



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 5/9/2024

**File ID:** TMP-4173

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**Department:** Natural Resources

**Subject:**

**Type of Action:** Approval/Action

Resolution to authorize the Mayor, on behalf of the City of Huntsville to apply for a U.S. Environmental Protection Agency, FY 2024. Air Programs Grant in an amount up to \$125,000.

Resolution No.

**Finance Information:**

**Account Number:** NA

**City Cost Amount:**\$ NA

**Total Cost:** \$ NA

**Special Circumstances:**

**Grant Funded:** \$

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** Click or tap here to enter text.

**Location: (list below)** NA

**Address:**

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:** Application for Federal Assistance in the form of an Air Programs Grant to be issued by the US Environmental Protection Agency in the amount of \$125,000 with city matching amount of 40% to meet the matching fund requirements not less than \$83,333.00. Funds to be identified and used in the City's fiscal year 2024 budget.



**RESOLUTION NO. 24- \_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the mayor is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to apply for a U. S. Environmental Protection Agency FY 2024 Air Programs Grant in an amount up to \$125,000 said grant application being attached hereto and identified as "Application for Federal Assistance between the City of Huntsville and U.S. Environmental Protection Agency," consisting of twenty-one (21) pages, with the signature of the City Council President, or President Pro Tem, and the date of May 9, 2024, at the bottom of the first page, and an executed copy of said document being permanently kept on file in the office of the City Clerk of the City of Huntsville.

**BE IT FURTHER RESOLVED** that the City Council of the City of Huntsville shall commit an amount sufficient to meet the 40% matching fund requirement for the Grant which may be awarded to the City pursuant to such application, and not less than \$83,333.00, the amount of the City's maintenance of effort requirement, said funds to be identified in the City's fiscal year 2024 budgets for such use.

**BE IT FURTHER RESOLVED** that in the event that such grant is awarded, the Mayor of the City of Huntsville, Alabama, is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to enter into such grant agreement with the Environmental Protection Agency and to submit such supporting and collateral materials as required.

**ADOPTED** this the 9th day of May, 2024.

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

**APPROVED** this the 9th day of May, 2024.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

Application for Federal Assistance SF-424

Version 02

\* 1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:

- ☐ New  
☒ Continuation  
☐ Revision

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

\* Other (Specify)

\* 3. Date Received:

Completed by: Grants.gov upon submission:

4. Applicant Identifier:

City of Huntsville

5a. Federal Entity Identifier:

\* 5b. Federal Award Identifier:

A00400420

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

\* a. Legal Name: City of Huntsville

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

63-6001296

\* c. Organizational DUNS:

0720937270000

d. Address:

\* Street1: P.O. Box 308

Street2:

\* City: Huntsville

County:

\* State: AL: Alabama

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code: 35804-0308

e. Organizational Unit:

Department Name:

Natural Resources and Env. Mgmt.

Division Name:

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

Prefix: Ms.

\* First Name: Darlene

Middle Name:

\* Last Name: Elliott

Suffix:

Title: Director of Natural Resources and Env. Mgmt.

Organizational Affiliation:

\* Telephone Number: 256-427-5760

Fax Number: 256-427-5751

\* Email: darlene.elliott@huntsvilleal.gov

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

\* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.001

CFDA Title:

Air Pollution Control Program Support

\* 12. Funding Opportunity Number:

EPA-CEP-01

\* Title:

EPA Mandatory Grant Programs

13. Competition Identification Number:

Title:

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

\* 15. Descriptive Title of Applicant's Project:

Local Air Pollution Control Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant 5th

\* b. Program/Project 5th

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

Add Attachment

17. Proposed Project:

\* a. Start Date: 10/01/2019

\* b. End Date: 09/30/2024

18. Estimated Funding (\$):

|                     |              |
|---------------------|--------------|
| * a. Federal        | \$125,000.00 |
| * b. Applicant      | \$83,333     |
| * c. State          | \$0.00       |
| * d. Local          | \$0.00       |
| * e. Other          | \$0.00       |
| * f. Program Income | \$0.00       |
| * g. TOTAL          | \$208,333.00 |

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

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on 04/26/2024 .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

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

☒ \*\* I AGREE

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

Authorized Representative:

Prefix: Mr. \* First Name: Tommy

Middle Name:

\* Last Name: Battle

Suffix:

\* Title: Mayor

\* Telephone Number: 256-427-5000

Fax Number:

