WS/WD	01/1993 Pinellas County approved

Laboratory/Air Toxics SOPs currently under local control (non-PQAO):

SOP Title	Revision Date
Manual Tox1, VOC in Whole Air Collection Canisters VOC	July 2018
Asbestos SOP, Determination of Asbestos in Bulk using Polarizer Light Microscopy	March 2019
Asbestos Chain of Custody SOP	March 2019
SOP DEP 23-01 PUF	September 2017
SOP DEP 23-02 ATEC VOC Sampler	September 2017
ERG Carbonyl Sampling	January 2015
NATTS TAD ver3	October 2016
DEP 23-04 VOC Lab SOP	July 2018
DEP 11-9 Aethalometer	August 2017

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 3 -- Audit Results (periodic management systems reviews of QA system, laboratory audits and/or technical audits):

- No management system reviews or audits were schedule in this time period.
 - o EPA Systems audit has been scheduled for 2020.
- EPA Performance Evaluation Program (PEP) audit was conducted in April 2019, however, the results from the EPA PEP audit (PM 2.5) were not received during this time period.
- Florida Department of Environmental Protection, performed a Quality Assurance System Audit for CY 17 data. The final report was closed out August 10, 2018.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 4 -- EPA approved QMPs/QAPPS: 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 Ambient Air Monitoring Program as well as the QAPP for the State of Florida's PM-2.5 Ambient Air Monitoring Program. Pinellas County, in partnership with the Hillsborough County Environmental Protection Commission (HCEPC), operates under the Tampa Bay Region QAPP for the National Air Toxics Trends Site (NATTS) Monitoring Program. QMP and QAPP information is as follows:

<u>QMP: Florida Department of Environmental Protection Quality Management Plan</u>	Approval Date: 12/2014	Submitted to EPA March 2019
<u>QAPP: Quality Assurance Project Plan for the State of Florida's Gaseous Ambient Air Monitoring Program</u>	Approval Date: August 2018	FL _ Gaseous QAPP Revision No 0.1 Aug 2018
<u>QAPP: Quality Assurance Project Plan for the State of Florida's Particulate Matter (PM2.5 & PM10) Ambient Air Quality Monitoring Program</u>	Approval Date: May 2019	FL-Particulate Matter QAPP Revision No. 0 Approved: May 2019
<u>QAPP: Quality Assurance Project Plan for the State of Florida National Air Toxics Trends Stations and Air Toxics Monitoring Program</u>	Approval Date: February 2019	FL-NATTS/Air Toxics QAPP Revision No. 0 February 2019

While QMPs and QAPPS do not actually “expire”, they are expected to be revised and re-submitted every 5 years. EPA is aware of the QAPPS currently under revision and has allowed our newly formed PQAO time to finalize and submit those revisions.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 5 -- Use of third party certified labs: The Pinellas County Air Quality Division uses two third party laboratories to perform analysis of various air toxics. The analysis is done for the NATTS program as well as UATMP activities funded under the 105 grant. 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/UATMP)
- 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/UATMP)

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2019—Attachments

Attachment 6 -- Other (Training)

The Pinellas County Air Quality Division 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). We also participate in numerous monthly/quarterly EPA and FDEP teleconferences. Recent training for Air Monitoring Program personnel includes:

7/2018	Environmental Policy Class-Master Program
8/2018	NIMMS Training
9/2018	CPR and First Aid Certifications
12/2018	Budget 101 County OMB
1/2019	Anti-Harassment/Anti-bullying County Training
2/2019	FDEP Air Forecasting Webinar “Air Now”
2/2019	Safety and the Supervisor
5/14-15/2019	FDEP Monitoring Workshop Hands-On Training
5/14/2019	FDEP Proficiency Testing for QA and Field Staff

Quality Assurance Document Inventory

QUALITY MANAGEMENT PLAN	
Document Title	Approval/Submittal to EPA Date
Quality Management Plan for the Florida Department of Environmental Protection's Division of Air Resource Management	Submittal to EPA March 2019
QUALITY ASSURANCE PROJECT PLAN(S)	
Document Title	Approval/Submittal to EPA Date
FL-Gaseous QAPP Revision No. 0.1	Approved: August 2018
FL- NATTS Air Toxic QAPP Rev.0	Approved: Feb 2019
FL-Particulate Matter QAPP Monitoring Program Rev. 0	Approved: May2019
STANDARD OPERATING PROCEDURES	
Document Title	Approval/Submittal to EPA Date
SOP TECO Partisol ®-Plus Sequential Sampler PM2.5 DEP 03-8 REV. No. 3	PQAO approved: July 2018
SOP TEOM Model 1405 DEP 03-12 Rev. No. 0	PQAO approved: August 2016
SOP TECO Model 43i and 43i-Trace Level Enhance Sulfur Dioxide Analyzer DEP 07-06 Rev. No. 0	PQAO approved: May 2017
SOP TECO Model 42i-NO2-NO-NOX Analyzer DEP 09-2 Rev. No. 0	PQAO approved: March 2018
SOP DEP 16-22 Rev 0, PM10 Lab,	PQAO approved: February 2018
SOP DEP 18-27 Rev 4, Data Handling and Data Validation	PQAO approved: March 2018
SOP Teledyne API Series T400/400E Ozone Analyzer, DEP 06-12 ,	PQAO approved: September 2016
SOP Teledyne API Series T300 Series Carbon Monoxide Analyzer, DEP 08-14	PQAO approved: May 2017
SOP Teledyne API Series T500U Nitrogen Dioxide Analyzer, DEP 09-6	PQAO approved: April 2017
SOP Teledyne API Series Aethalometer 633 Analyzer, DEP 11-9	PQAO approved: April 2017
SOP API 604 and 640X Particulate Matter DEP 3-21 and DEP 3-23	PQAO approved: January 2018
SOP Met One E-Bam Plus PM10 DEP 3-24	PQAO approved: January 2019
SOP API 703E Ozone Primary Standard DEP 6-17	PQAO approved: February 2016
SOP T700U Calibrator DEP 13-5	PQAO approved: December 2017
SOP Environics Calibrator DEP 13-6	PQAO approved: May 2017

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.

