



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 7/24/2025

**File ID:** TMP-5738

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**Department:** Community Development

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into an agreement between the City of Huntsville, Alabama and CEW Advisors, Inc to provide services for preparation of the 2024 Consolidated Annual Performance and Evaluation Report (CAPER).

Resolution No.

**Finance Information:**

**Account Number:** 2100-70-70100-515370-00000000-00177

**City Cost Amount:** \$9,375.00

**Total Cost:** \$9,375.00

**Special Circumstances:**

**Grant Funded:** \$9,375.00

**Grant Title - CFDA or granting Agency:** Community Development Block Grant

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

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

**Additional Comments:**

This Consultant will provide services for the preparation of the 2024 Consolidated Annual Performance and Evaluation Report (CAPER). This document provides a comprehensive overview of Community Development's process in meeting benchmarks, implementing programming, and achieving economic development goals as proposed in the City's 2024 Annual Action Plan.

**RESOLUTION NO. 25-\_\_\_\_**

**WHEREAS**, the City of Huntsville, Alabama received a grant under Title I of the Housing and Community Development Act of 1974, as amended, from the U.S. Department of Housing and Urban Development, herein after referred to as HUD, known as Grant No. B-23-MC-01-0005; and

**WHEREAS**, the City desires to pass along a portion of the funds from Grant No. B-23-MC-01-0005 to CEW Advisors, Inc. in accordance with the terms of the said grant; and

**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 into an agreement with CEW Advisors, Inc., said contact being substantially similar in words and figures to the document identified as “Agreement between the City of Huntsville, Alabama and CEW Advisors, Inc.,” consisting of nineteen (19) pages, and the date of July 24, 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 24th day of July, 2025

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

**APPROVED** this the 24th day of July, 2025

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Mayor of the City of Huntsville,  
Alabama

STATE OF ALABAMA        )

COUNTY OF MADISON       )

**"AGREEMENT BETWEEN THE CITY OF HUNTSVILLE, ALABAMA AND  
CEW ADVISORS, INC."**

**THIS AGREEMENT**, entered into this the 24th day of July 2025, between the City of Huntsville, Alabama, hereinafter referred to as the Grantee, and CEW Advisors, Inc., hereinafter referred to as the Consultant.

**WHEREAS**, the City has received grant funds, known as Grant No. B-23-MC-01-0005 from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

**WHEREAS**, the City wishes to engage the Consultant to render certain services in connection therewith:

**NOW THEREFORE**, it is agreed between the parties hereto that;

**I. SCOPE OF SERVICE**

(A).       Activities

The Consultant shall, in a satisfactory and proper manner, as determined by the City of Huntsville Community Development Department, provide services in accordance with the issued RFP dated June 2, 2025. The Consultant's proposal the preparation of the 2024 Consolidated Annual Performance and Evaluation Report (CAPER). This document provides a comprehensive overview of Community Development's process in meeting benchmarks, implementing programming, and achieving economic development goals as proposed in the City's 2024 Annual Action Plan. HUD Community Planning and Development (CPD) formula programs consist of the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs.

**Program Delivery**

A. The products, reports, and plans to be delivered to the City will include, but are not limited to:

1. Develop a detailed calendar for completion of the work, which must meet the guidelines for completion regarding the City's HUD Grants Process and the Citizen Participation Plan;

\_\_\_\_\_  
President or Pro Tem of the City Council of the  
City of Huntsville, Alabama

Date: \_\_\_\_\_

2. Prepare program year 2024 CAPER describing the accomplishments and progress toward the goals identified in the 2019-2024 Consolidated Plan and 2024 Annual Action Plan;
3. The City of Huntsville's 2024 CAPER is prepared utilizing the eCon Planning Suite. Consultant will edit the report and ensure that the formats are consistent with 24 CFR 91.220;

B. The consultant will be responsible for providing the following products:

**Step 1: Project Kickoff, Planning & Project Management.**

- a. Kickoff Meeting: Host a kickoff meeting with the project team to discuss the work plan, review the scope of work, clarify project expectations, roles, and responsibilities, and begin the process of organizing and coordinating the work.
- b. Project Support and Coordination: CEW Advisors will provide ongoing strategic advice throughout the project via weekly meetings and/or check-ins to provide progress updates, validate research and data, and clarify questions