\* Email: tommy.battle@huntsvilleal.gov

\* Signature of Authorized Representative:

\* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

N/A

# BUDGET INFORMATION - Non-Construction Programs

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

## SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds |                 | New or Revised Budget |                 | Total (g)     |
|--|---|-----------------------------|-----------------|-----------------------|-----------------|---------------|
|  |   | Federal (c)                 | Non-Federal (d) | Federal (e)           | Non-Federal (f) |               |
| 1. Air Pollution Control Program 2024  | 66-001  | \$ 125,000.00               | \$ 83,333.00    | \$                    | \$              | \$ 208,333.00 |
| 2.                                     |   |                             |                 |                       |                 |               |
| 3.                                     |   |                             |                 |                       |                 |               |
| 4.                                     |   |                             |                 |                       |                 |               |
| 5. Totals                              |   | \$ 125,000.00               | \$ 83,333.00    | \$                    | \$              | \$ 208,333.00 |



# SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories             | GRANT PROGRAM, FUNCTION OR ACTIVITY |     |     |     | Total<br>(5)  |
|--|-------------------------------------|-----|-----|-----|---------------|
|  | (1)                                 | (2) | (3) | (4) |               |
|  | Air Pollution Control Program 2024  |     |     |     |               |
| a. Personnel                           | \$ 156,641.00                       | \$  | \$  | \$  | \$ 156,641.00 |
| b. Fringe Benefits                     | 51,692.00                           |     |     |     | 51,692.00     |
| c. Travel                              |                                     |     |     |     |               |
| d. Equipment                           |                                     |     |     |     |               |
| e. Supplies                            |                                     |     |     |     |               |
| f. Contractual                         |                                     |     |     |     |               |
| g. Construction                        |                                     |     |     |     |               |
| h. Other                               |                                     |     |     |     |               |
| i. Total Direct Charges (sum of 6a-6h) | 208,333.00                          |     |     |     | 208,333.00    |
| j. Indirect Charges                    |                                     |     |     |     |               |
| k. TOTALS (sum of 6i and 6j)           | \$ 208,333.00                       | \$  | \$  | \$  | 208,333.00    |
| 7. Program Income                      | \$                                  | \$  | \$  | \$  | \$            |

| SECTION C - NON-FEDERAL RESOURCES     |               |           |                   |            |           |
|---------------------------------------|---------------|-----------|-------------------|------------|-----------|
| (a) Grant Program                     | (b) Applicant | (c) State | (d) Other Sources | (e) TOTALS |           |
| 8. Air Pollution Control Program 2024 | \$ 83,333.00  | \$        | \$                | \$         | 83,333.00 |
| 9.                                    |               |           |                   |            |           |
| 10.                                   |               |           |                   |            |           |
| 11.                                   |               |           |                   |            |           |
| 12. TOTAL (sum of lines 8-11)         | \$ 83,333.00  | \$        | \$                | \$         | 83,333.00 |

  

| SECTION D - FORECASTED CASH NEEDS  |             |             |             |             |
|------------------------------------|-------------|-------------|-------------|-------------|
| Total for 1st Year                 | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 13. Federal                        | \$          | \$          | \$          | \$          |
| 14. Non-Federal                    | \$          |             |             |             |
| 15. TOTAL (sum of lines 13 and 14) | \$          | \$          | \$          | \$          |

  

| 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. Air Pollution Control Program 2024  | \$                             | \$         | \$        | \$         |
| 17.   |                                |            |           |            |
| 18.   |                                |            |           |            |
| 19.   |                                |            |           |            |
| 20. TOTAL (sum of lines 16 - 19)  | \$                             | \$         | \$        | \$         |

  

| SECTION F - OTHER BUDGET INFORMATION |                       |
|--------------------------------------|-----------------------|
| 21. Direct Charges:                  | 22. Indirect Charges: |
| 23. Remarks:                         |                       |

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## OBJECT CLASS CATEGORIES WORKSHEET