Allen, Tammy L

From: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Sent: Wednesday, May 29, 2019 9:34 AM
To: Allen, Tammy L; State_Clearinghouse
Subject: RE: Pinellas County Air Quality - Request determination if United States Environmental Protection Agency Project should be selected for review by State Under Executive Order 12372

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 send future electronic requests directly to the State Clearinghouse email address, State.Clearinghouse@dep.state.fl.us

Good Luck.

Chris Stahl

Chris Stahl, Coordinator
Florida State Clearinghouse
Florida Department of Environmental Protection
3800 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: Tuesday, May 28, 2019 9:23 AM
To: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Subject: Pinellas County Air Quality - Request determination if United States Environmental Protection Agency Project should be selected for review by State Under Executive Order 12372
Importance: High

Good morning,

Our agency will be applying for additional funding for our on-going EPA Section 105 Air Pollution Control Program Project. A summary of the project is contained within this e-mail. [The grant application is due no later than August 1, 2019.](#) Each year, we submit a request for Status Determination to the State Clearinghouse for this continuing grant. Our past applications for this project, with no changes to the project activities anticipated, have received the following approval for submittal by the State.

*** 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 we can indicate on our federal application once again this year the “Program is subject to E.O. 12372 but has not been selected by the State for review” 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; Sharonita Johnson, EPA Grant Specialist
Granting Agency Phone or Email	isom.angela@epa.gov ; johnson.sharonita@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 another 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.
Benefit Summary (How will this benefit the County, Dept, etc?)	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.

Respectfully,

Tammy L. Allen

Tammy L. Allen

Administrative Project Coordinator
Pinellas County Air Quality Division
509 East Avenue S., Suite 138
Clearwater, FL 33756
Phone (727) 464-3547
tallen@pinellascounty.org



CONGRESSIONAL DISTRICTS AND VOTER PRECINCTS



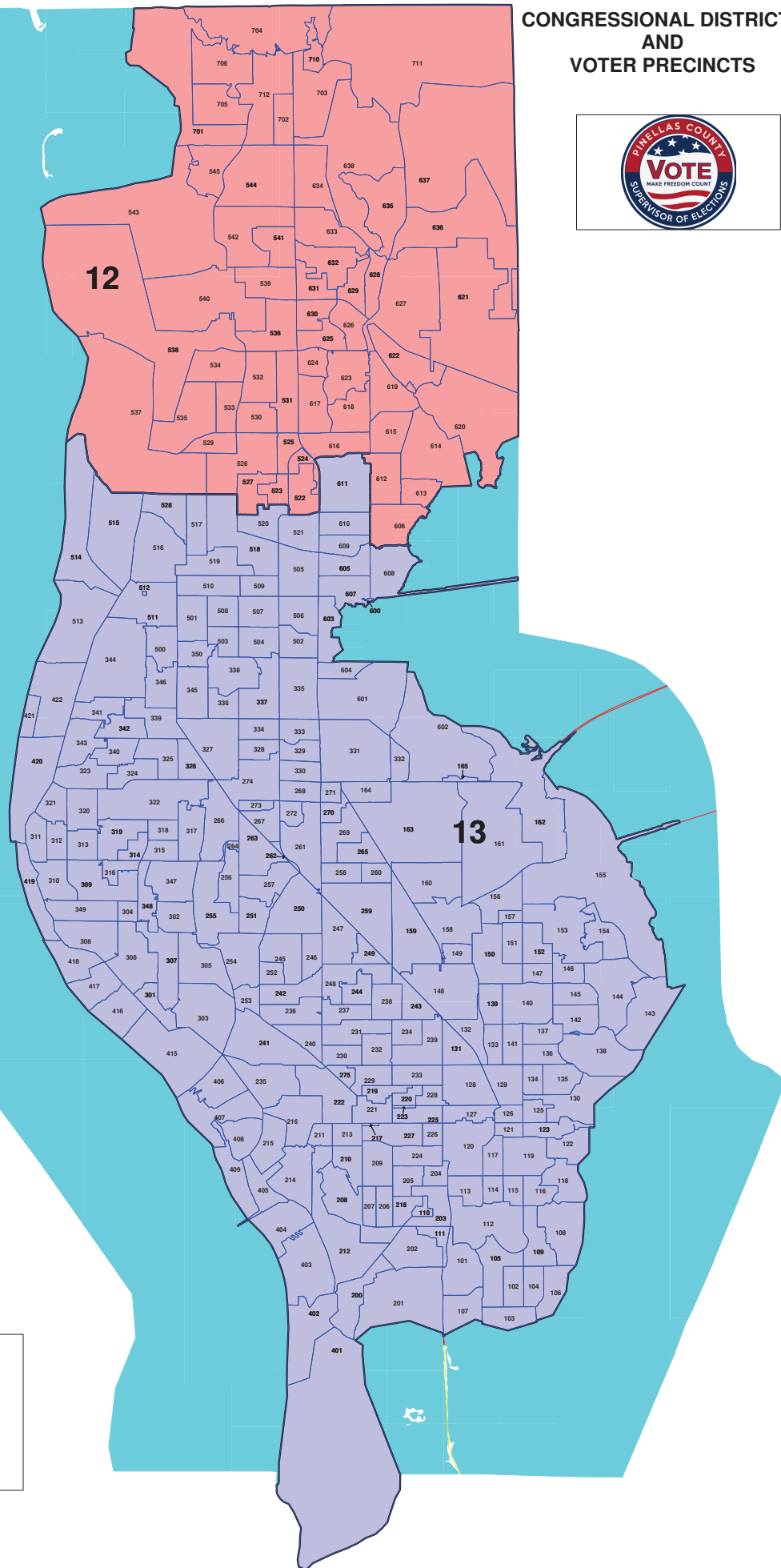
Congressional Districts
Pinellas County, Florida

12

13

Precinct Lines

Major Roads



**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
Kathleen Peters
Karen Williams Seel
Kenneth T. Welch

June 12, 2019



Ms. Sharonita Johnson, Grant Specialist
Grants & IAG Operations Unit
U.S. Environmental Protection Agency
61 Forsyth Street, S.W.
Atlanta, GA 30303-8960

Re: FY 2020 and FY2021 Indirect Cost Rate Submittal – Air Pollution Control, Section 105 Grant Application

Dear Ms. Johnson:

Pinellas County Air Quality Division's FY2020 and FY2021 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 FY 20 project period is 34.03%.

