

Division of Air Quality

**Department of Homeland Security BioWatch  
Executive Summary**

**Background/Purpose:** This legislation authorizes the Director of the Cleveland Department of Public Health to apply for and accept a federal grant from the Department of Homeland Security as a direct grantee for financial assistance for the operation of the Division of Air Quality.

To perform air pollution control activities throughout Cleveland and Cuyahoga County as delegated by the Department of Homeland Security and to comply with all its contractual obligations. These activities fall within the Field Monitoring Section.

**Field Monitoring Section:** The Cleveland Department of Public Health, Division of Air Quality (DAQ) Monitoring section currently operates fifteen (15) BioWatch sampling sites in Cuyahoga and Lake counties (the Cleveland jurisdiction) utilizing Portable Sampling Units (PSU). Cleveland DAQ collects exposed filters and replenishes the collectors with new filters daily. The exposed filters are delivered via courier to the designated Laboratory Response Network laboratory.

This ordinance would allow the Director of the Cleveland Department of Public Health, on behalf of the Division of Air Quality to enter into all contracts and all amendments with the Department of Homeland Security and to:

1. Perform the air pollution control monitoring activities throughout Cleveland and Cuyahoga County as a direct grantee to the Department of Homeland Security and fulfill all contractual obligations stated in the contract agreement.
2. To perform training and exercise activities by CDPH Emergency Preparedness staff.

**Grant Amount:** \$ 383,195.00

**Grant Term:** June 1, 2023 through May 31, 2024

**Funding Source:** Department of Homeland Security

**Cleveland Department of Public Health, Division of Air Quality**  
**June 1, 2023 – May 31, 2024**  
**BUDGET JUSTIFICATION**

**A) TOTAL PERSONNEL (15 Employees Charged to the Bio Watch Program  
and emergency preparedness) \$162,243.00**

*Each of the employees charged to Bio Watch is contributing a percentage of their time to the Bio Watch efforts. This is calculated by each position's regular hours and overtime TAS hours.*

**Program Manager – \$17,000.00; 1 Position;** time devoted to Bio Watch efforts during the 12 month program period.

**Chief of Field Monitoring – \$17,714.00; 1 Position;** time devoted to Bio Watch efforts during the 12 month program period.

**Field Manager – \$17,444.00; 2 Position;** time devoted to Bio Watch efforts during the 12 month program period.

**Instrument Tech – \$7,011.00; 1 Position;** time devoted to Bio Watch efforts during the 12 month program period.

**Budget Administrator – \$11,940.00; 1 Position;** time devoted to Bio Watch efforts during the 12 month program period.

**Environmental Monitoring Specialist 1 – \$44,550.00; 5 Positions;** time devoted to Bio Watch efforts during the 12 month program period.

**Environmental Monitoring Specialist 3 – \$36,584.00; 2 Positions;** time devoted to Bio Watch efforts during the 12 month program period.

**Emergency Preparedness Coordinator and Deputy – \$10,000.00; 2 Positions;** exercise development and planning

**B) FRINGE BENEFITS (44% of Total Personnel) \$67,797.92**

**C) TRAVEL/TRAINING \$18,800.00**

- Travel to BW National Conference
- Travel to Jurisdictional Exercises
- Travel to NACCHO

**D) SUPPLIES \$2,062.00**

- Office Supplies – \$75.00
- Shop Supplies – \$990.00
- Exercise Materials – \$1,000.00

**E) CONTRACTUAL \$99,600.00**

- Courier Services \$67,600.00

Transport of BioWatch Samples to ODH for testing, Columbus OH – Approx. \$1,250.00 per week \* 52 weeks = 67,600.00

- Medical Monitoring \$4,000.00

Medical Monitoring of Staff during the 12 month program period

- Building Expenses \$23,000.00

A Portion of program space Rent and Security at the Cleveland Department of Public Health during the 10 month program period

- Vehicle Parking \$5,000.00

Parking rental for Program related vehicle storage and daily parking

**F) OTHER \$26,192.00**

- Utilities \$2,800.00

- Vehicle Maintenance/Mileage/Fuel \$23,392.00

**Total Direct Charges \$376,694.00**

**G) INDIRECT CHARGES \$6,501.00**

4.27% of Salaries as set forth in the City of Cleveland's Indirect Cost Allocation Plan

**TOTAL BIOWATCH BUDGET \$383,195.00**