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

**a. PERSONNEL**

**10/01/23 – 09/30/24**

| POSITION TITLE                       | NUMBER   | ANNUAL<br>SALARY | WORK<br>YEARS  | AMOUNT           |
|--------------------------------------|----------|------------------|----------------|------------------|
| Director                             | 1        | \$130,228        | 0.098005       | \$12,763         |
| Senior Environmental Mgt. Specialist | 1        | \$80,724         | 0.35           | \$28,253         |
| Environmental Specialist III         | 1        | \$85,633         | 0.35           | \$29,972         |
| Air Monitoring Specialist            | 1        | \$68,244         | 0.25           | \$17,061         |
| Air Monitoring Specialist            | 1        | \$55,494         | 0.25           | \$13,874         |
| Environmental Compliance Specialist  | 1        | \$55,494         | 0.25           | \$13,874         |
| Environmental Specialist II          | 1        | \$68,515         | 0.25           | \$17,129         |
| Environmental Technician             | 1        | \$71,947         | 0.25           | \$17,987         |
| Administrative Aide                  | 1        | \$58,448         | 0.098005       | \$5,728          |
|                                      |          |                  |                |                  |
| <b>a. PERSONNEL TOTAL</b>            | <b>9</b> | <b>\$674,727</b> | <b>2.14601</b> | <b>\$156,641</b> |

**b. FRINGE BENEFITS**

|                                 |                 |
|---------------------------------|-----------------|
| BASE                            | \$156,641       |
| RATE                            | 0.33            |
| <b>b. FRINGE BENEFITS TOTAL</b> | <b>\$51,692</b> |

**c. TRAVEL**

|   |
|---|
| Explain:<br><hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> |
| <b>c. TRAVEL TOTAL: \$0</b>   |

## OBJECT CLASS CATEGORIES WORKSHEET

**a. 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.

| ITEM                       | NUMBER | COST PER UNIT | TOTAL      |
|----------------------------|--------|---------------|------------|
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
|                            |        |               |            |
| <b>d. EQUIPMENT TOTAL:</b> |        |               | <b>\$0</b> |

**e. SUPPLIES**

|  |            |
|--|------------|
| List supplies by groups, as appropriate: |            |
|  |            |
|  |            |
|  |            |
|  |            |
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|  |            |
|  |            |
|  |            |
|  |            |
|  |            |
|  |            |
|  |            |
| <b>e. SUPPLIES</b>                       | <b>\$0</b> |

## OBJECT CLASS CATEGORIES

### f. CONTRACTUAL

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

### g. CONSTRUCTION (N/A)

### h. OTHER

|                                     |            |
|-------------------------------------|------------|
| Other: Explain by major categories. |            |
|                                     |            |
|                                     |            |
|                                     |            |
|                                     |            |
|                                     | <b>\$0</b> |

|  |                   |
|--|-------------------|
| <b>i. TOTAL DIRECT COSTS:</b> (Sum of categories A through H)  | <b>\$ 208,333</b> |
| <b>j. INDIRECT COSTS:</b> (RATE: %)  |                   |
| <b>k. TOTAL PROPOSED COSTS:</b>  | <b>\$ 208,333</b> |
| <b>FEDERAL FUNDS REQUESTED:</b><br><u>60 %</u><br><br><b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS:</b><br><u>40 %</u> |                   |



## EPA KEY CONTACTS FORM

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

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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

|                    |                               |             |                    |
|--------------------|-------------------------------|-------------|--------------------|
| Name:              | Prefix:                       | First Name: | Middle Name:       |
|                    |                               | Tommy       |                    |
|                    | Last Name:                    |             | Suffix:            |
|                    | Battle                        |             |                    |
| Title:             | Mayor                         |             |                    |
| Complete Address:  |                               |             |                    |
| Street1:           | P.O. Box 308                  |             |                    |
| Street2:           |                               |             |                    |
| City:              | Huntsville                    | State:      | AL: Alabama        |
| Zip / Postal Code: | 35804-0308                    | Country:    | USA: UNITED STATES |
| Phone Number:      | 256-427-5000                  | Fax Number: |                    |
| E-mail Address:    | tommy.battle@huntsvilleal.gov |             |                    |

**Payee:** *Individual authorized to accept payments.*

|                    |                              |             |                    |
|--------------------|------------------------------|-------------|--------------------|
| Name:              | Prefix:                      | First Name: | Middle Name:       |
|                    |                              | Penny       |                    |
|                    | Last Name:                   |             | Suffix:            |
|                    | Smith                        |             |                    |
| Title:             | Director of Finance          |             |                    |
| Complete Address:  |                              |             |                    |
| Street1:           | P.O. Box 308                 |             |                    |
| Street2:           |                              |             |                    |
| City:              | Huntsville                   | State:      | AL: Alabama        |
| Zip / Postal Code: | 35804-0308                   | Country:    | USA: UNITED STATES |
| Phone Number:      | 256-427-5062                 | Fax Number: |                    |
| E-mail Address:    | penny.smith@huntsvilleal.gov |             |                    |