The Total Indirect Rate requested for approval for the FY 21 project period is 35.33%.

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 FY20 and FY21.

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 \$968,900.00 for projected salaries, attributable to the FY20 grant efforts. The calculated "pre-determined" General Governmental indirect rate of 25.13%, plus an additional rate of 8.90% for "general administrative costs", will be applied to direct program salaries for the FY20 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 \$548,151.00 for projected salaries, attributable to the FY21 grant efforts. The calculated "pre-determined" General Governmental indirect rate of 26.03%, plus an additional rate of 9.30% for "general administrative costs", will be applied to direct program salaries for the FY21 project period.

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

Sincerely,

Ajaya Satyal
Air Quality Division Manager

Attachment
cc: electronic Grant File



Pinellas County Air Quality
509 East Ave. S. • Suite 138
Clearwater, FL 33756
Main Office: (727) 464-4422
FAX: (727) 464-4420
V/TDD: (727) 464-4062

www.pinellascounty.org

PINELLAS COUNTY AIR QUALITY DIVISION GRANTS & CONTRACTS

FY 19/20

**% FOR INDIRECTS, ADMINISTRATIVE (AGENCY INDIRECTS), BENEFITS, AND LEAVE TIME
5/2/2019**

2 CFR Part 200 Cost Allocation Plan % Indirects:

(Based on FY 2018 Actual Expenditures)

25.13% for County Indirects

% for Administrative (Agency Indirects) Time:

Total Salaries & Wages Estimates 10/1/19-9/30/20

Oct-Sept 1,298,188.94

1,298,188.94

34.03% Combined Indirects Rate

Total Indirect Admin Salary Estimates 10/1/19-9/30/20

(000282A/3XX.x) 103,837.59

LWP Training 11,728.82

115,566.41

**8.90% for Administrative Overhead
(Total Agency Indirects)**

% for Benefits is calculated on FY-19/20 budget estimates as of 2/14/19:

65.60% for Benefits

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

Plan uploaded to Intranet 4-04-19

FY20

258300 AQ

ELEMENTS	F0001	1075 AQ F1075	TOTAL
General Government	4,091	3,991	8,082
Building Depreciation	40,383	0	40,383
Communications	0	0	0
Print	0	-56	-56
Mail	4,808	0	4,808
Clerk - Finance	11,337	14,026	25,363
Attorney	9,398	13,370	22,768
Cnty Admin	3,468	3,357	6,825
Purchasing	0	0	0
OMB	2,457	3,495	5,952
Records Management	12,662	0	12,662
Facility Mgmt North I	0	0	0
NW Section O&M	75,375	0	75,375
Facility Mgmt North II		0	0
Human Resources	13,641	13,206	26,847
Human Rights	0	0	0
Communications	0	0	0
Risk Cost Plan	16,400	9,240	25,640
BTS Cost Plan	0	48,950	48,950
Clerk - FIS	0	0	0
Insp-Gen	776	1,514	2,290
TOTAL INDIRECT COSTS	194,796	111,093	305,889
SALARIES AND WAGES	656,442	560,747	1,217,189
PROPOSED INDIRECT RATE	29.67%	19.81%	25.13%
Total Excludes BTS & Risk	178,396	52,903	231,299

Compensation Expense Detail

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Page 1

50.9%	14.7%
Dental, Life, LTD, Med, FRS, STD, FICA	Annual Leave, LWP, Holidays

Total Fringe	65.6%
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PINELLAS COUNTY AIR QUALITY DIVISION GRANTS & CONTRACTS

FY 20/21

**% FOR INDIRECTS, ADMINISTRATIVE (AGENCY INDIRECTS), BENEFITS, AND LEAVE TIME
6/4/2019**

2 CFR Part 200 Cost Allocation Plan % Indirects:

(Based on FY 2018 Actual Expenditures)

26.03% for County Indirects

% for Administrative (Agency Indirects) Time:

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

Oct-Sept 1,315,252.04

1,315,252.04

35.33% Combined Indirects Rate

Total Indirect Admin Salary estimates 10/1/20-9/30/21

(000282A/3XX.x) 110,067.84

LWP Training 12,197.98

122,265.82

**9.3% for Administrative Overhead
(Total Agency Indirects)**

% for Benefits is calculated on FY- 20/21 budget estimates as of 5/04/19:

71.30% % for Benefits

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

Plan uploaded to Intranet 4-04-19	FY20			Inflation Rate	ADJUSTED for Inflation FY21		
	258300 AQ				258300 AQ		
ELEMENTS	F0001	1075 AQ F1075	TOTAL		F0001	1075 AQ F1075	TOTAL
General Government	4,091	3,991	8,082	6	4,336	4,230	8,567
Building Depreciation	40,383	0	40,383	6	42,806	0	42,806
Communications	0	0	0	6	0	0	0
Print	0	-56	-56	6	0	-59	-59
Mail	4,808	0	4,808	6	5,096	0	5,096
Clerk - Finance	11,337	14,026	25,363	6	12,017	14,868	26,885
Attorney	9,398	13,370	22,768	6	9,962	14,172	24,134
Cnty Admin	3,468	3,357	6,825	6	3,676	3,558	7,235
Purchasing	0	0	0	6	0	0	0
OMB	2,457	3,495	5,952	6	2,604	3,705	6,309
Records Management	12,662	0	12,662	6	13,422	0	13,422
Facility Mgmt North I	0	0	0	6	0	0	0
NW Section O&M	75,375	0	75,375	6	79,898	0	79,898
Facility Mgmt North II	0	0	0	6	0	0	0
Human Resources	13,641	13,206	26,847	6	14,459	13,998	28,458
Human Rights	0	0	0	6	0	0	0
Communications	0	0	0	6	0	0	0
Risk Cost Plan	16,400	9,240	25,640	6	17,384	9,794	27,178
BTS Cost Plan	0	48,950	48,950	10.3	0	53,992	53,992
Clerk - FIS	0	0	0	6	0	0	0
Insp-Gen	776	1,514	2,290	6	823	1,605	2,427
TOTAL INDIRECT COSTS	194,796	111,093	305,889		206,484	119,863	326,347
SALARIES AND WAGES	656,442	560,747	1,217,189		676,135.26	577,569.41	1,253,705
PROPOSED INDIRECT RATE	29.67%	19.81%	25.13%		30.54%	20.75%	26.03%
Total Excludes BTS & Risk	178,396	52,903	231,299		189,100	56,077	245,177

