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DUNS Number

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PINELLAS, COUNTY OF

Status: Active

Your registration was activated on Apr 16, 2021. It expires on Mar 23, 2022 which is one year after you submitted it for processing.



Core Data

Completed



Assertions

Completed



Reps & Certs

Completed



POCs

Completed



Submit

Completed



Processing

Completed



Active

Completed

Pinellas County

Section 105 Air Pollution Control Program Grant Application

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

CONGRESSIONAL DISTRICTS AND VOTER PRECINCTS



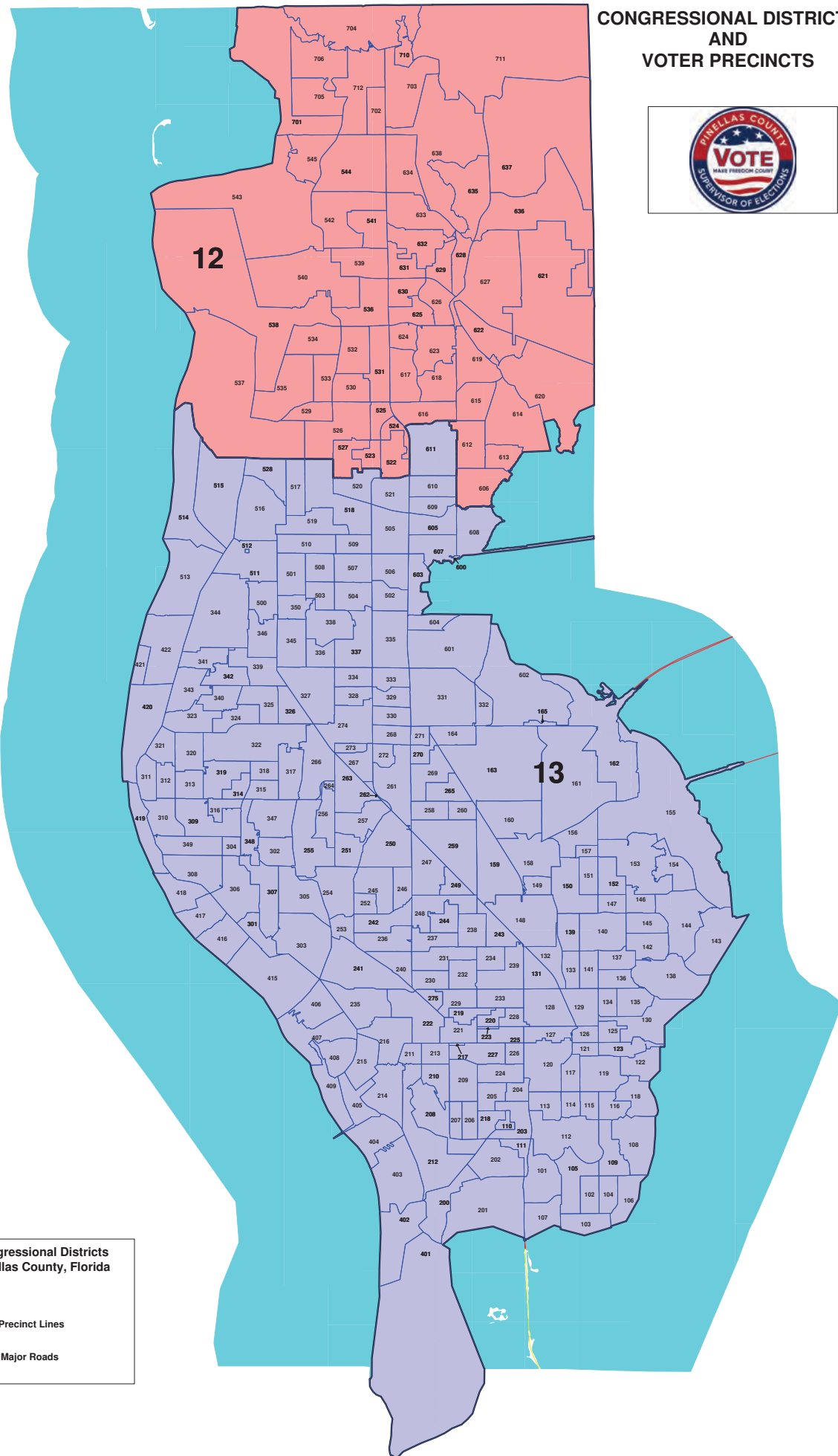
Congressional Districts
Pinellas County, Florida

12

13

Precinct Lines

Major Roads



From: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Sent: Thursday, June 24, 2021 3:23 PM
To: Allen, Tammy L <tallen@co.pinellas.fl.us>; State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Cc: Smith, Miya <Smith.Miya@epa.gov>; Schneider, Sheila <sschneider@co.pinellas.fl.us>
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

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

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

Please 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: Thursday, June 24, 2021 1:42 PM
To: State_Clearinghouse <State.Clearinghouse@dep.state.fl.us>
Cc: Smith, Miya <Smith.Miya@epa.gov>; Schneider, Sheila <sschneider@co.pinellas.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 afternoon,

Our agency will be applying for additional funding for our on-going EPA Section 105 Air Pollution Control Program Project for the funding period October 1, 2021 through September

30, 2023. A summary of the project is contained within this e-mail. The grant application is due no later than August 1, 2021.

Each time we prepare an application for funding, 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 State Clearinghouse approval for submittal to the grantor.

* 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.

EPA, since our last e-mail to the Florida State Clearinghouse regarding EO 12372, released additional guidance via the [Recipient/Application Information Notice dated June 16, 2021](#), essentially indicating EPA financial assistance programs that fund land use planning, construction of facilities, remediation of contaminated soils and other land restoration activities are subject to IR under Section 401 and Section 204. The EPA further indicated, the financial assistance programs EPA identifies subject to IR are the only EPA programs under which IR comments may be submitted to EPA although state or local laws may establish requirements for coordination of requests for Federal funding that cover a broader range of programs and activities. The November 20, 2020 [Federal Register Notice](#) also described EPA's policy of posting and maintaining the [list of financial assistance programs and activities](#) subject to IR on [EPA Financial Assistance Programs Subject to Executive Order 12372 and Section 204 of the Demonstration Cities and Metropolitan Development Act and Section 401 of the Intergovernmental Cooperation Act](#), rather than posting changes to the list in future Federal Register Notices.

The list EPA provides at: [epa_programs_subject_ir_2020_08_03.pdf](#) includes this project's CFDA number 66.001 Air Pollution Control Program Support as subject to review only when the proposed Federal financial assistance involves infrastructure planning. Pinellas County's project does not involve infrastructure planning. The project involves planning, developing, establishing, improving and maintaining adequate programs for prevention and control of air pollution. Please advise if this project and future funding amendments for this project still requires State Intergovernmental Review by the by State Single Points of Contact (SPOC) or if the project is exempt from the Intergovernmental review Requirements.

Please advise if Pinellas County can indicate on the project's federal application "Program is subject to E.O. 12372 but has not been selected by the State for review" 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	Miya Smith, EPA Project Officer; Michael Morrisette, EPA Grant Specialist
Granting Agency Phone or Email	smith.miya@epa.gov ; Morrisette.Michael@epa.gov
Granting Agency Address	61 Forsyth Street Atlanta, GA 30303-8960
Proposed Abstract (Project Scope of Work)	The EPA Air Pollution Control Section 105 Grant Program is to assist in the planning, developing, establishing, improving and maintaining adequate programs for prevention and control of air pollution. This application is for 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

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

Office Hours: Tuesday – Friday: 6:00 a.m. to 4:30 p.m.

Holiday Week Hours: Monday – Friday: 6:00 a.m. to 2:30 p.m.

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July 1, 2021

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

Re: FFY 2022 and FFY2023 Indirect Cost Rate Submittal – Air Pollution Control, Section 105 Grant Application

Dear Mr. Morrisette:

Pinellas County Air Quality Division's FFY 2022 and FFY 2023 budgets and the Air Pollution Control Section 105 Grant include the allocation of indirect costs to the various funds and cost centers within the Department. Environmental Protection Agency Grant Regulations and OMB 2 CFR Part 200 Cost Allocation were followed for determining the appropriate assignment of costs.

The Total Indirect Rate requested for approval for the FFY 2022 and FFY 2023 project periods is 40.78%.

The attached indirect costs are from the County's "Central Services Cost Allocation Plan," OMB 2 CFR Part 200 Cost Allocation Plan, and various "Department Cost Allocation" plans. The Central Services charges are based on an allocation process derived from direct salaries, and other actual operating expenditures and allowable costs. Other Departmental costs are based on historical data of costs incurred by other service departments. The appropriate indirect costs will be applied based on the certified OMB 2 CFR Part 200 Cost Allocation Plans for FFY 2022 and FFY 2023.

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 \$521,875.00 for projected salaries, attributable to the FFY 2022 grant efforts. The calculated "pre-determined" General Governmental indirect rate of 24.49%, plus an additional rate of 16.29% for "general administrative costs", will be applied to direct program salaries for the FFY 2022 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 \$536,201.00 for projected salaries, attributable to the FFY 2023 grant efforts. The estimated "pre-determined" General Governmental indirect rate of 24.49%, plus an additional estimated rate of 16.29% for "general administrative costs", will be applied to direct program salaries for the FFY 2023 project period.

