



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 6/26/2025

File ID: TMP-5655

Department: Community Development

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to execute Modification No. 1 to the Agreement between the City of Huntsville, Alabama and First Stop, Inc. for the use of PY24 CDBG funds.

Resolution No.

Finance Information:

Account Number: 515520

City Cost Amount: \$ 0

Total Cost: \$ 0

Special Circumstances:

Grant Funded: \$ 25,000.00

Grant Title - CFDA or granting Agency: CDBG - HUD

Resolution #: 25-57

Location: (list below)

Address: 206 Stokes St., Huntsville, AL 35805

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

Additional Comments: Resolution modifying the Scope of Service to include the administrative and operational support of the South Derrick Camp homeless camp and to extend the Time of Performance until August 30, 2025. The Budget revision is to provide the modified administrative salary and operating cost breakdown.

RESOLUTION NO. 25 – _____

WHEREAS, the City of Huntsville, Alabama previously entered into an agreement between First Stop, Inc., for services pursuant to a grant award for Community Development Block Grant funds known as Grant No. B-24-MC-01-0005 from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, First Stop, Inc. requested to amend Section I (SCOPE OF SERVICE), Section II (TIME OF PERFORMANCE), and Section III (BUDGET) of their Agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor of the City of Huntsville is hereby authorized, requested and directed to enter execute “Modification No. 1 to the Agreement between the City of Huntsville, Alabama and First Stop, Inc. for the use of CDBG funds,” consisting of four (4) pages, and the date of June 26, 2025 appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville.

ADOPTED this the 26th day of June, 2024.

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

APPROVED this the 26th day of June, 2024.

Mayor of the City of Huntsville,
Alabama

STATE OF ALABAMA)

COUNTY OF MADISON)

**Modification No. 1 to the
Agreement Between the City of
Huntsville, Alabama and First
Stop, Inc. for the use of CDBG
funds.**

MODIFICATION NO. 1

THIS MODIFICATION NO. 1 IS MADE TO THE AGREEMENT entitled
“Agreement Between the City of Huntsville, Alabama and First Stop, Inc., as approved by
Resolution No. 25-57, for the use of CDBG funds” as referenced above and is entered into on
this the 26th day of June, 2025 by and between the City of Huntsville, Alabama (Grantee) and
First Stop, Inc. (Subrecipient).

WITNESSETH

WHEREAS, the Subrecipient has indicated a need to amend Section I (SCOPE OF
SERVICE), Section II (TIME OF PERFORMANCE), and Section III (BUDGET) of their
Agreement;

NOW THEREFORE, in consideration of the mutual promises and covenants contained
herein and for other good and valuable consideration, the receipt and sufficiency of which is
hereby acknowledged, the parties hereby agree to modify the Agreement as follows:

Effective June 26, 2025, Section I (SCOPE OF SERVICE), Section II (TIME OF
PERFORMANCE), and Section II (BUDGET) of the Agreement is deleted and replaced with the
following:

I. SCOPE OF SERVICE

(A). Activities

The Subrecipient will be responsible for administering the Mental Healthcare Program and the
South Derrick Camp Outreach Program in a manner satisfactory to the Grantee and consistent
with any standards required as a condition of providing these funds. Such programs will include
the following activities eligible under the Community Development Block Grant program:

**President of the City Council
City of Huntsville, Alabama
Date: June 26, 2025**

Program Delivery

Activity #1: Subrecipient will operate a program which provides Mental Healthcare activities to homeless persons/families.

Activity #2: Subrecipient will operate a program which provides Street Outreach Administrative and Operational Support for the South Derrick Camp homeless camp.

General Administration

CDBG funds will be used to pay for administrative salaries of personnel that oversee the Mental Healthcare Program and South Derrick Camp Outreach Program, and the operating costs of the South Derrick Camp Outreach Program. The Subrecipient shall provide for the administration of the program for the term of this agreement.

(B). National Objectives

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient certifies that the activity (ies) carried out under this Agreement will meet the Low Mod Limited Clientele National Objective benefiting families, individuals, and the community with increasing the quality for youth, through educational and mentoring programs.

(C). Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to provide the following levels of program services:

| Activity (ies) | Total Individuals |
|---|-------------------|
| Subrecipient will assist individuals experiencing homelessness with mental health care onsite medication administration, follow-up appointments, and emergency care coordination. | 75-100 |
| Subrecipient will provide administrative and operational support for the South Derrick Camp homeless camp. | |

Documentation must be provided to show that participants reside in the City of Huntsville, Alabama.

(D). Staffing

Staffing consists of an Executive Director, Program Administrator and Caseworkers used to assess the property and clients' needs.

(E). Performance Monitoring

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. The Subrecipient is required to submit monthly and annual performance reports as provided by the Grantee. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on July 1, 2024 and end on August 30, 2025. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds. The Subrecipient shall forfeit all funds not expended by the end of the term of this Agreement.

III. BUDGET

| COST DIVISION | AMOUNT |
|-------------------------|---------------------|
| Operating Costs | \$ 8,000.00 |
| Administrative Salaries | \$ 17,000.00 |
| Professional Services | \$ 0 |
| TOTAL: | \$ 25,000.00 |

Any indirect costs charged must be consistent with the conditions of Paragraph VIII (C)(2) of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Both the Grantee and the Subrecipient must approve any amendments to the budget in writing.

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

All other terms and conditions of the Original Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have entered into this agreement, consisting of this page and one (1) preceding page, on the 26th day of June, 2025.

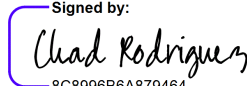
THE CITY OF HUNTSVILLE

Tommy Battle, Mayor
City of Huntsville, Alabama

ATTEST:

Shaundrika Edwards, City Clerk
City of Huntsville, Alabama

FIRST STOP, INC.

Signed by:

8C8996B6A879464...
By: _____
Its Authorizing Official

ATTEST:

Signed by:

0F982ACE9EF04A3...