Compensation Expense Detail

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Version		County Admin	Scenario	Budget	Year										FY21	2080																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
					Employee Name	Employee Number	Years of Service	Max Annual Leave per Year	Pay Grade	Shoe Allowance	Dental	Life	Long Term Disability	Medical		Pay Adjustment	Retirement - DROP	Retirement - Regular	Short Term Disability	Medicare	Social Security	Total Benefits	FY21 Est. Salary	Total Compensation	FY21 Est. Hourly rate	Holidays	Floating	Personal Day	LWP-Other	Annual Leave																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Dental, Life, LTD, Med, FRS, STD, FICA

Annual Leave, LWP, Holidays

71.3%

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	Director, Public Works Department
APPLICANT ORGANIZATION	DATE SUBMITTED
Pinellas County dba Board of County Commissioners	Completed on submission to Grants.gov

Standard Form 424B (Rev. 7-97) Back

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

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 FY20	66.001	\$	\$	250,000.00	715,570.00	965,570.00
2. Section 105 Air Pollution Control Program FY20 Program Income	66.001				250,000.00	250,000.00
3. Section 105 Air Pollution Control Program FY21				250,000.00	735,800.00	985,800.00
4. Section 105 Air Pollution Control Program FY21 Program Income					250,000.00	250,000.00
5. Totals		\$	\$	500,000.00	1,951,370.00	2,451,370.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Section 105 Air Pollution Control Program FY20	Section 105 Air Pollution Control Program FY20 Program Income	Section 105 Air Pollution Control Program FY21	Section 105 Air Pollution Control Program FY21 Program Income	
a. Personnel	\$ 568,900.00	\$	\$ 548,151.00	\$	\$ 1,117,051.00
b. Fringe Benefits	373,198.00		390,832.00		764,030.00
c. Travel	14,530.00		15,000.00		29,530.00
d. Equipment	0.00		18,000.00		18,000.00
e. Supplies	24,975.00		27,625.00		52,600.00
f. Contractual	0.00		0.00		0.00
g. Construction	0.00		0.00		0.00
h. Other	40,370.00		42,530.00		82,900.00
i. Total Direct Charges (sum of 6a-6h)	1,021,973.00		1,042,138.00		\$ 2,064,111.00
j. Indirect Charges	193,597.00		193,662.00		\$ 387,259.00
k. TOTALS (sum of 6i and 6j)	\$ 1,215,570.00	\$	\$ 1,235,800.00	\$	\$ 2,451,370.00
7. Program Income	\$	\$ 250,000.00	\$	\$ 250,000.00	\$ 500,000.00

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 Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Section 105 Air Pollution Control Program FY20	\$ 715,570.00	\$	\$	\$ 715,570.00
9.	Section 105 Air Pollution Control Program FY20 Program Income	250,000.00			250,000.00
10.	Section 105 Air Pollution Control Program FY21	735,800.00			735,800.00
11.	Section 105 Air Pollution Control Program FY21 Program Income	250,000.00			250,000.00
12. TOTAL (sum of lines 8-11)		\$ 1,951,370.00	\$	\$	\$ 1,951,370.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 250,000.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00	\$ 62,500.00
14. Non-Federal	\$ 965,570.00	241,392.50	241,392.50	241,392.50	241,392.50
15. TOTAL (sum of lines 13 and 14)	\$ 1,215,570.00	\$ 303,892.50	\$ 303,892.50	\$ 303,892.50	\$ 303,892.50

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	\$ 250,000.00	\$ 275,000.00	\$ 275,000.00	\$ 280,000.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 250,000.00	\$ 275,000.00	\$ 275,000.00	\$ 280,000.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	\$2,064,111(See attached Obj. Class Cat. Worksheet)
22. Indirect Charges:	\$387,259 (See attached Obj. Class Cat. Worksheet)
23. Remarks:	Pinellas County may use program income during the FY20 and FY21 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).

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Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 2

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. DUNS No.

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

III. List all civil rights lawsuits and administrative complaints pending 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.)

N/A

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege 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.)

N/A

V. List all civil rights compliance reviews of the applicant/recipient conducted by any 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))

FAA Civil Rights review of PIE Airport. Review, responses, and corrective actions attached.

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.

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 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 handicap 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 access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)

☒ 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.

Paul Valenti, Director, Office of Human Rights, 400 S. Ft. Harrison Ave., Clearwater, FL 33756
pvalenti@pinellascounty.org (727) 464-4880

- 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.

Yes; <http://www.pinellascounty.org/Humanrights/pdf/Title-VI-Policy-and-Grievance-Procedure.pdf>
<http://www.pinellascounty.org/Humanrights/pdf/ADA-Grievance-Procedure.pdf>

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

Director, Public Works Department

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



April 15, 2019

Thomas Jewsbury
Airport Director
St. Pete-Clearwater International Airport
14700 Terminal Blvd.
Clearwater, FL 33762

Re: St. Pete-Clearwater International Airport (PIE) – Title VI Mini Compliance
Review Closeout

Dear Mr. Jewsbury:

We have completed our assessment of the corrective actions related to the Fiscal Year 2018 Title VI mini compliance review of St. Pete-Clearwater International Airport (PIE).

We would like to thank you for participating in the review of your airport's programs, activities, and services. We appreciate the substantial effort taken by you and your staff to provide the required documentation, meet with FAA program staff, and provide access to all public areas of your airport.