**Step 2: Review 2024 Annual Action Plan, Projects, and Activities.**

- a. Review Existing Plans: Examine Huntsville's Consolidated Plan and Annual Action Plan to understand the expected Goal's Outcome Indicators for the 2024 Program Year.
- b. Review Projects, Activities, and Drawdowns in IDIS: Review all 2024 projects and activities to ensure that accomplishment data was added and all drawdowns have been completed.
- c. Engage Stakeholders: Collaborate with relevant city staff, community organizations, residents, and housing advocates to gather insights and additional information needed to complete the CAPER Report.

**Step 3: Run IDIS Reports and Validate Data.**

- a. Generate various IDIS Reports, including Consolidated Plan Goals and Accomplishments Report (PR-02), Activities Summary Report for CDBG and HOME Activities (PR-03), CDBG Summary of Accomplishments (PR-06), CDBG Performance Profiles (PR-07, PR-08, PR-09), HOME Reports (PR-22, PR-23), Other Reports (PR-26, PR-27, PR-33)
- b. Verify Goal Outcome Indicators across goals, projects, and activities to ensure alignment with goals identified in the Consolidated Plan and Annual Action Plan. Correct data if necessary (the most common error is related to accomplishment being reported as Households assisted instead of Persons assisted or vice versa).

**Step 4: Complete CAPER Screens in IDIS**

- a. Based on the information gathered from IDIS Reports, consultation with the City and relevant partner agencies (if needed), CEW Advisors will complete the following CAPER screens in IDIS.
  - i. **CR-00 Admin:** Used for attachments.
  - ii. **CR-05:** Goals and Outcomes
  - iii. **CR-10:** Racial and Ethnic Data for persons/households/families assisted
  - iv. **CR-15:** Resources and Investments
  - v. **CR-20:** Affordable Housing
  - vi. **CR-25:** Homeless and Other Special Needs
  - vii. **CR-30:** Public Housing
  - viii. **CR-35:** Other Actions
  - ix. **CR-40:** Monitoring
  - x. **CR-45:** CDBG
  - xi. **CR-50:** HOME
  - xii. **CR-58:** Section 3

Screens CR-60 to CR-75 are not relevant for Huntsville since the city is not a recipient of ESG funds

- b. All data tables will be validated and updated as necessary, and all narrative sections will be completed based on the data provided and through collaborative consultations with city staff and other relevant stakeholders as needed.

**Step 5: Submit Initial Draft CAPER to City.**

- a. No later than July 31, 2025, a fully completed draft CAPER Report will be provided to the City for review. CEW Advisors will review the draft CAPER with city staff to ensure it meets all the expectations of the City.

**Step 6: Public Hearing and Public Comment.**

- a. The City will post notification regarding the availability of the CAPER, the 15-day public comment period, and the date and time of the public hearing. CEW Advisors will develop and provide presentation materials to the City in order for staff to facilitate the public hearing to be scheduled for August 27, 2025. CEW Advisors will attend the public hearing virtually to provide support. Upon completion of the public hearing and the 15-day public comment period, any public comments received will be reviewed, acknowledged, and incorporated into the CAPER Report.

**Step 7: Final Submission and HUD Approval.**

- a. CEW Advisors will update and complete all relevant screens in IDIS based on public comment, will compile all additional supporting documentation for upload to screen CR-10, and will prepare for final submission to HUD no later than September 15, 2025. After the City submits the final CAPER, CEW Advisors will be available in the unlikely event that HUD staff requires any updates or changes for final HUD approval

**Performance Monitoring**

- A. The Grantee will monitor the performance of the Consultant against goals and performance standards as stated above. 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 Consultant 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 Consultant shall start on July 1, 2025, and end on October 31, 2025.

**III. BUDGET**

<b>COST DIVISION</b>	<b>AMOUNT</b>
515370	\$ 9,375.00
<b>TOTAL:</b>	<b>\$ 9,375.00</b>

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

**IV. PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **\$ 9,375.00** for the payment of eligible expenses shall be made against the line-item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line-item budgets specified in Paragraph III and in accordance with performance. Payments are made on a reimbursement basis and the Consultant shall not receive any fund advances.

