



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 10/10/2024

**File ID:** TMP-4672

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**Department:** Planning

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to execute an amendment to extend the agreement between the City of Huntsville and the Alabama Historical Commission for the Terry Heights Phase II Survey.

Resolution No.

**Does this item need to be published?** No

If yes, please list preferred date(s) of publication: N/A

**Finance Information:**

**Account Number:** TBD

**City Cost Amount:** \$ No extra cost.

**Total Cost:** N/A

**Special Circumstances:**

**Grant Funded:** \$19,320.00

**Grant Title - CFDA or granting Agency:** Historic Preservation Fund Grants-in-aid CFDA Number 15.904

**Resolution #:** 23-758

**Location:** N/A

**Address:** N/A

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

**Additional Comments:** This amendment extends the expiration date from September 30, 2024, to June 30, 2025. The scope of work and grant amount remains the same.



**RESOLUTION NO. 24 -**

**BE IT RESOLVED** by the City Council of Huntsville, Alabama, that the Mayor be, and is hereby authorized to execute an amendment with the Alabama Historical Commission on behalf of the Huntsville Historic Preservation Commission to extend the dates of completion for the CLG grant funding completion of the Terry Heights neighborhood Phase II. Consisting of (nine) 9 pages attached hereto, and the date of October 10, 2024, 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, Alabama.

**ADOPTED** this the 10<sup>th</sup> day of October, 2024.

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

**APPROVED** this the 10<sup>th</sup> day of October, 2024.

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Mayor of the City of Huntsville, Alabama

**AMENDMENT #1**

**FEDERAL SUBGRANT AGREEMENT  
UNITED STATES DEPARTMENT OF THE INTERIOR  
National Park Service  
Program Title: Historic Preservation Fund Grants-in-aid  
CFDA Number 15.904  
Alabama Historical Commission  
{Code of Alabama 1975 Section 41-9-249. (3) & (12)}**

This amendment extends the expiration date from September 30, 2024, to June 30, 2025. The scope of work and grant amount remains the same.

This amended grant agreement is entered into by and between  
**City of Huntsville**  
(herein called the Grantee) and the Alabama Historical Commission. The Grantee has provided information for this grant agreement in its project application titled  
**Terry Heights Phase II Survey**  
According to the terms and conditions set forth herein, the Alabama Historical Commission expects to pay to the Grantee the total amount not to exceed  
**\$19,320.00**  
from the grantor - United States Department of the Interior.

NOW THEREFORE the parties hereto do mutually agree as follows:

**1. AMOUNT OF AGREEMENT.** The Alabama Historical Commission agrees to provide \$19,320.00 to match the Grantee contributions of \$12,880.00 of the total project costs of \$32,200.00. If project cost is reduced, then grant monies and matching share may both be proportionally reduced.

Cost for the project will be financed, when eligible for federal participation, not to exceed a maximum sum of \$19,320.00 in federal funds. Payment to Grantee shall not exceed \$19,320.00.

It is expressly understood that federal funds for this project will be provided from the federal Historic Preservation Fund of the Department of Interior, National Park Service, and that the Alabama Historical Commission will not be liable for any funding. It is further understood that this is a cost reimbursement program and no federal funds will be provided to the Grantee prior to accomplishment of the work for which reimbursement is requested.

**2. AUDIT REQUIREMENTS.** All funds reimbursed under this agreement are U. S. Department of Interior funds and shall be accounted for by the Grantee and reported in its 2 CFR Part 200 Audit Report as follows:

**Federal Grantor: U. S. Department of Interior  
Program Title: Historic Preservation Grants-in-aid  
Federal CFDA Number: 15.904  
Pass-through Grantor: Alabama Historical Commission  
Federal Pass-through Grant Number: AL-23-10020  
Project Funding Period: 10/01/2022 - 9/30/2025  
Total Grant Award: \$19,320.00**

The Grantee shall comply with the **2 CFR Part 200 Subpart F, Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507)**. If a Federal Compliance Audit in accordance with 2 CFR Part 200, revised or applicable supplement, is performed for the Grantee, a copy of the audit report shall be provided to the Alabama Historical Commission by the Grantee, thirty days after its issuance, for the period which contains this grant agreement.

Delivery of the audit report shall be made directly to:

**Chad Stinson, Grants Manager**  
**The Alabama Historical Commission**  
**468 South Perry Street**  
**Montgomery, Alabama 36130-0900**  
**(334) 230-2680 / [Chad.Stinson@ahc.alabama.gov](mailto:Chad.Stinson@ahc.alabama.gov)**

If requested by The Alabama Historical Commission, the Grantee shall provide the following for each fiscal year which contains this grant: amount of federal funds received from all sources; schedule of federal programs administered; and, if material exceptions are noted in the Grantee's audit, a copy of the responses and corrective actions taken. In the case of a delay in completing the 2 CFR Part 200 single audit for each fiscal year, the Grantee shall provide a justification for not completing the audit in a timely manner.

**3. COST AND ACCOUNTING STANDARDS.** The financial activities of the Grantee will be consistent with the cost principles identified in **2 CFR 200 Subpart E**, which includes all financial transactions and financial records involving federal grant funds.