The attached compliance review summary table lists the findings, corrective actions, and completion dates for Title VI issues identified in the compliance review final report. The airport authority's corrective actions are accepted by the FAA, and the review is closed as of the date of this letter, based on your documented good faith effort to complete outstanding item 17 within the stated timeframe.

As indicated throughout the compliance review process, the list of findings is not meant to be an all-inclusive list of compliance issues. The findings are a snapshot of the status of your programs, activities, and services, as identified at the time of the on-site review. This letter does not exempt the airport authority from responsibility for taking all necessary steps to ensure sustained compliance with the Title VI of the Civil Rights Act of 1967, 49 CFR Part 21, their implementing regulations, and other relevant legal authority. In addition, this letter does not preclude prospective regulatory actions should violations be observed during subsequent reviews or through other processes.

We would also like to inform you that under the Freedom of Information Act (5 U.S.C § 552) and the Privacy Act (5 U.S.C. § 55(a)), it may be necessary to release this information, related correspondence, and records upon request. In the event that we receive such a request, we will seek to protect, to the extent provided by law, personal information, which if released could constitute an unwarranted invasion of privacy.

If you have any questions or require additional information, please contact Cherry Smith of our staff, at (718) 553-3299 or by e-mail at cherry.smith@faa.gov.

Thank you for your cooperation and sustained effort to ensure Title VI compliance at your airport.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Klein', with a large, stylized initial 'J'.

Jonathan Klein

Team Lead

Airport Disability and Nondiscrimination Compliance Program

Enclosure

PIE – Title VI mini Compliance Review
February 1, 2018

Topic and Location	Compliance Status	Regulation	Corrective Action	Completion Date
4. Complaint Procedures	Pinellas County has Title VI complaint procedures, but they do not include notifying the FAA of any Title VI complaint within 15 days of receipt and of the actions taken to address each complaint.	49 CFR Part 21, Appendix C(b)(3)	Recommendation: Establish procedures to notify the FAA of any Title VI complaint within 15 days of receipt and of the actions taken to address each complaint. Actual: Procedures were updated, as recommended.	September 1, 2018
5. Complaint Form	The Pinellas County complaint form does not include sex and creed as bases of discrimination.	49 USC § 47123	Recommendation: Include discrimination on the bases of sex and creed in the complaint Form. Actual: The form was updated, as recommended.	September 1, 2018
5a. Airport Website	There is no Title VI complaint form on the Airport's website but Pinellas County oversees PIE, and the form is on their website.	49 CFR § 21.9(d); Appendix C (b)(3)	Recommendation: The Airport website should include a link to Pinellas County's website for airport passengers to obtain access to the Title VI complaint form/materials. Actual: Copies of the revised complaint form and the revised policy were provided to the FAA and can be found on PIE's website at this address: www.flye2pie.com/about-pie On Pinellas County's website, Title VI complaint form and materials are also on the following site: http://www.pinellascounty.org/Humanrights/pdf/title-vi-policy-and-grievance-procedures.pdf http://www.pinellascounty.org/humanrights/pdf/title-vi-complaint-form.pdf	September 1, 2018

Topic and Location	Compliance Status	Regulation	Corrective Action	Completion Date
14. Airport Emergency Plan (AEP)	PIE's Airport Emergency Plan identifies how they will assist an LEP individual in Section 4, but there is no mention of how to assist an LEP individual in Section 3 or 5.	AC 150/5200-31C	Recommendation: Update Airport Emergency Plan and/or related procedures to identify how LEP individuals will be assisted in an emergency. The information can be included in the special needs population discussion if LEP individuals are included in the definition of the special needs population in Chapter 6, Sections 3 and 5. Actual: Changes were made to the AEP and were reviewed during the Airport's July 23, 2018 Annual Certification Inspection.	July 29, 2018
17. Contracts	The expired subcontract to Artec Group Inc., did not include the Title VI assurances.	49 CFR § 21.7	Recommendation: Develop a process to periodically review subcontracts to ensure Title VI assurances are included. Actual: Pinellas County does not require copies of subcontracts from its prime contractors; however, language can be added by County to hold the Prime Contractor responsible for inserting Title VI language into their subcontracts during construction bids. Standardized Title VI language is being added to new contracts, and by January 1, 2020 will be added to all airline contracts.	July 29, 2018
18a. Unlawful Discrimination poster	Few Unlawful Discrimination posters are displayed pre-security and post-security.	49 CFR § 21.9(d)	Recommendation: Post additional Unlawful Discrimination posters in conspicuous locations at the terminal, particularly on the pre-security side. The posters should also be posted at other facilities on airport property that the public has access to, such as fixed-base operator facilities, parks, restaurants, and gas stations. Actual: There are eight posters currently posted in PIE's terminal, which are shown on the attached terminal map. There are posters located at Signature Flight Support in their flight planning room and in Sheltair's aviation lobby and the pilot's lounge.	July 27, 2018

EPA KEY CONTACTS FORM

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:
	Last Name: Burton		Suffix:
Title:	County Administrator		
Complete Address:			
Street1:	OMB, 5th Floor		
Street2:	14 S. Fort Harrison Ave.		
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756	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: Emily	Middle Name:
	Last Name: Magyar		Suffix:
Title:	Budget & Financial Management Analyst		
Complete Address:			
Street1:	Pinellas County Office of Management & Budget		
Street2:	14 S. Fort Harrison Ave., 5th Floor		
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756	Country:	USA: UNITED STATES
Phone Number:	(727) 582-2521	Fax Number:	
E-mail Address:	emmagyar@pinellacounty.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:
Title:	Environmental Division Manager 1		
Complete Address:			
Street1:	509 East Ave. S., 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:

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Air Pollution Control, Section 105 Budget Work Plan
FFY 2020

Project Budget

A. Personnel	\$ 568,900.00
B. Fringe Benefits	\$ 373,198.00
C. Travel	\$ 14,530.00
D. Equipment	\$ 0.00
E. Supplies	\$ 24,975.00
F. Contractual	\$ 0.00
G. Other	\$ 40,370.00
Total Direct Charges	\$ <u>1,021,973.00</u>
H. Indirect Charges	\$ <u>193,597.00</u>
Grant Total	\$ 1,215,570.00

Federal Funds Requested: \$ 250,000.00

Estimated Recipient Share \$ 965,570.00 (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. FFY20 Fringe benefit costs are estimated based on FY18 fringe rates adjusted for inflation.
- 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. No equipment is scheduled to be purchased during this project period.
- 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 Worksheets.
- h. Direct Charges. The individual and total amount of direct costs (items a-g above) are provided in the application package Object Class Worksheets.