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

Sincerely,

Sheila E. Schneider, MSCM
Air Quality Division Manager

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

PINELLAS COUNTY AIR QUALITY DIVISION GRANTS & CONTRACTS

FY22

% FOR INDIRECTS, ADMINISTRATIVE (AGENCY INDIRECTS), BENEFITS, AND LEAVE TIME
6/11/2021

2 CFR Part 200 Cost Allocation Plan % Indirects:

(Based on FY 2020 Actual Expenditures)

24.49% for County Indirects

% for Administrative (Agency Indirects) Time:

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

0001	498,269
1075	767,950

1,266,219

40.78% Combined Indirects Rate

Total Indirect Admin Salaries 10/1/18-9/30/19

(000282A/3XX.x)	195,690
LWP Training	10,526

206,217

**16.29% % for Administrative Overhead
(Total Agency Indirects)**

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

67.17% % for Benefits

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

Based on FY20 Actuals. 2 CFR Part 200 - DRAFT 2 (6-11-2021)		FY22	
<u>ELEMENTS</u>	<u>258300 AQ</u> <u>F0001</u>	<u>1075 AQ F1075</u>	<u>TOTAL</u>
General Government	4,292	4,734	9,026
Building Depreciation	40,715	0	40,715
Communications	0	0	0
Print	0	-101	-101
Mail	4,881	0	4,881
Clerk - Finance	12,871	13,936	26,807
Attorney	9,726	16,020	25,746
Cnty Admin	5,876	6,529	12,405
Purchasing	4,240	1,360	5,600
OMB	3,257	5,365	8,622
Records Management	14,780	0	14,780
Facility Mgmt North I	0	0	0
NW Section O&M	79,250	0	79,250
Enterprise Asset Management	1,519	0	1,519
Facility Mgmt North II		0	0
Human Resources	12,112	13,458	25,570
Human Rights	1,841	0	1,841
Communications	0	0	0
Risk Cost Plan	8,687	6,844	15,531
BTS Cost Plan	0	35,714	35,714
Clerk - FIS	0	0	0
Insp-Gen	850	1,396	2,246
TOTAL INDIRECT COSTS	204,897	105,255	310,152
SALARIES AND WAGES	498,269	767,950	1,266,219
PROPOSED INDIRECT RATE	41.12%	13.71%	24.49%

PINELLAS COUNTY, FLORIDA

FY 2020
INDIRECT COST RATES

DRAFT II



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Tampa, FL 33609
mgtconsulting.com



Pinellas County
Air Quality '001-258300
 Fiscal Year 2019-2020
 Indirect Cost Rate Proposal

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
1 Salary and Wages	\$498,269			\$498,269
Distribution %:	100.00%			100.00%
2 PT Wages & Overtime	\$25,362			\$25,362
3 Benefits 51.23%	\$255,263			\$255,263
Subtotal:	\$778,894			\$778,894
B) Indirect Cost Plan				
Building Depreciation	\$40,715		\$40,715	
Equipment Depreciation				
I 114300 Gen Gov	\$4,292		\$4,292	
I 171010 Cnty Attny	\$9,726		\$9,726	
I 201010 Cnty Admin	\$5,876		\$5,876	
I 321110 Office Mgt&Budget	\$3,257		\$3,257	
I 351110 Purchasing	\$4,240		\$4,240	
I 361310 Gen Asset Mgt				
I 361410 Real Prop Leases				
I 361525 NW Section O&M	\$79,250		\$79,250	
Clearwater Chiller Plant				
I 361530 SE Section O&M				
I 361540 Jail Section				
I 431571 Construction Mgmt-Ops				
I 431572 Eng Support				
I 431574 Survey & Mapping				
I 441010 Office of Enterprise Asset Mgmt	\$1,519		\$1,519	
I 661110 Human Resources	\$12,112		\$12,112	
I 671110 Office Human Rights	\$1,841		\$1,841	
I502 950100 Clk Adm				
I502 950410 Print				
I502 950420 Mail	\$4,881		\$4,881	
I502 952720 Tech				
I502 950500 Finance	\$12,871		\$12,871	
I502 950520 Bd Rec				
I502 952410 Rec Mgt BCC	\$14,780		\$14,780	
I502 953100 Insp Gen	\$850		\$850	
Subtotal:	\$196,211		\$196,211	
Total Costs:	\$975,105		\$196,211	\$778,894
C) Cost Adjustments				
Total Indirect Costs:				
D) Total Costs	\$975,105		\$196,211	\$778,894
Total Indirect Costs:	\$196,211			
Total Direct Salaries:	\$498,269	Calculated Indirect Cost Rate:		39.38%



Pinellas County
Air Quality Fund 1075
 Fiscal Year 2019-2020
 Indirect Cost Rate Proposal

DESCRIPTION OF COST		Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:					
1	Salary and Wages	\$767,950			\$767,950
	Distribution %:	100.00%			100.00%
2	PT Wages & Overtime				
3	Benefits	46.95%	\$360,566		\$360,566
	Subtotal:	\$1,128,516			\$1,128,516
B) Indirect Cost Plan					
	Building Depreciation				
	Equipment Depreciation				
	I 114300 Gen Gov	\$4,734		\$4,734	
	I 171010 Cnty Attny	\$16,020		\$16,020	
	I 201010 Cnty Admin	\$6,529		\$6,529	
	I 321110 Office Mgt&Budget	\$5,365		\$5,365	
	I 351110 Purchasing	\$1,360		\$1,360	
	I 361310 Gen Asset Mgt				
	I 361410 Real Prop Leases				
	I 361525 NW Section O&M				
	Clearwater Chiller Plant				
	I 361530 SE Section O&M				
	I 361540 Jail Section				
	I 431571 Construction Mgmt-Ops				
	I 431572 Eng Support				
	I 431574 Survey & Mapping				
	I 441010 Office of Enterprise Asset Mgmt				
	I 661110 Human Resources	\$13,458		\$13,458	
	I 671110 Office Human Rights				
	I502 950100 Clk Adm				
	I502 950410 Print	-\$101		(\$101)	
	I502 950420 Mail				
	I502 952720 Tech				
	I502 950500 Finance	\$13,936		\$13,936	
	I502 950520 Bd Rec				
	I502 952410 Rec Mgt BCC				
	I502 953100 Insp Gen	\$1,396		\$1,396	
	Subtotal:	\$62,695		\$62,695	
Total Costs:		\$1,191,211		\$62,695	\$1,128,516
C) Cost Adjustments					
Total Indirect Costs:					
D) Total Costs		\$1,191,211		\$62,695	\$1,128,516
Total Indirect Costs:		\$62,695			
Total Direct Salaries:		\$767,950	Calculated Indirect Cost Rate:		8.16%

PINELLAS COUNTY, FLORIDA

BUSINESS TECHNOLOGY SERVICES (BTS)

DEPARTMENTAL COST ALLOCATION PLAN

Final June 10, 2021

**Based on Actual Expenditures
For the Fiscal Year Ended September 30, 2020**



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Introduction

Business Technology Services, Fund 5001 is a non general fund department in Pinellas County, Florida. The purpose of this departmental cost allocation plan is to all BTS costs to each of the departments that receive services. The plan is based on actual FY 2020 expenditure data. MGT Consulting Group (MGT) prepared these documents at the request of the County.

This document is prepared in compliance with 2 CFR Part 200 (formerly OMB Circular A-87). County personnel provided the expenditure and allocation data to MGT consultants. MGT consultants then prepared the Cost Allocation Plan utilizing a double step-down methodology.

PINELLAS COUNTY, FLORIDA
BUSINESS TECHNOLOGY SERVICES (BTS)
FY 2020 DEPARTMENTAL COST ALLOCATION PLAN



SECTION 2
READING THE COST ALLOCATION PLAN AND METHODOLOGY

Reading the Cost Allocation Plan

Overview

The BTS departmental Cost Allocation Plan is a document that distributes, or allocates indirect and direct costs.

The primary purpose for preparing the Cost Allocation Plan is to identify the appropriate department indirect costs incurred in FY 2020. The significant steps involved in preparing the Cost Allocation Plan include the following:

- ♦ Identify the divisions that provide support to other County departments. These divisions are referred to as central service or allocating departments.
- ♦ Identify the County departments that receive support from BTS. These departments are referred to as grantee or receiving departments.
- ♦ Accumulate the allowable actual expenditures of the BTS divisions that provide support to County departments.

Process

A double-step down allocation methodology is used to allocate the allowable costs of the central service departments. This methodology recognizes the cross support provided between central service departments.

The double-step down methodology requires an initial sequencing of allocating departments. In the first step of the double-step methodology, allowable costs from central service departments are allocated in the sequence selected to all County departments, divisions and funds; including to other central service departments. The second step in the double-step down methodology is made to fully account for the cross support provided between central service departments. Central service departments are closed after the second step in the double-step down allocation methodology.

