



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/22/2024

File ID: TMP-4512

Department: Emergency Management Agency

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute the State Subaward Certified Local Emergency Manager Salary Supplement Subaward.

Resolution No.

Finance Information:

Account Number: \$0

City Cost Amount: \$0

Total Cost: \$0

Special Circumstances:

Grant Funded: \$17,000.00

Grant Title - CFDA or granting Agency: Alabama Emergency Management Agency (AEMA)

Resolution #: N/A

Location: (list below)

Address: N/A

District: District 1 ☒ District 2 ☒ District 3 ☒ District 4 ☒ District 5 ☒

Additional Comments: N/A

RESOLUTION NO. 24-_____

WHEREAS, the Alabama Emergency Management Agency (AEMA) wishes to provide reimbursement of a portion of the Certified Local Emergency Manager's (CLEM) salary for the Huntsville-Madison County Emergency Management Agency, State Subaward Certified Local Emergency Manager Salary Supplement Subaward, in the amount of \$17,000.00 to support emergency management in Madison County; and

WHEREAS, the Huntsville-Madison County Emergency Management Agency will administer said grant.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Huntsville, Alabama, that the Mayor is authorized to execute the State Subaward, on behalf of the Huntsville-Madison County Emergency Management Agency, identified as the "State Subaward Certified Local Emergency Manager Salary Supplement Subaward", consisting of one (1) page, plus one (1) additional page, and the date of August 22, 2024, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and an executed copy of said document being kept permanently on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 22nd day of August, 2024.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 22nd day of August, 2024.

Mayor of the City of Huntsville,
Alabama

STATE SUBAWARD
Certified Local Emergency Manager Salary Supplement Subaward

1. Grantee: Madison County EMA	2. Effective Dates: 10/01/2023-09/30/2024
3. Issuing Agency: Alabama Emergency Management Agency (AEMA) 5898 County Road 41 P.O. Drawer 2160 Clanton, AL 35046-2160	4. FAIN: N.A.
5. CA Number: 24CLEM	
6. Allocation Amount:	\$17,000.00
7. CFDA #: N.A.	8. State Award Date: 10/01/2023

This funding is awarded for the purpose of reimbursement of a portion of the Certified Local Emergency Manager's (CLEM) salary. Once the CLEM salary supplement request has been received by AEMA, then AEMA can reimburse CLEM funding.

The subgrantee agrees: (1) to provide any information requested by AEMA regarding salary payment documentation in a timely manner; (2) requests for reimbursement of expenses relative to this grant will be submitted through the Emergency Management Performance Grant (EMPG) claim forms provided or approved by the AEMA Fiscal Division. AEMA will use EMPG claims for validation of salary expense, and separate claims for CLEM will not be required; (3) claims will be presented with clear and adequate supporting documentation as instructed by the AEMA Fiscal Division; (4) claims will be submitted in a timely manner, on a monthly basis. Failure to submit claims in a timely manner may result in a reduction of the amount reimbursed; (5) all claims relating to this grant must be submitted by October 16, 2024; (6) information requested by AEMA concerning salary expenses will be provided immediately by the subgrantee to avoid delays in reimbursements; (7) all documents related to reimbursements will be made available to AEMA personnel for monitoring and review.

The subgrantee agrees that the AEMA Director or his designated agent may elect to withhold or, with a ten day notice, withdraw all or part of this funding from the grantee for non-compliance with any portion of the terms stated in this document.


Jeff Smith

8/8/24

Certified Local EMA Director/Coordinator (please print and sign) / Date

Certification By County Official Authorized to Sign:

I certify that I understand and agree: to comply with the general and fiscal provisions of this grant subaward to include the terms and conditions; that I am duly authorized to sign as the County Chief Elected Official; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that costs incurred prior to this subaward approval may result in those expenses being absorbed by the subgrantee; and, that these grant funds will not supplant state or local funds.

Chief Elected Official (please print and sign) / Date


Jeff Smitherman

Jeff Smitherman, Director
Alabama Emergency Management Agency

The Parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

President of the City Council of the
City of Huntsville, AL
Date: August 22 2024



KAY IVEY
GOVERNOR

STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
(205) 280-2200 FAX # (205) 280-2495



JEFF SMITHERMAN
DIRECTOR

May 6, 2024

MEMO

TO: County Directors

FROM: Craig Bolling, Mission Support Division Chief *C. Bolling*
Alabama Emergency Management Agency

SUBJECT: Clarification on Certified Local Emergency Manager (CLEM) Salary Supplement

You previously received correspondence from me on November 29, 2023, regarding the CLEM Salary Supplement. I wish to provide further clarification on certain aspects outlined in that communication. We have convened and rectified our procedures concerning the CLEM Salary Supplement to ensure strict adherence to the Alabama Code outlined in 31-9-62.

Outlined below is the revised reimbursement process for the CLEM Salary Supplement:

- If a County has a CLEM Director, an invoice (on letterhead) should be sent requesting the eligible amount for FY24, which is 35% of the total salary up to the max amount of \$17,000. This can be claimed with a separate reimbursement claim form (24CLEM) which was provided in my email. The submission of the Reimbursement Claim Form, along with the accompanying letter, constitutes the formal request for the Salary Supplement. The county must make this request annually.
- The Cooperative Agreements will be established based on the County's request.
- Given that the Salary Supplement constitutes reimbursement of salaries, it is imperative to note that reimbursement for the same expense cannot be sought from two different grants. Reference OMB A-123 Appendix C part I for further details. AEMA will utilize your EMPG monthly claims to validate and support the quarterly reimbursement of the salary supplement. We will ensure that there is no duplication of expenses in the reimbursement process of either grant.

As you are receiving this memorandum alongside your cooperative agreement (CA), it indicates that all necessary steps from your end have been completed. Upon receipt of your signed CA, AEMA will initiate the payment process for the salary supplement, disbursing payments quarterly throughout the fiscal year.