- 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 FY20 are estimated based on FY18 rates adjusted for inflation.

Indirect costs are limited to the agency's "Central Services Cost Allocation Plan" rate of 25.13% for County Indirects and 8.90% for Agency Indirects for FY20. Total Indirects of 34.03% are applied to direct salary costs for the project.

Air Pollution Control, Section 105 Budget Work Plan
FFY 2021

Project Budget

A. Personnel	\$ 548,151.00
B. Fringe Benefits	\$ 390,832.00
C. Travel	\$ 15,000.00
D. Equipment	\$ 18,000.00
E. Supplies	\$ 27,625.00
F. Contractual	\$ 0.00
G. Other	\$ 42,530.00
Total Direct Charges	\$ <u>1,042,138.00</u>
H. Indirect Charges	\$ <u>193,662.00</u>
Grant Total	\$ 1,235,800.00

Federal Funds Requested: \$ 250,000.00

Estimated Recipient Share \$ 985,800.00 (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. FFY21 Fringe benefit costs are estimated based on FY18 fringe rates adjusted for inflation.
- 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. No equipment is scheduled to be purchased during this project period.
- 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.
- l. 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 FY21 are estimated based on FY18 rates adjusted for inflation.

Indirect costs are limited to the agency's "Central Services Cost Allocation Plan" rate of 26.03% for County Indirects and 9.3% for Agency Indirects for FY21. Total Indirects of 35.33% are applied to direct salary costs for the project.

Use of Program Income for Recipient Cost Share:

Total Project Costs for the FFY20 EPA 105 Grant project period is estimated as follows:

a. Federal	\$250,000.00
b. Applicant	\$715,570.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	\$250,000.00
g. TOTAL	\$1,215,570.00

Total Project Costs for the FFY21 EPA 105 Grant project period is estimated as follows:

a. Federal	\$250,000.00
b. Applicant	\$735,800.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	\$250,000.00
g. TOTAL	\$1,235,800.00

Pinellas County may use program income during the FFY20 and the FFY21 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 – FFY20 and FFY21

Total recipient share for the FFY20 work effort is estimated to be \$965,570.00, of which \$715,570.00 is the applicant share from State Tag fee dollars with a possible \$250,000 from estimated program income.

Total recipient share for the FFY21 work effort is estimated to be \$985,800.00, of which \$735,800.00 is the applicant share from State Tag fee dollars with a possible \$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.

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

[Add Mandatory Budget Narrative](#)

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To add more Budget Narrative attachments, please use the attachment buttons below.

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OBJECT CLASS CATEGORIES WORKSHEET

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

(NOTE: all figures are FY'20 only)

a. PERSONNEL

POSITION	NUMBER	SALARY (# = avg.)	WORK YEARS	AMOUNT
Environmental Division Manager 1	1	98,175	.18	17,671
Project Coordinator - Administrative	1	80,674	.16	12,908
Administrative Support Specialist 1	1	46,658	.05	2,333
Envir. Program Coordinator (Compl./Enf.)	1	82,103	.34	27,915
Envir. Program Manager 2 (Compl/Enf)	2	79,437 #	1.04	82,614
Envir. Program Manager 2 (Air Monitoring)	1	87,081	.34	29,608
Envir. Program Manager 1 (Air Monitoring)	1	65,859 #	.61	40,174
Environmental Specialist 3 (Compl/Enf)	3	58,727 #	2.27	133,310
Chemist 3	1	80,720	.21	16,951
Envir. Specialist 2 (Compliance)	4	62,618 #	1.70	106,451
Envir. Specialist 2 (Monitoring QA)	1	54,350	.62	33,697
Envir. Specialist 1 (Compliance)	1	39,701 #	.58	23,027
Envir. Specialist 1 (Air Monitoring)	2	44,937 #	.94	42,241
a. PERSONNEL TOTAL	20		9.04	\$568,900

b. FRINGE BENEFITS

BASE	Est. \$ 568,900
RATE 65.60 % CFY20 = 50.90% (Fringe) + 14.70% (AL/LWP/holidays) (CFY = County Fiscal Year) Adjusted for Inflation	X 65.60%
b. FRINGE BENEFITS TOTAL	\$ 373,198

c. TRAVEL

Explain: 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. Separate detail is attached.
c. TRAVEL TOTAL: \$14,530

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'20 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
d. EQUIPMENT TOTAL:			\$0

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'20 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	1,350
Chemicals (gases, standards, reagents, etc.)	3,740
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	605
Clothing (boot cover leggings, tyvek suits, etc.)	150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	15,930
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sfwr misc. parts)	460
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	\$24,975

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'20 only)
V.E. Certification & Training	2,400
Telephone (\$720) and Electric (\$5,200) utility service for air monitoring	5,940
Printing (\$300) Postage/Freight (\$3,300) Outreach materials (\$500)	4,100
Repairs & maint. Svc's. (\$13,520) Fleet Op. & Maint. (\$10,820)	24,340
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	400
Medical Mon. & Lab analysis	2,450
Rental/Lease (demurrage on field cylinders-\$650; He, Zero Air Nitrogen gases-\$30; LN2-\$460)	1,140
Other Total	\$40,370

	(FY'20 only)
i. TOTAL DIRECT COSTS:	\$1,021,973
j. INDIRECT COSTS: 34.03 % (Central Services Cost Allocation Plan Rate 25.13% + Agency Indirect rate 8.90%)	193,597
k. TOTAL PROPOSED COSTS:	\$1,215,570
FEDERAL FUNDS REQUESTED: \$250,000.00 21.00%	
RECIPIENT SHARE OF TOTAL PROPOSED COSTS: \$965,570 79.00% *** Total recipient share for the FFY20 work effort is estimated to be \$965,570, of which \$715,570 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.	