**Pinellas County Business Technology Services (BTS)
Departmental Cost Allocation Plan**

FY 2020
6/10/2021

Summary Schedule

Department	BCC: Sewer	BCC: Solid Waste	BCC: Public Works 0001 (PW)	BCC: Stormwater 1094 (PW)	BCC: Transportation Trust 1001 (PW)	BCC: Air Quality Tag Fee 1075 (PW)	BCC: Economic Development	BCC: Human Services	BCC: Veterans Services	BCC: JCS Cons Svcs
1 BTS Indirect (County Overhead)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 BTS Infrastructure, Network, Security &	0	0	0	0	0	0	0	0	0	0
3 BCC: Office of Innovation & Technolog	91,125	98,803	147,106	84,963	181,748	5,325	10,651	239,218	0	0
4 BCC: Strategic Projects	26,766	3,156	18,498	19,935	53,859	79	9,423	839	0	0
5 BCC: ELM	22,860	11,399	54,798	31,057	76,035	851	3,810	69,098	0	0
6 Enterprise IT Asset Management	348,352	183,209	679,655	233,846	27,990	0	0	0	0	0
7 Enterprise IT Business Intelligence	45,279	123,487	105,846	0	0	0	11,761	29,402	0	0
8 Enterprise IT County Web	0	0	0	0	0	0	0	0	0	0
9 Enterprise IT Customer Support Center	95,237	43,299	153,750	39,423	0	3,942	18,319	119,854	0	0
10 Enterprise IT Email	30,555	14,572	85,478	5,464	0	1,171	5,855	30,184	0	0
11 Enterprise IT GIS	253,925	79,469	1,363,908	0	0	0	30,911	57,997	0	0
12 Justice CCMS	1,840	0	0	0	0	0	0	24,533	0	0
13 Oracle eBusiness	256,592	174,782	646,932	229,723	3,777	14,422	60,779	220,795	0	0
14 Enterprise IT Personal Computing	55,895	23,448	137,519	634	0	1,838	8,555	52,916	0	0
15 Enterprise IT Telephone	32,624	26,062	73,809	0	2,093	2,336	11,414	56,118	0	0
16 Enterprise Computer Replacement (EC	21,423	14,198	27,449	0	0	0	3,471	31,551	0	0
17 MS Office 365	71,052	34,525	192,418	28,541	17,953	4,143	10,127	59,383	4,143	0
18 BCC Custom IT-Direct Depts	2,436	0	70,086	0	0	0	0	0	0	0
19 Acrobat	4,934	5,354	14,277	5,889	0	1,606	535	7,317	0	0
Total Current Allocations	\$1,360,895	\$835,761	\$3,771,530	\$679,475	\$363,455	\$35,714	\$185,610	\$999,204	\$4,143	\$0

Pinellas County Florida
Managerial Report - Risk Full Cost Allocation Plan

FY2020
1/29/2021

Summary Schedule

Department	1 253220 Parks Northeast	1 253230 Parks Northcentral	1 254010 Parks&Env South	1 254011 Parks Countywide Trades	1 254040 FM/PT	1 254210 Parks Southwest	1 254220 Parks Southcentral	1 255010 Fort De Soto Park	1 256005 Marina Ops	1 258300 Air Quality
1 Risk Indirect Costs from Central Servic	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 5005 Risk Admin	7,758	11,831	0	11,637	4,526	9,698	7,112	20,996	0	3,886
3 5005 Risk Claims	1,632	36,627	0	35,764	20,359	6,678	54,210	(1,429)	0	(2,653)
4 5005 Risk Property	16,429	12,181	0	3,631	5,779	23,136	35,695	36,303	428	5,385
5 5005 Risk Other Insurance	2,893	4,411	0	4,339	62,471	3,616	2,652	7,828	5,608	2,169
Total Current Allocations	\$28,712	\$65,051	\$0	\$55,370	\$93,135	\$43,128	\$99,668	\$63,698	\$6,036	\$8,787

Pinellas County Florida
Managerial Report - Risk Full Cost Allocation Plan

FY2020
1/29/2021

Summary Schedule

Department	1050 Fire Districts	1071 Construction Licensing	1075 Air Quality	1081 Palm Harbor Rec&Lib	1082 Feather Sound Comm	1083 East Lake Library	1084 East Lake Rec	1086 Drug Abuse Trust	1087 Lealman Comm Redevelopm	1090 Street Lighting
1 Risk Indirect Costs from Central Servic	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 5005 Risk Admin	142	1,263	4,317	0	0	0	0	0	263	0
3 5005 Risk Claims	16	3,807	116	0	0	0	0	0	29	0
4 5005 Risk Property	2,037	244	0	0	0	0	0	0	0	0
5 5005 Risk Other Insurance	325	2,893	2,410	0	0	0	0	0	7,667	0
Total Current Allocations	\$2,520	\$8,207	\$6,844	\$0	\$0	\$0	\$0	\$0	\$7,959	\$0

Sum of Year1																			2,080.00		80.00		16.00		16.00		16.00	
Row Labels		Column Labels	ADDITIONAL COMPENSATION - BUDGET	Career Path - Classified Budget	DENTAL - BUDGET	LEAVE EXCHANGE - BUDGET	LEAVE PAYOUT - BUDGET	LIFE INSURANCE - BUDGET	LTD - BUDGET	MEDICAL - BUDGET	MEDICARE - BUDGET	PAY ADJUSTMENT - BUDGET	RETIREMENT - DROP - BUDGET	RETIREMENT - REGULAR (HA) - BUDGET	SOCIAL SECURITY - BUDGET	STD - BUDGET	FY22 Est Salary	Grand Total	Total Benefits FY22	Total Salary FY22	Total Compensation	Max Annual Leave per Year	FY22 Est. Hourly rate	Holidays	Floating	Personal Day	LWP-Other	
Employee Full Name			150.00		9,900.00	7,152.83	13,943.52	1,040.75	3,287.36	216,600.00	9,431.83	20,887.15		69,860.60	40,329.21	3,900.00	608,337.60	1,004,820.85										
BCC:Air Quality					990.00	880.44		125.05	398.58	21,660.00	1,133.23	2,393.04		8,393.68	4,845.52	390.00	74,880.00	116,089.53	37,936.05	78,153.48	116,089.53	4,809.44	37.57	3,005.90	601.18	601.18	601.18	
BCC/C175		Mr. Brennan H Farrington (31108)			990.00	618.02		110.34	351.70	21,660.00	999.92	1,837.06		7,406.32	4,275.53	390.00	52,561.60	105,144.01	36,183.81	68,960.20	105,144.01	4,243.70	33.15	2,652.32	530.46	530.46	530.46	
BCC/C177		Ms. Nicole Marie Stallings (100776)			990.00	674.02		95.74	305.16	21,660.00	867.62	1,837.06		6,426.37	3,709.82	390.00	57,324.80	94,280.60	34,444.72	59,835.88	94,280.60	3,682.21	28.77	2,301.38	460.28	460.28	460.28	
BCC/C179		VACANT			990.00	553.94		79.20	252.47	21,660.00	717.79	1,837.06		5,316.62	3,069.19	390.00	47,112.00	81,978.27	32,475.27	49,503.00	81,978.27	3,046.34	23.80	1,903.96	380.79	380.79	380.79	
BCC/C2675		Mr. Jared G Welhouse (103094)			990.00	660.57		94.45	301.06	21,660.00	855.97	2,190.86		6,340.06	3,660.00	390.00	56,180.80	93,323.78	34,291.54	59,032.24	93,323.78	3,632.75	28.38	2,270.47	454.09	454.09	454.09	
BCC/C2763		VACANT			990.00	444.38		63.54	202.53	21,660.00	575.83	1,474.51		4,265.12	2,462.17	390.00	37,793.60	70,321.69	30,609.20	39,712.49	70,321.69	2,443.85	19.09	1,527.40	305.48	305.48	305.48	
BCC/C2905		Ms. Cheyenne Mallarie Lambert (104441)			990.00	485.46		69.41	221.26	21,660.00	629.06	1,609.92		4,659.38	2,689.77	390.00	41,288.00	74,692.26	31,308.87	43,383.38	74,692.26	2,669.75	20.86	1,668.59	333.72	333.72	333.72	
BCC/C4407		Ms. Siarra Jayde Sherako (104)	150.00		990.00	597.72		85.47	272.44	21,660.00	774.59	1,837.06		5,737.31	3,312.04	390.00	50,835.20	86,641.82	33,221.85	53,419.98	86,641.82	3,287.38	25.68	2,054.61	410.92	410.92	410.92	
BCC/C121		Ms. Sheila Elizabeth Schneider (103676)			990.00	1,192.75		169.43	510.00	21,660.00	1,535.43	3,257.28		11,372.76	6,565.28	390.00	101,441.60	149,084.53	43,192.90	105,891.63	149,084.53	6,516.41	50.91	4,072.76	814.55	814.55	814.55	
BCC/C632		Ms. Tammy L Allen (21038)			990.00	1,048.13		148.13	472.15	21,660.00	1,360.38	2,613.31		9,942.89	5,760.33	390.00	85,200.00	133,264.39	40,685.53	92,578.83	133,264.36	5,697.16	44.51	3,560.72	712.14	712.14	712.14	
BCC:Air Quality Tag Fee			450.00	1,345.32		8,910.00	6,890.63	1,008.39	3,214.24	194,940.00	9,138.52	19,170.53	48,502.11	39,254.01	39,075.07	3,510.00	585,187.20	977,795.44										
BCC/C3235		Mr. Chris R Brodeur (20998)			990.00	1,025.22		144.98	462.12	21,660.00	1,313.87	2,393.04	48,502.11	9,731.71	5,617.94	390.00	87,193.60	130,922.48	40,310.62	90,611.86	130,922.48	5,576.11	43.56	3,485.07	697.01	697.01	697.01	
BCC/C2511		VACANT			990.00	553.94		79.20	252.47	21,660.00	717.79	1,837.06		5,316.62	3,069.19	390.00	47,112.00	81,978.27	32,475.27	49,503.00	81,978.27	3,046.34	23.80	1,903.96	380.79	380.79	380.79	
BCC/C2542		Mr. William R Froberg (34626)			990.00	899.76		127.71	407.06	21,660.00	1,157.33	2,393.04	14,622.29	8,494.59	4,948.59	390.00	76,523.20	124,118.98	44,302.98	79,816.00	124,118.98	4,911.75	38.37	3,069.85	613.97	613.97	613.97	
BCC/C2673		VACANT			990.00	604.81		86.48	275.65	21,660.00	783.72	2,006.16		5,804.90	3,351.06	390.00	51,438.40	87,391.18	33,341.81	54,049.37	87,391.18	3,261.2	25.99	2,078.82	415.76	415.76	415.76	
BCC/C2674		Ms. Caridas Marie (Carl) Burchfield (101855)	295.61		990.00	671.58		96.14	306.46	21,660.00	871.31	2,006.16		6,453.68	3,725.59	390.00	57,116.80	94,583.34	34,493.18	60,090.15	94,583.34	3,697.86	28.89	2,311.16	462.23	462.23	462.23	
BCC/C2761		Ms. Shea Lee Jackson (18646)			990.00	850.36		147.55	470.31	21,660.00	1,337.17	1,837.06	16,894.42	5,717.54	3,231.60	390.00	72,321.60	139,825.41	47,606.99	92,218.42	139,825.41	5,674.98	44.34	3,546.86	709.37	709.37	709.37	
BCC/C2762		Ms. Susan Lynn Bowman (103)	450.00	955.74	990.00	591.36		86.61	276.06	21,660.00	784.86	1,837.06		5,813.41	3,355.97	390.00	50,294.40	87,485.46	33,556.90	54,128.56	87,485.46	3,330.99	26.02	2,081.87	416.37	416.37	416.37	
BCC/C3325		Mr. Adam V. Kiehn (101497)		93.96	990.00	639.30		91.38	291.26	21,660.00	828.10	2,006.16		6,133.68	3,540.86	390.00	54,371.20	91,035.90	32,925.28	57,110.62	91,035.90	3,514.50	27.46	2,196.56	439.31	439.31	439.31	
BCC/E539		Mr. Sherrill Curtis Culliver (100803)			990.00	1,044.30		148.34	472.85	21,660.00	1,344.37	2,854.80	16,985.41	5,748.34	390.00	88,816.00	140,454.40	47,739.30	92,715.10	140,454.40	5,705.54	44.57	3,565.97	713.19	713.19	713.19	Total Leave	
Grand Total			600.00	1,345.32	18,810.00	14,033.46	31,152.93	2,049.14	6,501.60	411,540.00	18,570.36	40,057.68	48,502.11	109,114.61	79,404.28	7,410.00	1,193,524.80	1,982,616.29	701,902.09	1,280,714.20	1,982,616.29	78,813.18	615.73	49,258.24	9,851.65	9,851.65	9,851.65	\$158,242.0904

