



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/27/2025

File ID: TMP-5308

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: N/A

City Cost Amount: N/A

Total Cost: N/A

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 March 27, 2025, 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 27th day of March, 2025.

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

APPROVED this the 27th day of March, 2025.

Mayor of the City of Huntsville,
Alabama

STATE SUBAWARD
Certified Local Emergency Manager Salary Supplement Subaward

1. Grantee: Madison County EMA	2. Effective Dates: 10/01/2024-09/30/2025
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: 25CLEM	
6. Allocation Amount:	\$17,000.00
7. CFDA #: N.A.	8. State Award Date: 10/01/2024

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 using claim forms provided or approved by the AEMA Fiscal Division. (3) claims will be presented with clear and adequate supporting documentation as instructed by the AEMA Fiscal Division; (4) **all** claims relating to this grant must be submitted by October 17, 2025; (5) any additional information requested by AEMA concerning salary expenses will be provided immediately by the subgrantee to avoid delays in reimbursements; (6) all documents related to reimbursements will be made available to AEMA personnel for monitoring and review.

The subgrantee agrees that the Alabama EMA 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 Birdwell Jeff Birdwell 3/10/25
 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 applicable 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 federal, state or local funds.

Chief Elected Official (please print and sign) / Date

Jeff Smitherman

Jeff Smitherman, Director
 Alabama Emergency Management Agency

President of the City of the
 City of Huntsville, AL
 Date: March 27, 2025