Air Quality Division 2020 Budget

Page 1 of 2

Account: 5400001 Travel And Per Diem

Air Administration

Budget Year 2020

Description	Qty Req	Unit Cost	Line Total
AQA: EPA annual grant meeting in Atlanta - 3 day; Conference/Other	1	\$1,000.00	\$1,000.00
AQA: EPA/State/Local Program Directors Meeting-3 days; Conference/Other	1	\$1,000.00	\$1,000.00
Reimbursable mileage/and meals per month; Local	10	\$20.00	\$200.00
Summary for 'Budget Year' = 2020 (3 detail records)			
Total Budgeted for Year:	2020		\$2,200.00
Summary for Air Administration (3 detail records)			
Total for Section	Air Administration		\$2,200.00

Air Monitoring

Budget Year 2020

Description	Qty Req	Unit Cost	Line Total
CHEMIST: EPA National Workshop; TBA -4 days; Conference/Training	1	\$1,000.00	\$1,000.00
CHEMIST: Training Course for GC-MS/ICP; Training Seminar	1	\$1,000.00	\$1,000.00
EPAM: EPA conference/Workshop; TBA in SE - 4 days; Conference/Other	2	\$1,000.00	\$2,000.00
ESIAM: DEP Air Monitoring Workshop; TBA in state - 3 days; Training/Seminar	2	\$50.00	\$100.00
ESIAM: DEP Air Monitoring Workshop; TBA in state - 3 days; Training/Seminar	2	\$50.00	\$100.00
SESAM: State Air Monitoring Workshop; TBA in State 2 - days; Training/Seminar	1	\$150.00	\$150.00
Staff: McCone Institute Asbestos Sample Analysis Training	1	\$2,700.00	\$2,700.00
Summary for 'Budget Year' = 2020 (7 detail records)			
Total Budgeted for Year:	2020		\$7,050.00
Summary for Air Monitoring (7 detail records)			
Total for Section	Air Monitoring		\$7,050.00

Compliance

Budget Year 2020

Description	Qty Req	Unit Cost	Line Total
Asbestos Training	1	\$700.00	\$700.00
EMPC: Permit and Compliance Mtg; TBA-in state 4 days; Conference/Other	2	\$100.00	\$200.00
ESIIA: Regional Asbestos Conference (SESAC); Conference/Other	1	\$800.00	\$800.00

Account: 5400001 Travel And Per Diem				
ESIIT: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$180.00	\$180.00	
ESIT: EPA Course, 5 days; Training/Seminar	1	\$850.00	\$850.00	
SES: EPA Advanced Training/Seminar	1	\$850.00	\$850.00	
SES: National Emissions Inventory Conference; Training/Seminar	1	\$700.00	\$700.00	
SEST: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$150.00	\$150.00	
Staff: EPA Workshop; Training/Seminar	1	\$600.00	\$850.00	
Summary for 'Budget Year' = 2020 (9 detail records)				
Total Budgeted for Year:	2020			\$5,280.00
Summary for Compliance (9 detail records)				
Total for Section Compliance				\$5,280.00

Summary for 'Account' = Travel And Per Diem (19 detail records)			
Total Budgeted for	5400001 Travel And Per Diem:		\$14,530.00

Summary for 'Fund' = 1075 (19 detail records)

Total Budgeted for Fund 1075 \$14,530.00

Total Budgeted for Air Quality:

\$14,530.00

Section 105 Air Planning Agreement - FY 2020

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 2020: October 1, 2019 – September 30, 2020			
Ozone	\$465,928	3.47	
PM	\$172,489	1.28	
Visibility	---	---	
NO ₂	\$64,668	0.48	
Lead	---		
CO	\$23,704	0.18	
SO ₂	\$30,754	0.23	
Air Toxics Implementation (excludes NATTS)	\$58,955	0.44	
Air Toxics Characterization	\$28,809	0.21	
Acid Rain	---	---	
NESHAP Asbestos	\$370,263	2.75	
TOTALS for Fiscal Year 2020*	\$1,215,570	9.04	

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

OBJECT CLASS CATEGORIES WORKSHEET

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

(NOTE: all figures are FY'21 only)

a. PERSONNEL

POSITION	NUMBER	SALARY (# = avg.)	WORK YEARS	AMOUNT
Environmental Division Manager 1	1	101,337	.16	16,214
Project Coordinator - Administrative	1	83,066	.14	11,629
Administrative Support Specialist 1	1	48,072	.05	2,404
Envir. Program Coordinator (Compl./Enf.)	1	84,662	.32	27,092
Envir. Program Manager 2 (Compl/Enf)	2	81,746 #	1.04	85,016
Envir. Program Manager 2 (Air Monitoring)	1	89,390	.25	22,348
Envir. Program Manager 1 (Air Monitoring)	1	67,960 #	.5	33,980
Environmental Specialist 3 (Compl/Enf)	3	60,662 #	2.27	137,703
Chemist 3	1	82,654	.15	12,398
Envir. Specialist 2 (Compliance)	3	58,265 #	1.70	99,051
Envir. Specialist 2 (Monitoring QA)	1	56,118	.62	34,793
Envir. Specialist 1 (Compliance)	1	39,701 #	.55	21,836
Envir. Specialist 1 (Air Monitoring)	2	46,476 #	.94	43,687
a. PERSONNEL TOTAL	19		9.76	\$548,151

b. FRINGE BENEFITS

BASE	Est. \$ 548,151
RATE 71.30% CFY21 = 55.70% (Fringe) + 15.60% (AL/LWP/holidays) (CFY = County Fiscal Year) Adjusted for Inflation	X 71.30%
b. FRINGE BENEFITS TOTAL	\$ 390,832

c. TRAVEL

Explain:

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.