Dental, Life, LTD, Med, FRS, STD, FICA	54.81%
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Total Leave:
Annual Leave,
LWP, Holidays
12.36%

Pinellas County Air Quality Division Cyber Security Grant Condition

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

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

PINELLAS COUNTY
INFORMATION SECURITY POLICY

By the Information Security Panel

Membership as of December, 2012

Member	Representing
Jeff Rohrs, Chairperson	Business Technology Services
Chris Short, Vice Chair	Clerk of the Circuit Court
Tom Boos	Sheriff
Jeff Byrkit	Property Appraiser
Denise Poling	Public Defender
Ken Nelson	Chief Judge
John Boscarino	Tax Collector
Tim Burns	Board of County Commissioners
Marc Gillette	Supervisor of Elections
Don Nelson	State Attorney

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I. Introduction

A. Purpose

The purpose of this Information Security Policy is to:

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

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

B. Approach

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

C. Exceptions

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

D. Authority for Action

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

II. Users

A. Summary

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

B. Scope and Applicability

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

C. Passwords

1. Minimum Password Length

All system administrators must define a minimum password length commensurate with the level of security required. For systems where confidential or sensitive data is kept, a minimum length of 8 characters is to be used when feasible, otherwise use the maximum that the system allows. When a system has the capability of automatically enforcing a minimum length, this ability shall be activated.

2. Difficult-to-Guess Passwords Required

Secure passwords contain both letters and numbers, along with symbols if the system permits this. These rules should be automatically enforced if and when the security technology of a particular system permits. Users must use difficult-to-guess passwords on systems that do not automatically generate appropriate passwords. A difficult-to-guess password is one which does not consist of one type of character, and which does not appear in any dictionary. For example, a password with all letters or all numbers would not be appropriate. Common character sequences such as "123456" also must not be employed. Personal details such as a spouse's name, license plate number, social security number, and birthday must not be used unless accompanied by additional unrelated characters.

3. Cyclical Passwords Prohibited

Users are prohibited from constructing fixed passwords by combining a set of characters that do not change, with a set of characters that predictably change. In these prohibited passwords, characters which change are typically based on the month, a department, a project, or some other easily-guessed factor. For example, users must not employ passwords like "X34JAN" in January, "X34FEB" in February, etc.

4. Password Reuse Prohibited

Users may not re-use a password unless at least 12 months has passed since the password was last used. Systems with the capability to enforce this automatically should have this ability turned on.

5. Changing of Vendor-Supplied Default Passwords

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

6. Storage of Passwords

Users must maintain exclusive control of their personal passwords; they must not share them with others. Passwords must not be stored in readable form in files, browsers, terminal function keys, in computers without access controls, or in other locations where unauthorized persons might discover them. This includes unsecured paper or other written records.

7. System Access Control with Individual Passwords

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

8. Expiration of Passwords

Passwords should be changed periodically according to Agency policy.

D. Privilege control

1. Permissible Uses of Information

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

2. Existence of User Access Capabilities Does Not Imply Permission

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

3. Reporting Changes in User Duties to Systems Administrators

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

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

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

5. Browsing is Prohibited

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

6. External Connections Require Approval

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

E. Locking Workstations

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

F. Software

1. Application Software

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

2. Operating System Software

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

3. Virus Program Installed

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

a) **Current Pattern Files**

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

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

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

c) **Virus Programs May Not be Disabled**

Users may not disable virus detection programs.

4. Management Review of End-User Backup Process

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

G. Hardware

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

H. Reporting of Security Breaches

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

I. Third-Party Access

1. Contractors and Contracted Individuals

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

2. Non-Contracted Third Parties

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

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

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

4. Third Parties and Their Own Computers

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

J. Employee Security Awareness Training

Every agency is required to provide information to their employees on the applicable sections of the Pinellas County Information Security Policy.

III. Applications

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

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

B. Application Development

1. Generally

a) Applications Developed with Security in Mind

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

b) Design Conforms to Established Standards

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

c) Development Tasks Performed by Appropriate Personnel

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

2. Development by Third Parties

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

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

b) Source Code Remains with the Agency Upon Departure

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

c) Developed Applications for Critical Production Use

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

continue to maintain the software even though the third party may have gone out of business, may have discontinued the product, or may be negligent in terms of fixing problems in the code.

d) Passwords and User Accounts

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

3. Application Security

a) No Undocumented Access Methods

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

b) Test Data Clearly Identified and Separated From Production

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

4. Application Development

a) Development Methods

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

b) Developer Access Privileges Limited

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

5. Application Testing

a) Access to Production Data Restricted

Where access to production information is required so that new or modified applications may be developed or tested, only "read" and "copy" access may be granted to production systems. This access is permitted only for the duration of the project and must be promptly revoked upon its completion.

b) Special Certification Required

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

6. Mission Critical Applications

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

C. Databases

1. Applicability

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

2. Database Updates Must be Made Only Through Established Channels

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

IV. Information

A. Security of Information Generally

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

B. Scope and Applicability

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

C. Public Records

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

1. Access to Information

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

2. Exemptions From Public Records Law

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

D. Roles

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

The term “owner” to government must necessarily have a different meaning than in the private sector. An Information Owner in a government context means that person or persons who are legally charged with and granted the authority for acquiring, creating, and maintaining information and information systems within their assigned area of control.

a) Responsibilities of Information Owners

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

b) Information Ownership Assignment

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

c) Authority for Information Owners

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

2. Information Managers

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

a) Responsibilities of Information Managers

- Provision, monitoring, and maintaining of information systems services consistent with the instructions of Owners and consistent with

the policies and standards issued by the Information Technology Board.