# EPA KEY CONTACTS FORM

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

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|                    |                                  |             |                    |         |              |  |
|--------------------|----------------------------------|-------------|--------------------|---------|--------------|--|
| Name:              | Prefix:                          |             | First Name:        | Darlene | Middle Name: |  |
|                    | Last Name:                       | Elliott     |                    | Suffix: |              |  |
| Title:             | Director of Natural Resources    |             |                    |         |              |  |
| Complete Address:  |                                  |             |                    |         |              |  |
| Street1:           | P.O. Box 308                     |             |                    |         |              |  |
| Street2:           |                                  |             |                    |         |              |  |
| City:              | Huntsville                       | State:      | AL: Alabama        |         |              |  |
| Zip / Postal Code: | 35804-0308                       | Country:    | USA: UNITED STATES |         |              |  |
| Phone Number:      | 256-427-5760                     | Fax Number: | 256-427-5751       |         |              |  |
| E-mail Address:    | darlene.elliott@huntsvilleal.gov |             |                    |         |              |  |

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

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|                    |                                  |             |                    |         |              |  |
|--------------------|----------------------------------|-------------|--------------------|---------|--------------|--|
| Name:              | Prefix:                          |             | First Name:        | Darlene | Middle Name: |  |
|                    | Last Name:                       | Elliott     |                    | Suffix: |              |  |
| Title:             | Director of Natural Resources    |             |                    |         |              |  |
| Complete Address:  |                                  |             |                    |         |              |  |
| Street1:           | P.O. Box 308                     |             |                    |         |              |  |
| Street2:           |                                  |             |                    |         |              |  |
| City:              | Huntsville                       | State:      | AL: Alabama        |         |              |  |
| Zip / Postal Code: | 35804-0308                       | Country:    | USA: UNITED STATES |         |              |  |
| Phone Number:      | 256-427-5760                     | Fax Number: | 256-427-5751       |         |              |  |
| E-mail Address:    | darlene.elliott@huntsvilleal.gov |             |                    |         |              |  |

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

Note: Read Instructions before completing form.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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

Name:

Address:

City:

State:  Zip Code:

B. Unique Entity Identifier (UEI):

### C. Applicant/Recipient Point of Contact

Name:  Phone:  Email:

Title:

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

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

See Attachment

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination under federal law 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, unless covered by 40 C.F.R. Parts 5 and 7.)

See Attachment

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

See Attachment

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

☐ Yes ☒ No

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

☐ Yes ☐ No

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

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

☒ Yes ☐ No

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

☒ Yes ☐ No

b. Is the notice posted in a prominent place on the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes ☐ No



- VII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a)) ☒ Yes ☐ No
- VIII. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. 563 (1974)) ☒ Yes ☐ No
- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

See Attachment

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

[www.huntsvilleal.gov/ada](http://www.huntsvilleal.gov/ada)

**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

Mayor

C. Date

**For the U.S. Environmental Protection Agency**

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

A. Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

## Pre-award Compliance Review Report – EPA Form 4700

### Supporting Documentation

- 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.)

Kamonte Hobbs – federal court lawsuit filed May 30, 2023 alleging excessive force, assault and battery, false arrest, racial discrimination, and negligence/wantonness; pending in United States District Court for the Northern Division of Alabama.

- 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.)

None.

- 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.

- 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 programs or activities? (40CFR Sections 5.140 and 7.95) YES

Reference COH (City of Huntsville) – ADA Policies and Procedures @ [www.huntsvilleal.gov/ada/](http://www.huntsvilleal.gov/ada/)

The COH is an 'Equal Opportunity Employer'. This declaration is posted on job announcements, and on the COH - Human Resources website @ [www.huntsvilleal.gov/government/jobs/](http://www.huntsvilleal.gov/government/jobs/)

The COH employs an EEO officer. The EEO Officer ensures the posting of relevant EEO signage in the workplace.

COH Mayor's Equal Employment Opportunity Statement – posted in the workplace offices and sent out with job announcements once a year. This information can also be located on the City's web site at: [www.huntsvilleal.gov/government/jobs/equal-employment-opportunity/](http://www.huntsvilleal.gov/government/jobs/equal-employment-opportunity/)

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

YES. Reference COH (City of Huntsville) – ADA Policies and Procedures @ [www.huntsvilleal.gov/ada/](http://www.huntsvilleal.gov/ada/) specifically see "Effective Communication" in the "ADA Notice under the Americans with Disabilities Act (ADA)."