Separate detail is attached.

c. TRAVEL TOTAL: \$15,000

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'21 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
Ozone Analyzer	2	\$9,000	\$18,000
d. EQUIPMENT TOTAL:			\$18,000

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'21 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	1,350
Chemicals (gases, standards, reagents, etc.)	3,740
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	755
Clothing (boot cover leggings, tyvek suits, etc.)	150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	18,430
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sfwr misc. parts)	460
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	\$27,625

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'21 only)
V.E. Certification & Training	2,400
Telephone (\$720) and Electric (\$5,220) utility service for air monitoring	5,940
Printing (\$300) Postage/Freight (\$3,300) Outreach materials (\$500)	4,100
Repairs & maint. Svc's. (\$15,000) Fleet Op. & Maint. (\$11,500	26,500
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	400
Medical Mon. & Lab analysis	2,050
Rental/Lease (demurrage on field cylinders-\$650; He, Zero Air Nitrogen gases-\$30; LN2-\$460)	1,140
Other Total	\$42,530

(FY'21 only)

i. TOTAL DIRECT COSTS:	\$1,042,138
j. INDIRECT COSTS: 35.33 % (Central Services Cost Allocation Plan Rate 26.03% + Agency Indirect rate 9.30%)	193,662
k. TOTAL PROPOSED COSTS:	\$1,235,800
FEDERAL FUNDS REQUESTED: \$250,000.00 20.00 %	
RECIPIENT SHARE OF TOTAL PROPOSED COSTS: \$985,800 80.00 % *** Total recipient share for the FFY21 work effort is estimated to be \$985,800, of which \$735,800.00 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.	

Air Quality Division 2021 Budget

Page 1 of 2

Account: 5400001 Travel And Per Diem

Air Administration

Budget Year 2021

Description	Qty Req	Unit Cost	Line Total
AQA: EPA annual grant meeting in Atlanta - 3 day; Conference/Other	1	\$1,000.00	\$1,000.00
AQA: EPA/State/Local Program Directors Meeting-3 days; Conference/Other	1	\$1,000.00	\$1,000.00
Reimbursable mileage/and meals per month; Local	10	\$20.00	\$200.00
Summary for 'Budget Year' = 2021 (3 detail records)			
Total Budgeted for Year:	2021		\$2,200.00
Summary for Air Administration (3 detail records)			
Total for Section	Air Administration		\$2,200.00

Air Monitoring

Budget Year 2021

Description	Qty Req	Unit Cost	Line Total
CHEMIST: EPA National Workshop; TBA -4 days; Conference/Training	1	\$1,000.00	\$1,000.00
CHEMIST: Training Course for GC-MS/ICP; Training Seminar	1	\$1,000.00	\$1,000.00
EPAM: EPA conference/Workshop; TBA in SE - 4 days; Conference/Other	2	\$1,000.00	\$2,000.00
ESIAM: DEP Air Monitoring Workshop; TBA in state - 3 days; Training/Seminar	2	\$50.00	\$100.00
ESIAM: DEP Air Monitoring Workshop; TBA in state - 3 days; Training/Seminar	2	\$50.00	\$100.00
SESAM: State Air Monitoring Workshop; TBA in State 2 - days; Training/Seminar	1	\$200.00	\$200.00
Staff: McCone Institute Asbestos Sample Analysis Training	1	\$3,000.00	\$3,000.00
Summary for 'Budget Year' = 2021 (7 detail records)			
Total Budgeted for Year:	2021		\$7,400.00
Summary for Air Monitoring (7 detail records)			
Total for Section	Air Monitoring		\$7,400.00

Compliance

Budget Year 2021

Description	Qty Req	Unit Cost	Line Total
Asbestos Training	1	\$800.00	\$800.00
EMPC: Permit and Compliance Mtg; TBA-in state 4 days; Conference/Other	2	\$100.00	\$200.00
ESIIA: Regional Asbestos Conference (SESAC); Conference/Other	1	\$800.00	\$800.00

Account:	5400001	Travel And Per Diem
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ESIIT: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$200.00	\$200.00
ESIT: EPA Course, 5 days; Training/Seminar	1	\$850.00	\$850.00
SES: EPA Advanced Training/Seminar	1	\$850.00	\$850.00
SES: National Emissions Inventory Conference; Training/Seminar	1	\$700.00	\$700.00
SEST: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$150.00	\$150.00
Staff: EPA Workshop; Training/Seminar	1	\$600.00	\$850.00
Summary for 'Budget Year' = 2021 (9 detail records)			
Total Budgeted for Year:	2021		\$5,400.00

Summary for Compliance (9 detail records)

Total for Section Compliance**\$5,400.00**

Summary for 'Account' = Travel And Per Diem (19 detail records)

Total Budgeted for	5400001	Travel And Per Diem:	\$15,000.00
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Summary for 'Fund' = 1075 (19 detail records)

Total Budgeted for Fund 1075**\$15,000.00****Total Budgeted for Air Quality:****\$15,000.00**

Section 105 Air Planning Agreement - FY 2021

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 2021: October 1, 2020 – September 30, 2021			
Ozone	\$473,682	3.33	
PM	\$175,360	1.23	
Visibility	---	---	
NO ₂	\$65,745	0.46	
Lead	---	---	
CO	\$24,098	0.17	
SO ₂	\$31,266	0.22	
Air Toxics Implementation (excludes NATTS)	\$59,936	0.42	
Air Toxics Characterization	\$29,288	0.21	
Acid Rain	---	---	
NESHAP Asbestos	\$376,425	2.65	
TOTALS for Fiscal Year 2021*	\$1,235,800	8.69	

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

Use of Program Income for Recipient Cost Share:

Total Project Costs for the FFY20 EPA 105 Grant project period is estimated as follows:

a. Federal	\$250,000.00
b. Applicant	\$715,570.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	\$250,000.00
g. TOTAL	\$1,215,570.00

Total Project Costs for the FFY21 EPA 105 Grant project period is estimated as follows:

a. Federal	\$250,000.00
b. Applicant	\$735,800.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	\$250,000.00
g. TOTAL	\$1,235,800.00

Pinellas County may use program income during the FFY20 and the FFY21 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 – FFY20 and FFY21

Total recipient share for the FFY20 work effort is estimated to be \$965,570.00, of which \$715,570.00 is the applicant share from State Tag fee dollars with a possible \$250,000 from estimated program income.

Total recipient share for the FFY21 work effort is estimated to be \$985,800.00, of which \$735,800.00 is the applicant share from State Tag fee dollars with a possible \$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.