- Protecting the information in their possession from unauthorized access, alteration, destruction, or usage.
- Providing and administering general controls such as backup, recovery, and updates of virus protection files.

b) Production Changes Prohibited

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

c) System Administrators

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

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

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

3. Information Users

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

a) Responsibilities of users

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

b) Special Responsibilities

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

E. Data Criticality

1. Web and Commerce Servers Must Not Store Critical Information

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

2. Labels for Collections of Information with Various Sensitivities

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

3. Erasure of Sensitive Information

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

4. Regular Purging of Information Which Is No Longer Needed

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

5. Electronic Media Disposal

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

F. Protected Healthcare Information

1. Health Information Portability and Accountability Act

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

V. Servers

A. Generally

1. Environmental Concerns

a) Climate Control for All Servers

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

b) Power/UPS considerations

All servers must have uninterruptible power systems (UPSs).

2. Physical Security

a) Location

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

b) Moving Servers Without Approval Prohibited

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

3. Communications

a) Servers Protected by the County Firewall

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

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

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

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

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

4. Best Practices

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

5. Backup and Retention

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

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

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

b) Verification required

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

c) Off-Site Storage of Backup Media

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

6. Virus Program Installed

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

7. Logging

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

8. Administration of User Access Rights

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

9. Locking Servers

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

B. Web Servers

1. Must Adhere to Server Security Policies

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

2. Specific Procedures Required for Internet Web Servers

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

C. Email

1. Message and Attachment Security

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

2. Automatic Deletion

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

3. Unsolicited Email

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

4. Message Confidentiality

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

D. Oracle Database Servers

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

VI. Network Security

A. Administration

1. Time-Out After No Activity

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

2. Internal Network Addresses Must Not Be Disclosed

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

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

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

4. Inventory of Connections To External Networks

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

B. Connections

1. Changes to the Enterprise Network

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

2. Installation of Communications Lines

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

3. Physical Security of Communications Equipment

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

4. Subscription to External Networks

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

5. Modems Connected to Devices on the Enterprise Network

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

C. Cisco Routers and Switches

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

D. Firewalls

1. Firewall Applicability

a) Connections that Require Approved Firewalls

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

2. Administration

a) Firewall Configuration Changes Require Approval

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

b) Defined Decision Maker

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

c) Default To Denial

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

d) Security Diagrams

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

e) Logs

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

f) Contingency Planning

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

g) Firewall Access Privileges

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

h) Back-Up

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

i) Firewall Dedicated Functionality

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

j) Posting Updates

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

k) Firewall Physical Security

All firewalls must be situated in restricted areas.

l) Firewall Failure

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

m) Firewall Best Practices

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

3. Intrusion Detection

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

4. Monitoring Vulnerabilities

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

E. Remote Access

1. Use of Broadband for Business Communications

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

2. Strong Authentication Required For Dial-Up

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

3. Inbound Dial-Up to Networks

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

4. Using Wireless Technology for Data

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

5. Wireless LAN (802.11, WLAN)

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

6. Clientless VPN

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

7. Request and Approval of VPN Access

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

VII. Vulnerability Assessments and Network Scanning

A. Generally

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

B. Assessments by the IT Department

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

C. Assessments by Agencies

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

D. Assessments by Third Parties

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

E. Legal requirements

1. Required Assessments

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

2. Confidentiality of Assessment Results

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

VIII. Computer Incident Response Team (CIRT)

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

IX. Volunteering of Information Technology Services within Pinellas County Government

A. Introduction

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

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

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

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

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

C. Other volunteer services

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

X. Patch Management

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Non-employee - A vendor, contractor, or third-party.

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

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

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

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

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

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

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

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

VPN (Virtual Private Network) – A combination of hardware and software, that uses authentication and encryption to provide a secure method of communicating over public

networks, such as the Internet. The encryption scrambles all of the data sent through the public network, by the VPN, so that communications are “virtually” private.

Wireless Technology – Transmission of data using radio waves.



EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Typed Name & Title of Authorized Representative

Kelli Hammer

7/08/21

Signature and Date of Authorized Representative

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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

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

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

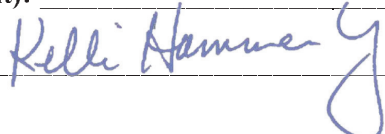
Demonstration of Competency may include the following: (Check **one or more** of the appropriate blocks that supports your "Data Competency" certification).

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

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

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

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

Signature of Authorized Official:  Date: 07/08/2021

Statement of Competency

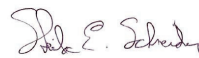
The Pinellas County Air Quality Division, as an approved local air program performing field and laboratory analysis, submits the following Demonstration of Competency in accordance with the United States Environmental Protection Agency's (EPA) Policy Directive Number FEM-2012-02, Policy to Assure the 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, 2021 to September 30, 2022.

Sheila E. Schneider, Air Quality Division Manager

Name and Title of Principal Investigator



Digitally signed by Sheila
E. Schneider
Date: 2021.07.02
11:34:43 -04'00'

Signature of Principal Investigator, Date

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 1

EPA approved QMPs/QAPPS:

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

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

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 2

Participation in an External Proficiency Testing Program:

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

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

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

<u>Proficiency Testing Program</u>	<u>Dates</u>
EPA NPAP	Not yet scheduled in 2021
EPA PEP	Not yet scheduled in 2021
State FDEP PE	10/2020
	11/2020
	12/2020
	3/2021
	5/2021
	6/2021
EPA NATTS PT (lab)	9/2020
	3/2021
	6/2021
EPA Air Toxics RR Audit (lab)	12/2020

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 3

Standard Operating Procedures (SOPs):

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

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 4

Demonstrations and Audits/Assessments of Proficiency:

The scheduled EPA Technical Systems Audit (TSA) for 2020 was changed to a Desk Audit Data Review (DADR) due to travel restrictions throughout 2020 during the COVID -19 pandemic. The DADR was conducted by EPA's Region 4 Laboratory Services and Applied Science Division (LSASD) from June 25 – September 1, 2020. This audit covered all data collected from January 2017 through December 2019.

The audit results produced one finding, two concerns, and one observation. All are described in the report as being "minor in nature and extent." Pinellas County reviewed the concerns and recommendations noted in the audit report and submitted a formal response dated November 19, 2020 describing Pinellas County's corrective action plan (CAP) implementation. A letter was received from LSASD on November 25, 2020 acknowledging the findings and concerns identified in the DADR have been successfully resolved.

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 5

Contract Laboratories:

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

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

- Performs analysis of carbonyl compounds using EPA method TO-11A (NATTS/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, 2021—Attachments

ATTACHMENT 6

Other Pertinent Documentation That Demonstrates Competency (Training)

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

Training	Date
FDEP Air Monitoring Hands-On Training (Virtual)	05/2021
EPA Region 4 Virtual Ambient Air Monitoring Workshop	03/2021
Cyber Security Awareness Training	04/2021
FDEP Data Validation on AirMVP Database (QA staff)	03/2021
EPA Region 4 T640 & T640x QA/QC Training Webinar	05/2021
APTI SI-434 Introduction to Ambient Air Monitoring (new staff)	02/2021
Ethics for County Government	10/2020
National Incident Management System (NIMS 100,200,700) (new staff)	varies
CPR/AED and First Aid	varies

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

ATTACHMENT 7

Quality Assurance Document Inventory

QUALITY MANAGEMENT PLAN	
Document Title	Approval/Submittal to EPA Date
Quality Management Plan for The State of Florida Ambient Air Quality Monitoring Program	06/25/2019
QUALITY ASSURANCE PROJECT PLAN(S)	
Document Title	Approval/Submittal to EPA Date
Quality Assurance Project Plan for the State of Florida's Ambient Air Monitoring Program	11/19/2019
Quality Assurance Project Plan for the State of Florida Particulate Matter (PM _{2.5} & PM ₁₀) Ambient Air Quality Monitoring Program	10/01/2020
Quality Assurance Project Plan for the State of Florida National Air Toxics Trends Stations and Air Toxics Monitoring Program	Submitted to EPA 10/09/2019
STANDARD OPERATING PROCEDURES	
Document Title	Approval/Submittal Date
DEP 03-18 Rev. 0, PM ₁₀ /Pb-TSP High-Volume Samplers	01/2017 PQAQ approved
DEP 07-06, Rev 0, Thermo Scientific Model 43i-43i TLE Sulfur Dioxide Analyzer	05/2017 PQAQ approved
DEP 3-12, Rev 2 Thermo Fisher Scientific TEOM Model 1405 Continuous PM _{2.5} /PM ₁₀ Monitor	04/2021 PQAQ approved
DEP 11-09, Rev 2 Teledyne API Aethalometer 633 Analyzer	09/2020 PQAQ approved
DEP 06-12 Rev 1, Teledyne API Series T400E Ozone Analyzer	10/2019 PQAQ approved
DEP 09-2 Rev 0, Thermo Fisher Scientific Model 42i-NO ₂ -NO-NO _x Analyzer	03/2018 PQAQ approved
DEP 09-06 Rev 0, Teledyne API Series T500U Nitrogen Dioxide Analyzer	06/2019 PQAQ approved
DEP 08-15 Rev 0, Teledyne API T300U Carbon Monoxide Analyzer	01/2020 PQAQ approved
DEP 03-21 Rev 1, Teledyne API T640 PM _{2.5} Particulate Monitor	10/2020 PQAQ approved
DEP 03-23 Rev 1, Teledyne API T640x Particulate Monitor	10/2020 PQAQ approved
DEP 17-11 Rev 0, Agilaire 8872 Data Logger	03/2018 PQAQ approved
DEP 13-6 Rev 0, Environics 6100 Multi-Gas Calibrator	01/2019 PQAQ approved
DEP 13-5 Rev 2, Teledyne Model 700E/ T700/T700U Dynamic Gas Calibrator	08/2016 PQAQ approved
DEP 06-17 Rev 1, Teledyne API Model T703 and 703E Ozone Calibrator	02/2016 PQAQ approved