**V. NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

**GRANTEE**

City of Huntsville Department of Community  
Development  
305 Fountain Circle  
Huntsville, AL 35801  
256-427-5400 (Office)

**CONSULTANT**

Brian Hull, President  
CEW Advisors, Inc.  
75 Watch Hill Drive  
East Greenwich, RI 02818  
Phone: 401-580-3321  
[brianhull@cewadvisors.com](mailto:brianhull@cewadvisors.com)  
[www.cewadvisors.com](http://www.cewadvisors.com)

**VI. GENERAL CONDITIONS**

(A). General Compliance

The Consultant agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Consultant does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Consultant does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Consultant also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this contract. The Consultant further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

(B). "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Consultant is an independent contractor.

(C). Hold Harmless

The Consultant shall hold harmless, defend, and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Consultant's performance or nonperformance of the services or subject matter called for in this Agreement.

(D). Workers' Compensation

The Consultant shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

(E). Insurance and Bonding

The Consultant shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Consultant shall comply with the bonding and insurance requirements of 2 CFR Part 200.427 and 200.447, Bonding and Insurance.

(F). Grantee Recognition

The Consultant shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Consultant will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

(G). Amendments

The Grantee or Consultant may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Consultant from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Consultant.

(H). Suspension or Termination

In accordance with 2 CFR Part 200.338 – 200.342, the Grantee may suspend or terminate this Agreement if the Consultant materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:



- i. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
- ii. Failure, for any reason, of the Consultant to fulfill in a timely and proper manner its obligations under this Agreement;
  - a. Failure of the Consultant to submit monthly performance reports;
- iii. Ineffective or improper use of funds provided under this Agreement; or
- iv. Submission by the Consultant to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR Part 200 Appendix II, this Agreement may also be terminated for convenience by either the Grantee or the Consultant, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

## **VII. ADMINISTRATIVE REQUIREMENTS**

### **(A). Financial Management**

#### **i. Accounting Standards**

The Consultant agrees to comply with 2 CFR Part 200 Subpart D and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

#### **ii. Cost Principles**

The Consultant shall administer its program in conformance with 2 CFR part 200 Appendix IV, “Cost Principles for Non-Profit Organizations,” or 2 CFR Part 200 Appendix III, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

### **(B). Documentation and Record Keeping**

#### **i. Records to be Maintained**

The Consultant shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- (a) Records providing a full description of each activity undertaken;

- (b) Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- (c) Records required to determine the eligibility of activities;
- (d) Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- (e) Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- (f) Financial records as required by 24 CFR 570.502, and 2 CFR Part 200.333; and
- (g) Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

ii. Retention

The Consultant shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

iii. Client Data

The Consultant shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

iv. Disclosure

The Consultant understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Consultant's responsibilities with respect to services provided under this contract, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

v. Close-Outs

The Consultant's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making

final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Consultant has control over CDBG funds.

vi. Audits and Inspections

All Consultant records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Consultant within 30 days after receipt by the Consultant. Failure of the Consultant to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Consultant hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning Consultant audits and 2 CFR Part 200.333.

(C). Reporting and Payment Procedures

i. Program Income

The Consultant shall not retain any Program Income.

ii. Indirect Costs

If indirect costs are charged, the Consultant will develop an indirect cost allocation plan for determining the appropriate Consultant's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

iii. Payment Procedures

The Grantee will pay to the Consultant funds available under this Agreement based upon information submitted by the Consultant and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Consultant, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Consultant accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Consultant. Payments are made as a reimbursement to the Consultant; no grant funds advances are allowable.

iv. Progress Reports

The Consultant shall submit monthly Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

(D). Procurement

i. Compliance

The Consultant shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

ii. Standards

The Consultant shall procure services and materials in accordance with the requirements 2 CFR Part 200.317 – 200.326. Copies of said regulations are provided and by execution of this Agreement, the Consultant acknowledges their receipt.

iii. Travel

The Consultant shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

iv. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 2 CFR Part 200.310 – 200.316 and 24 CFR 570.503, and 570.504, as applicable, which include but are not limited to the following:

- (a) The Consultant shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
- (b) Real property under the Consultant's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement [or such longer period of time as the Grantee deems appropriate]. If the Consultant fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Consultant shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Consultant may retain real property acquired or improved under this Agreement after the expiration of the five-year period [or such longer period of time as the Grantee deems appropriate].
- (c) In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment).