- b. Is the notice posted in a prominent place on the applicant's / recipient's website, in the offices or facilities or, for educational programs and activities, in appropriate periodicals and other written communications?

YES. The ADA policies are posted on the COH website @ [www.huntsvilleal.gov/ada/](http://www.huntsvilleal.gov/ada/)

EEO related materials are posted in workplace offices.

- c. Does the notice identify a designated civil rights coordinator?

YES. The Mayor's Equal Employment Opportunity Statement identifies the City's EEO officer as KeAirra Green and provides contact information. This information can also be located on the City's web site under @ [www.huntsvilleal.gov/government/jobs/equal-employment-opportunity/](http://www.huntsvilleal.gov/government/jobs/equal-employment-opportunity/)

ADA contacts are listed @ [www.huntsvilleal.gov/ada/](http://www.huntsvilleal.gov/ada/) under "Grievance Procedure."

In addition, the Mayor's Office of Diversity, Equity and Inclusion mission is ... to foster an environment that reflects the equal treatment and participation of all segments of Huntsville's diverse, culturally rich communities in all aspects of life while reinforcing the core values of diversity, equity and inclusion as foundational to our success.

- VIII. Does the applicant/ recipient maintain demographic data on the race, color national origin, sex, age, or handicap of the population it serves?

YES. The COH utilizes the Quick Facts demographic data that is posted on the census.gov website. According to the information provided, the Quick Facts estimates are based on data collected from 2020 and 2021. The Quick Facts produces population demographics and housing unit estimates. The Census Bureau produces and disseminates the official estimates of the population and housing units. A link to the data is posted on the City's Website @ [www.huntsvilleal.gov/business/city-of-huntsville/facts-figures-about-huntsville/](http://www.huntsvilleal.gov/business/city-of-huntsville/facts-figures-about-huntsville/)

- 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 CFR Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

Title I of ADA

Byron K. Thomas

ADA Coordinator

City Administration Bldg.

308 Fountain Circle

Huntsville, AL 35801

256.427-5240

e-mail : [ADATitleI@huntsvilleal.gov](mailto:ADATitleI@huntsvilleal.gov)

Title II of ADA

Melissa S. Stokes

ADA Coordinator

City Administration Bldg.

308 Fountain Circle

Huntsville, AL 35801  
256.427-7182  
e-mail: [ADATitleII@huntsvilleal.gov](mailto:ADATitleII@huntsvilleal.gov)

EEO Officer  
KeAirra Green  
308 Fountain Circle  
Huntsville, AL 35801  
256.427-5488  
e-mail : [keairra.green@huntsvilleal.gov](mailto:keairra.green@huntsvilleal.gov)

Office of Diversity, Equity and Inclusion  
Kenneth Anderson, Director  
City Administration Bldg.  
308 Fountain Circle  
Huntsville, AL 35801  
256.883-3993  
e-mail : [kenny.anderson@huntsvilleal.gov](mailto:kenny.anderson@huntsvilleal.gov)



United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

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

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

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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.

Tommy Battle, Mayor

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Typed Name & Title of Authorized Representative

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Signature and Date of Authorized Representative

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.*

**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.*
- ☒ **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.*
- ☒ **Demonstrations and Audits/Assessments of Proficiency** *Provide the date of the audit and a summary of the findings.*
- ☐ **Contract Laboratories** *Provide current/up-to-date certificates for accreditations and certifications held by contract laboratories used in data analysis.*
- ☐ **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.*

**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):** Darlene Elliott **Title:** Director

**Signature of Authorized Official:**

**Date:**

## Quality Assurance Document Inventory

[illegible]

## **Quality Assurance Documentation and Competency Checklist Addendum**

**Audit Results** - Ambient air monitoring audit dates and results are entered into AIRS AQS (Aerometric Information Retrieval System Air Quality Subsystem) as elements of the applicable QA reporting requirements. Internal audit results for the previous year (FY 2023) did not indicate any significant issues regarding ongoing data quality.

An external audit of Huntsville's Site 0022 ozone monitor performed by EPA contractors (National Performance Audit Program) on September 22, 2023, showed close agreement at all audit concentrations. In addition, another external audit of both of Huntsville's ozone monitors performed by the Alabama Department of Environmental Management (ADEM) on October 25, 2023, also showed close agreement at all audit concentrations at both of Huntsville's ozone monitoring sites.