Pinellas County Air Quality Division
Quality Assurance Documentation and Certification of Competency
July 1, 2021—Attachments

STANDARD OPERATING PROCEDURES (continued)	
Document Title	Approval/Submittal Date
DEP 03-24 Rev 0, Met One E-BAM Plus Semi-Continuous PM ₁₀ Monitor	01/2019 PQAO approved
DEP 08-14 Rev 0, Teledyne API Series 300 Carbon Monoxide Analyzer T300	05/2017 PQAO approved
DEP 18-27 Rev1, Air Monitoring Data Handling and Validation	12/2019 PQAO approved
APPENDIX T - TIME STANDARDS	12/2001 Pinellas Co. approved
APPENDIX W - BIOS DRYCAL	06/1998 Pinellas Co. approved
APPENDIX AA - MANOMETERS	02/2002 Pinellas Co. approved
APPENDIX B - ELECTRONIC TEMPERATURE	10/1993 Pinellas Co. approved
APPENDIX C - MIN/MAX SOP	01/1994 Pinellas Co. approved
APPENDIX D - THERMOMETERS	01/1994 Pinellas Co. approved
APPENDIX G - DIGITAL MULTIMETER	11/1993 Pinellas Co. approved
MANUAL IX - R.M. YOUNG WS/WD	01/1993 Pinellas Co. approved
DEP 23-01 Rev 1, TE-1000 Poly-Urethane Foam (PUF) Sampler - (NATTS)	10/2019 PQAO approved
DEP 23-02 Rev 0, ATEC Model 2200 Sampler -(VOC) (NATTS)	10/2019 PQAO approved
DEP 23-03 Rev 0, PM ₁₀ Metals High-Volume Sampler -(NATTS)	10/2019 PQAO approved
DEP 23-04 Rev 0.1, Air Toxics Characterization Program: VOC Lab - (NATTS)	10/2019 PQAO approved
ERG Field Procedure for Collecting Ambient Carbonyl Compound Samples -(NATTS)	10/2015 ERG approved
Asbestos ID in Bulk Sampling using PLM	04/2019 Pinellas Co. approved
Asbestos Chain of Custody SOP	03/2019 Pinellas Co. approved

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: Toni	Middle Name:
	Last Name: Merrill	Suffix:	
Title:	Finance and Accounting Analyst 1		
Complete Address:			
Street1:	14 S. Fort Harrison Ave. - 5th Floor		
Street2:			
City:	Clearwater	State:	FL: Florida
Zip / Postal Code:	33756	Country:	USA: UNITED STATES
Phone Number:	(727) 453-3201	Fax Number:	(727) 464-4405
E-mail Address:	tmerrill@pinellascounty.org		

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

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

EPA KEY CONTACTS FORM

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

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

Complete Address:

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

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 FY 2022	66.001	\$	\$	\$ 250,000.00	\$ 684,920.00	\$ 934,920.00
2. Section 105 Air Pollution Control Program FY 2022 Program Income	66.001				275,000.00	275,000.00
3. Section 105 Air Pollution Control Program FY 2023	66.001			287,300.00	690,000.00	977,300.00
4. Section 105 Air Pollution Control Program FY 2023 Program Income	66.001				275,000.00	275,000.00
5. Totals		\$	\$	\$ 537,300.00	\$ 1,924,920.00	\$ 2,462,220.00

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 FY 2022	Section 105 Air Pollution Control Program FY 2022 Program Income	Section 105 Air Pollution Control Program FY 2023	Section 105 Air Pollution Control Program FY 2023 Program Income	
a. Personnel	\$ 522,313.00	\$	\$ 536,201.00	\$	\$ 1,058,514.00
b. Fringe Benefits	350,838.00		360,166.00		711,004.00
c. Travel	18,050.00		18,050.00		36,100.00
d. Equipment	36,000.00		49,500.00		85,500.00
e. Supplies	26,370.00		26,370.00		52,740.00
f. Contractual	0.00		0.00		0.00
g. Construction	0.00		0.00		0.00
h. Other	43,350.00		43,350.00		86,700.00
i. Total Direct Charges (sum of 6a-6h)	996,921.00		1,033,637.00		\$ 2,030,558.00
j. Indirect Charges	212,999.00		218,663.00		\$ 431,662.00
k. TOTALS (sum of 6i and 6j)	\$ 1,209,920.00	\$	\$ 1,252,300.00	\$	\$ 2,462,220.00
7. Program Income	\$	\$ 275,000.00	\$	\$ 275,000.00	\$ 550,000.00

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Standard Form 424A (Rev. 7- 97)
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 FY 2022	\$ 684,920.00	\$	\$	\$ 684,920.00
9.	Section 105 Air Pollution Control Program FY 2022 Program Income	275,000.00			275,000.00
10.	Section 105 Air Pollution Control Program FY 2023	690,000.00			690,000.00
11.	Section 105 Air Pollution Control Program FY 2023 Program Income	275,000.00			275,000.00
12. TOTAL (sum of lines 8-11)		\$ 1,924,920.00	\$	\$	\$ 1,924,920.00

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	\$ 959,920.00	239,980.00	239,980.00	239,980.00	239,980.00
15. TOTAL (sum of lines 13 and 14)	\$ 1,209,920.00	\$ 302,480.00	\$ 302,480.00	\$ 302,480.00	\$ 302,480.00

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	\$ 287,300.00	\$ 280,000.00	\$ 280,000.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 250,000.00	\$ 287,300.00	\$ 280,000.00	\$ 280,000.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	\$2,030,558 (See attached Obj. Class Cat. Worksheet)	22. Indirect Charges:	\$431,662 (See attached Obj. Class Cat. Worksheet)
23. Remarks:	Pinellas County may use program income during the FY22 and FY23 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).		

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.)

Case# 8:20-cv-02005-TPBAEP, US District Court, Middle District of Florida, Tampa Division, filed 9/27/2020.
(Allegations of discrimination and denial of medical treatment at the Pinellas County Jail based on gender identity)

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.)

Not Applicable

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))

None

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

☐ Yes ☒ No

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

☐ Yes ☐ No

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

Not Applicable

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

☒ Yes ☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes ☐ No

b. Is the notice posted in a prominent place in the applicant's 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.

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

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

B. Title of Authorized Official

C. Date

Kelli Hammer Levy

Kelli Hammer Levy

7/8/2021

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

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

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

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

Documentation:

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

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

Accessibility information:

Pinellas County Accessibility Statement

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

Accessibility Assistance

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

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

Pinellas County Government nondiscrimination policy:

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

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

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

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

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

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

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

and

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

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

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

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

Adopted Grievance Procedures

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

TO: Kelli Levy Hammer, Director, Public Works
FROM: Jeffery Lorick, Director, Office of Human Rights
CC: Barry Burton, County Administrator
RE: Civil Rights Standard Assurances | Grant Application: FY2022- FY2023 Section 105 Air Pollution Control Program Support

The Pinellas County Office of Human Rights is committed to protecting all residents of Pinellas County from cases of discrimination in the areas of fair housing, employment, public accommodations, and government programs and assistance. These include race, color, religion, national origin, marital status, familial status, pregnancy, gender (including gender identity and gender expression), sexual orientation, sexual harassment, age, and disability.

The Pinellas County Office of Human Rights has conducted a review of the required assurances at the request of the Public Works Department for the FY2022 and FY2023 United States Environmental Protection Agency (USEPA) Section 105 Air Pollution Control Grants Program. Per the USEPA, any recipient of an EPA award (and any "subrecipient" at any tier) must comply with additional civil-rights-related requirements below and beyond those that otherwise would apply. In general, these additional requirements fall into one of two categories:

- Civil rights laws. These apply to essentially any entity that receives an award of federal financial assistance -- regardless of which federal agency awards the grant or cooperative agreement -- and encompass the "program or activity" funded in whole or in part with the federal financial assistance.
- Nondiscrimination provisions. These are requirements or restrictions that apply, in addition to the civil rights laws, to any program or activity receiving federal financial assistance. Much like the civil rights laws, these provisions apply variously to the programs, activity, or undertaking funded in whole or in part by the USEPA.