Equipment not needed by the Consultant for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

#### **VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT**

The Consultant agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Grantee may preempt the optional policies.] The Consultant shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Consultant also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

#### **IX. PERSONNEL AND PARTICIPANT CONDITIONS**

##### **(A). Civil Rights**

##### **i. Compliance**

The Consultant agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

##### **ii. Nondiscrimination**

The Consultant agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders. In addition, the Consultant agrees to comply with 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

##### **iii. Land Covenants**

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Consultant shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or

occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Consultant, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

iv. Section 504

The Consultant agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Consultant with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

(B). Affirmative Action

i. Approved Plan

The Consultant agrees that it shall be committed to carry out, pursuant to the Grantee's specifications, an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

ii. Women- and Minority-Owned Businesses (W/MBE)

The Consultant will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Consultant may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

iii. Access to Records

The Consultant shall furnish and cause each of its own Consultants or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

iv. Notifications

The Consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the

Consultant's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

v. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that it is an Equal Opportunity or Affirmative Action employer.

vi. Subcontract Provisions

The Consultant will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Consultants or subcontractors

(C). Employment Restrictions

i. Prohibited Activity

The Consultant is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

ii. Labor Standards

The Consultant agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Consultant agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Consultant shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Consultant agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Consultant of its obligation, if any, to require payment of the higher wage. The Consultant shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

iii. "Section 3" Clause



(a) Compliance

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the Grantee, the Consultant and any of the Consultant's Consultants and subcontractors. Failure to fulfill these requirements shall subject the Grantee, the Consultant and any of the Consultant's Consultants and subcontractors, their successors, and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Consultant certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Consultant further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Consultant further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Consultant certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

(b) Notifications

The Consultant agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section



3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

(c) Subcontracts

The Consultant will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Consultant will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

(D). Conduct

i. Assignability

The Consultant shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Consultant from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

ii. Subcontracts

(a) Approvals

The Consultant shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

(b) Monitoring

The Consultant will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

(c) Content

The Consultant shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

(d) Selection Process

The Consultant shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

iii. Hatch Act

The Consultant agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

iv. Conflict of Interest

The Consultant agrees to abide by the provisions of 2 CFR Part 200.112 and 570.611, which include (but are not limited to) the following:

- (a) The Consultant shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- (b) No employee, officer, or agent of the Consultant shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- (c) No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Consultant, or any designated public agency.

v. Lobbying

The Consultant hereby certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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;
- (b) 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, an officer or employee of Congress, or an employee of a Member

of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- (c) It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all Consultants shall certify and disclose accordingly:

(d) Lobbying Certification

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.C. 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.

vi. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

vii. Religious Activities

The Consultant agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**X. ENVIRONMENTAL CONDITIONS**

(A). Air and Water

The Consultant agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C., 7401, et seq.;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

(B). Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Consultant shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

(C). Lead-Based Paint

The Consultant agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

(D). Historic Preservation

The Consultant agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

**XI. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

**XII. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XIII. WAIVER**

The Grantee's failure to act with respect to a breach by the Consultant does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

#### **XIV. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the Grantee and the Consultant for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Consultant with respect to this Agreement.

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.

**IN WITNESS THEREOF**, the Grantee and the Consultant have executed this Agreement on this the 24th day of July 2024.


**THE CITY OF HUNTSVILLE**

\_\_\_\_\_  
Tommy Battle, Mayor  
City of Huntsville, Alabama

**ATTEST:**

\_\_\_\_\_  
Shaundrika Edwards, City Clerk  
City of Huntsville, Alabama

**CEW ADVISORS, INC.**

By: \_\_\_\_\_  
Brian Hull, President  
CEW Advisors, Inc.

**ATTEST:**

\_\_\_\_\_  
David Grenier, Chief Data Officer  
CEW Advisors, Inc.