On behalf of the Office of Human Rights for Pinellas County government, I have reviewed the Civil Rights Standard Assurances required by the grantor and conclude that the Counties' policies align with the statutes referenced below, and reminds the Department that any subrecipient of funding under this award would also be subject to compliance of the following:

PLEASE ADDRESS REPLY TO:
Pinellas County Office of Human Rights
400 South Fort Harrison Avenue, 5th Floor
Clearwater, Florida 33756
PHONE: (727) 464-4880
FAX: (727) 464-4157
TDD: (727) 464-4062
WEBSITE: pinellascounty.org/humanrights

- **Civil Rights Applicable Statutes:**

- Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
- Section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681)
- Section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102)

- **Nondiscrimination Applicable Statutes:**

- **Title VI of the Civil Rights Acts of 1964:** No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).
- **Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act:** No person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.
- **Section 504 of the Rehabilitation Act of 1973:** No otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities.
- **Age Discrimination Act of 1975:** No person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.
- **Title IX of the Education Amendments of 1972:** No person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

- **Specific assurances set out in 40 C.F.R. §§ 5 and 7**

- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 5 – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, Subpart A – Introduction, section 5.115 – Assurance Required.



Jeffery Lorick, Director

- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart B - Discrimination Prohibited on the Basis of Race, Color, National Origin or Sex.
- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart C – Discrimination Prohibited on the Basis of Handicap.
- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart D - Requirements for Applicants and Recipients, Section 7.80 – Applicants.
- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart D - Requirements for Applicants and Recipients, Section 7.85 – Recipients.
- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart E - Agency Compliance Procedures.
- Title 40 - Protection of the Environment, Chapter 1 – Environmental Protection Agency; Part 7 – Nondiscrimination in Programs or Activities Receiving Federal Financial Assistance from the Environmental Protection Agency, Subpart F - Discrimination Prohibited on the Basis of Age.

If you have any questions regarding the above, please contact me directly. Thank you.

Sincerely,

Jeffery Lorick
Director Office of Human Rights

date 6-28-2021

PLEASE ADDRESS REPLY TO:
Pinellas County Office of Human Rights
400 South Fort Harrison Avenue, 5th Floor
Clearwater, Florida 33756
PHONE: (727) 464-4880
FAX: (727) 464-4157
TDD: (727) 464-4062
WEBSITE: pinellascounty.org/humanrights

**Air Pollution Control, Section 105 Budget Work Plan
FFY 2022**

Project Budget

A. Personnel	\$ 522,313.00
B: Fringe Benefits	\$ 350,838.00
C. Travel	\$ 18,050.00
D. Equipment	\$ 36,000.00
E. Supplies	\$ 26,370.00
F. Contractual	\$ 0.00
G. Other	\$ 43,350.00
Total Direct Charges	\$ <u>996,121.00</u>
H. Indirect Charges	\$ <u>212,999.00</u>
Grant Total	\$ 1,209,920.00

Federal Funds Requested: \$ 250,000.00

Estimated Recipient Share \$ 959,920.00 (includes est. \$275,000 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. FY22 fringe benefit costs are based on estimated fringe benefit rates calculated during FY21.
- c. Travel. Travel and per diem costs are those costs for travel and subsistence which are directly related to the grant. Identify the number of trips planned, the purpose of each trip, the destination for each trip, the number of travelers, and the estimated cost of each trip (e.g., monitoring, administrative activities, attendance at specific conferences, meetings, training, etc.).
- d. Equipment. \$36,000 in equipment are 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 FY22 are estimated based on FY20 rates adjusted for inflation.

Indirect costs are limited to the agency's "Central Services Cost Allocation Plan" rate of 24.49% for County Indirects and 16.29% for Agency Indirects for FY22. An estimated total indirect rate of 40.78% is applied to direct salary costs for the project.

OBJECT CLASS CATEGORIES WORKSHEET

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

(NOTE: all figures are FY'22 only)

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Env. Division Manager 1	1	\$106,859	0.13	\$13,892
Project Coordinator - Technical	1	\$91,586	0.138	\$12,639
Administrative Support Specialist 1	1	\$40,421	0.012	\$485
Env. Program Manager 3 (Compl/Enf)	1	\$91,727	0.20	\$18,345
Env. Program Manager 2 (Toxics)	1	\$89,635	0.39	\$34,957
Env. Program Manager 2 (Compl/Enf)	1	\$78,964	0.50	\$39,482
Env. Program Manager 2 (Air Monitoring)	1	\$77,321	0.32	\$24,743
Env. Program Manager 1 (Air Monitoring)	1	\$58,415	0.54	\$31,544
Env. Specialist 3 (Compl/Enf)	2	\$60,346	1.37	\$82,674
Chemist 2/3	1	\$54,817	0.21	\$11,512
Env. Specialist 2 (Compliance)	2	\$49,966	1.48	\$73,949
Env. Specialist 2 (Toxics)	1	\$53,212	0.80	\$42,569
Env. Specialist 2 (Air Monitoring QA)	1	\$61,746	0.67	\$41,370
Env. Specialist 2 (Air Monitoring)	1	\$54,415	0.48	\$26,119
Env. Spec. 2/Env. Spec.1 (Air Monitoring)	1	\$43,789	0.75	\$32,842
Env. Spec. 2/Env Spec. 1 (Air Monitoring)	1	\$48,054	0.14	\$6,728
Env. Spec. 2/Env Spec. 1 (Compl)	1	\$43,789	0.65	\$28,463
a. PERSONNEL TOTAL	19		8.78	\$522,313

b. FRINGE BENEFITS

BASE	Est. \$ 522,313
RATE 67.17% CFY22 = 54.81% (Fringe) + 12.36% (AL/LWP/holidays) (CFY = County Fiscal Year) Adjusted for Inflation	X 67.17%
b. FRINGE BENEFITS TOTAL	\$ 350,838

c. TRAVEL

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

OBJECT CLASS CATEGORIES WORKSHEET

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

(FY'22 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
Multigas calibrator w/ photometer (T700U)	1	\$24,000.00	\$24,000.00
Ozone calibrator	1	\$12,000.00	\$12,000.00
d. EQUIPMENT TOTAL:			\$36,000

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'22 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	\$900
Chemicals (gases, standards, reagents, etc.)	\$3,740
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	\$750
Clothing (boot cover leggings, tyvek suits, etc.)	\$150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	\$17,550
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sftwr misc. parts)	\$540
Toxics monitoring and analysis mat'ls (spare/replacement parts for lab instruments, valves, tubing, etc)	\$1,330
Field Inspector supplies: safety supplies; respirator supplies; gloves; tools; sampling supplies	\$1,410
e. SUPPLIES	\$26,370

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'22 only)
V.E. Certification & Training	\$2,400
Telephone (\$720) and Electric (\$5,220) utility service for air monitoring	\$5,940
Printing (\$200) Postage/Freight (\$1,400) Outreach materials (\$400)	\$2,000
Repairs & maint. Svc's. (\$16,820) Fleet Op. & Maint. (\$12,655)	\$29,475
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	\$400
Medical Mon. & Lab analysis	\$2,400
Rental/Lease (demurrage on field cylinders-\$300; He, Zero Air Nitrogen gases-\$50; LN2-\$385)	\$735
Other Total	\$43,350

(FY'22 only)

i. TOTAL DIRECT COSTS:	\$996,921
j. INDIRECT COSTS: 40.78 % (Central Services Cost Allocation Plan Rate 24.49% + Agency Indirect rate 16.29%)	\$212,999
k. TOTAL PROPOSED COSTS:	\$1,209,920
FEDERAL FUNDS REQUESTED: \$250,000.00 21.00% RECIPIENT SHARE OF TOTAL PROPOSED COSTS: \$959,920.00 79.00% *** Total recipient share for the FFY22 work effort is estimated to be \$959,009 of which \$684,009.00 is the estimated applicant share from State Tag Fee dollars with a possible \$275,000 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.	

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2022 Travel**

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

**Pinellas County Air Quality Division
Section 105 Grant
FFY 2022 Travel**

ES2T: State Annual Air Meeting; TBA-in state – 2 days; Conference/Other	1	\$450	\$450
ES3: EPA Advanced Training/Seminar	1	\$1200	\$1,200
ES3: National Emissions Inventory Conference; Training/Seminar	1	\$700	\$700
ES3T: State Annual Air Meeting; TBA-in state - 2 days; Conference/Other	1	\$150	\$150
Staff: EPA Workshop; Training/Seminar	1	\$1550	\$1,550
TOTAL FOR ASBESTOS/STATIONARY SOURCE SECTION			\$7,350
FY 2022 Estimated Total Agency Travel			\$18,050

Section 105 Air Planning Agreement - FY 2022

Estimated Budget by Workplan Component

Name of Applicant: Pinellas County

Component	Funding <i>(Total of EPA + Grantee Funding)</i>	Workyears <i>(Includes Staff Funded by EPA and Grantee)</i>	Notes
Fiscal Year 2022: October 1, 2021 – September 30, 2022			
Ozone	\$456,094	3.32	
PM	\$150,262	1.12	
Visibility	--	--	
NO ₂	\$ 80,700	0.42	
Lead	--	--	
CO	\$ 34,513	0.26	
SO ₂	\$ 29,583	0.22	
Air Toxics Implementation (excludes NATTS)	\$121,031	0.91	
Air Toxics Characterization	\$ 44,257	0.33	Includes one (1) monitoring site
Acid Rain	--	--	
NESHAP's Asbestos	\$293,480	2.20	
TOTALS for Fiscal Year 2022*	\$1,209,920	8.78	

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

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

Project Budget

A. Personnel	\$ 536,201.00
B. Fringe Benefits	\$ 360,166.00
C. Travel	\$ 18,050.00
D. Equipment	\$ 49,500.00
E. Supplies	\$ 26,370.00
F. Contractual	\$ 0.00
G. Other	\$ 43,350.00
Total Direct Charges	\$ 1,033,637.00
H. Indirect Charges	\$ 218,663.00
Grant Total	\$ 1,252,300.00

Federal Funds Requested: \$ 287,300.00

Estimated Recipient Share \$ 965,000.00 (includes est. \$275,000 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. FY23 fringe benefit costs are based on estimated fringe rates calculated during FY21.
- 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. \$49,500.00 in equipment are scheduled to be purchased during this project period. Pinellas County requested additional federal funding in this application to assist with the purchasing of the equipment.
- i. Supplies. The description of supplies is as reasonably detailed as possible in the application package Object Class Worksheets.
- j. Contractual. No Contractual services are directly related to this EPA program/project.
- k. Other. Individual and total cost for Other is provided on the SF-424 and in the application package Object Class Worksheets.

- I. Direct Charges. The individual and total amount of direct costs (items a-g above) are provided in the application package Object Class Worksheets.
- h. Indirect Charges. Indirect costs result from allocation of a grouping of administrative costs which are not easily identified as a direct cost. A copy of our current estimated indirect costs agreement is attached to the grant application package. Indirect costs for FY23 are unavailable until June of 2022. FY22 indirect rates were used as an estimate for FY23 indirect charges.

An estimated total indirect rate of 40.78% is applied to direct salary costs for the project estimate of FY23 indirect charges.

OBJECT CLASS CATEGORIES WORKSHEET

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

(NOTE: all figures are FY'23 only)

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Env. Division Manager 1	1	\$110,182	0.13	\$14,324
Project Coordinator - Technical	1	\$94,251	0.138	\$13,007
Administrative Support Specialist 1	1	\$41,925	0.012	\$503
Env. Program Manager 3 (Compl/Enf)	1	\$94,639	0.20	\$18,928
Env. Program Manager 2 (Toxics)	1	\$92,075	0.39	\$35,909
Env. Program Manager 2 (Compl/Enf)	1	\$81,405	0.499	\$40,621
Env. Program Manager 2 (Air Monitoring)	1	\$79,762	0.32	\$25,524
Env. Program Manager 1 (Air Monitoring)	1	\$60,650	0.54	\$32,751
Env. Specialist 3 (Compl/Enf)	2	\$62,393	1.37	\$85,478
Chemist 2/3	1	\$56,864	0.21	\$11,941
Env. Specialist 2 (Compliance)	2	\$52,876	1.30	\$68,739
Env. Specialist 2 (Toxics)	1	\$55,085	0.80	\$44,068
Env. Specialist 2 (Air Monitoring QA)	1	\$63,792	0.67	\$42,741
Env. Spec. 2/Env Spec. 1 (Air Monitoring)	1	\$43,789	0.72	\$31,528
Env. Spec. 2/Env. Spec.1 (Air Monitoring)	1	\$45,431	0.75	\$34,073
Env. Spec. 2/Env Spec. 1 (Air Monitoring)	1	\$49,928	0.14	\$6,990
Env. Spec. 2/Env Spec. 1 (Compl)	1	\$45,431	0.64	\$29,076
a. PERSONNEL TOTAL	19		8.83	\$536,201

b. FRINGE BENEFITS

BASE	Est. \$ 536,201
RATE 67.17% CFY22 = 54.81% (Fringe) + 12.36% (AL/LWP/holidays) (CFY = County Fiscal Year)	X 67.17%
b. FRINGE BENEFITS TOTAL	\$ 360,166

c. TRAVEL

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

OBJECT CLASS CATEGORIES WORKSHEET

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

(FY'23 only)

ITEM	NUMBER	COST PER UNIT	TOTAL
Air Monitoring Shelter	1	\$25,000.00	\$25,000.00
Sulfur Dioxide Monitoring Instrument	1	\$12,500.00	\$12,500.00
PM 10 Continuous Monitor	1	\$12,000.00	\$12,000.00
d. EQUIPMENT TOTAL:			\$49,500

e. SUPPLIES

List supplies by groups, as appropriate:	(FY'23 only)
Office Supplies (paper, pens, copier materials, envelopes, binders, etc.)	\$900
Chemicals (gases, standards, reagents, etc.)	\$3,740
Laboratory (Swagelok fitting, asbestos analysis supplies, etc.)	\$750
Clothing (boot cover leggings, tyvek suits, etc.)	\$150
Misc. Operating Supplies (Various air monitoring parts, tubing, hardware, batteries, filters, elec. components, fittings, etc.)	\$17,550
Computer (CDs, flash drive, cables, ink cartridges, UPS, Hdwr/Sftwr misc. parts)	\$540
Toxics monitoring and analysis mat'ls (spare/replacement parts for lab instruments, valves, tubing, etc)	\$1,330
Field Inspector supplies: safety supplies; respirator supplies; gloves; tools; sampling supplies	\$1,410
e. SUPPLIES	\$26,370

OBJECT CLASS CATEGORIES WORKSHEET

f. CONTRACTUAL

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

g. CONSTRUCTION (N/A)

h. OTHER

Other: Explain by major categories.	(FY'23 only)
V.E. Certification & Training	\$2,400
Telephone (\$720) and Electric (\$5,220) utility service for air monitoring	\$5,940
Printing (\$200) Postage/Freight (\$1,400) Outreach materials (\$400)	\$2,000
Repairs & maint. Svc's. (\$16,820) Fleet Op. & Maint. (\$12,655)	\$29,475
Asbestos Microscopy bulk (20@\$12ea = \$240) & point count analysis (10@\$16ea = \$160)	\$400
Medical Mon. & Lab analysis	\$2,400
Rental/Lease (demurrage on field cylinders-\$300; He, Zero Air Nitrogen gases-\$50; LN2-\$385)	\$735
Other Total	\$43,350

(FY'23 only)

i. TOTAL DIRECT COSTS:	\$1,033,637
j. INDIRECT COSTS: 40.78 % (Central Services Cost Allocation Plan Rate 24.49% + Agency Indirect rate 16.29%)	\$218,663
k. TOTAL PROPOSED COSTS:	\$1,252,300
FEDERAL FUNDS REQUESTED: \$287,300.00 23.00%	
RECIPIENT SHARE OF TOTAL PROPOSED COSTS: \$965,000 77.00% *** Total recipient share for the FFY23 work effort is estimated to be \$965,000 of which \$690,000.00 is the estimated applicant share from State Tag Fee dollars with a possible \$275,000 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.	

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

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

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

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

Section 105 Air Planning Agreement - FY 2023

Estimated Budget by Workplan Component

Name of Applicant: Pinellas County

Component	Funding <i>(Total of EPA + Grantee Funding)</i>	Workyears <i>(Includes Staff Funded by EPA and Grantee)</i>	Notes
Fiscal Year 2022: October 1, 2022 – September 30, 2023			
Ozone	\$455,019	3.34	
PM	\$165,958	1.13	
Visibility	--	--	
NO ₂	\$ 58,095	0.43	
Lead	--	--	
CO	\$ 35,362	0.26	
SO ₂	\$ 67,811	0.22	
Air Toxics Implementation (excludes NATTS)	\$124,009	0.91	
Air Toxics Characterization	\$ 45,346	0.33	Includes one (1) monitoring site
Acid Rain	--	--	
NESHAP's Asbestos	\$300,700	2.21	
TOTALS for Fiscal Year 2023*	\$1,252,300	8.83	

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

Pinellas County Air Quality Division
Section 105 Grant Application – FFY 2022 and FFY 2023

Use of Program Income for Recipient Cost Share:

Total Project Costs for the FFY 2022 EPA 105 Grant project period is estimated as follows:

a. Federal	\$ 250,000.00
b. Applicant	\$ 684,920.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income*	\$ 275,000.00
g. TOTAL	\$1,209,920.00

**Program Income amount is based on an estimate*

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

a. Federal	\$ 287,300.00
b. Applicant	\$ 690,000.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income*	\$ 275,000.00
g. TOTAL	\$1,252,300.00

**Program Income amount is based on an estimate*

Pinellas County may use program income during the FFY 2022 and the FFY 2023 project budget periods as part of the agency cost share to finance the non-Federal share of the program and meet the required Maintenance of Effort (MOE).

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

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

Pinellas County Air Quality Division
Section 105 Grant Application – FFY 2022 and FFY 2023

Total recipient share for the FFY 2022 work effort is estimated to be \$959,920.00, of which \$684,920.00 is the applicant share from State Tag fee dollars with a possible \$275,000 from estimated program income.

Total recipient share for the FFY 2023 work effort is estimated to be \$965,00.00, of which \$690,000.00 is the applicant share from State Tag fee dollars with a possible \$275,000 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.