The Grantee shall comply with the **Historic Preservation Fund Grants Manual**, as revised, and as applicable, subject to the restrictions of this grant agreement. The manual can be found at:  
[http://www.nps.gov/preservation-grants/manual/HPF\\_Manual.pdf](http://www.nps.gov/preservation-grants/manual/HPF_Manual.pdf)

Frequently cited chapters are included in the **Federal Subrecipient Management Guidelines**. The Grantee shall comply with the **Federal Subrecipient Management Guidelines**, as revised, written by the Alabama Historical Commission for pass-through subrecipients under the United States Department of the Interior, National Park Service, Program Title: Historic Preservation Fund Grants-in-aid, CFDA Number 15.904. The Grantee shall comply with applicable federal, state, and local government wide regulations governing the use of these funds.

**4. ACCESS TO RECORDS.** The Director of the Alabama Historical Commission, the Chief Examiner of Public Accounts, or any of their duly authorized representatives shall have access to any pertinent books, documents, papers, and records of the Grantee for the purpose of making audits, financial reviews, examinations, excerpts and transcripts.

**5. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS.** All Recipient financial and programmatic records, supporting documents, statistical records, and other grants-related projects shall be maintained and available for access in accordance with 2 CFR Part 200.333 – 200.337 and the Historic Preservation Fund Grants Manual.

Financial records, supporting documents, statistical records, and all other records pertinent to a grant must be retained by the Grantee for a period of 3 years or until an acceptable audit has been performed

and all claims and audit findings involving the records have been resolved. The 3-year retention period starts from the date of the submission of the final expenditure report. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigations, claims, or audit findings involving the records have been resolved. Records for nonexpendable property acquired with Federal funds must be retained for 3 years after the final disposition of the property.

**6. NOT TO CONSTITUTE A DEBT TO THE STATE.** It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article II, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment No. 26. It is further agreed that if any provision of this Grant Agreement shall contravene any statute or constitutional provision or amendment, either now in effect or which may, during the course of this Grant Agreement, be enacted, then that conflicting provision in the Grant Agreement shall be deemed null and void. The Grantee sole remedy for the settlement of any and all disputes arising under the terms of the Grant Agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

**7. CONFLICT OF INTEREST.** The Grantee, by their signature, certifies that to the best of their knowledge and belief no conflicts of interest(s) existed or now exist which have, may have, or have had an effect on the grant award. Conflict is defined in 2 CFR Part 200 Subpart B.

**8. LOBBYING.** The Grantee shall conform to the text of 18 U.S.C. 1913 and no contract will be processed which does not include the text of 18 U.S.C. 1913 as set forth in the following paragraph. "The Contractor shall be responsible to see that no part of this money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communicating to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business."

**9. PUBLIC INFORMATION AND ENDORSEMENTS.** The Grantee and/or consultant must include acknowledgement of grant support from the Historic Preservation Fund of the National Park Service, Department of Interior, and a nondiscrimination statement in all publications and videos assisted with grant monies and/or concerning NPS grant-supported activities. At least two digital copies of any publications or video concerning NPS grant-assisted activities, or published with NPS grant assistance, must be furnished to the NPS Grant Awarding Official or Alabama Historical Commission within 30 calendar days of publication. All publications, audio, and video must contain the following disclaimer and acknowledgement of NPS support: "Partially funded by the Historic Preservation Fund, National Park Service, Department of Interior. Any opinions, findings, and conclusions or recommendations expressed in this material do not necessarily reflect the views of the Department of Interior." All consultants hired by the Grantee must be informed of this requirement. The National Park Service shall have a royalty-free right to republish any published material generated by this grant. Use of an allowable NPS logo with prior permission is permissible.

**10. POLITICAL ACTIVITY.** The Grantee will comply with the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328 et seq.) regarding political activity by public employees or those paid in whole or in part with

federal funds. None of the funds, materials, property, or services contributed by the Grantee or the Alabama Historical Commission under this Grant Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate in public office.

**11. DISCRIMINATION.** The Grantee will comply with Title VI, Section 504, and Americans with Disabilities Act and will abide by and incorporate the following requirements in all contracts; if any, for services covered by this contract: "In the carrying out of the contract work, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, sex, age, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Government setting forth the provisions of this nondiscrimination clause. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, national origin, or handicap."

**12. DISPUTE RESOLUTION.** In the event of any dispute between the parties, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail, and the dispute involves the payment of money, a party's sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama.

For any and all other disputes arising under the terms of this contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators maintained by the Center for Dispute Resolution of the Alabama State Bar.

**13. DURATION OF AGREEMENT.** This agreement is effective on the date that it is fully executed and will end on June 30, 2025. All expenditures of Grant and Matching Share must be incurred within the time period of this grant agreement. Obligations outstanding as of the official grant agreement termination date should be liquidated within 15 days thereafter.

**14. GRANT MANAGEMENT.** The Alabama Historical Commission contact person for standards of work such as compliance with the Secretary of Interior's Standards and acceptable workmanship under this grant agreement is:

Paige Thomas  
Alabama Historical Commission  
468 South Perry Street  
Montgomery, Alabama 36130-0900  
(334) 230-2643 / [Paige.Thomas@ahc.alabama.gov](mailto:Paige.Thomas@ahc.alabama.gov)

The Alabama Historical Commission contact person for contract, financial and accounting compliance under this grant agreement is:



Chad Stinson, Grants Manager  
Alabama Historical Commission  
468 South Perry Street  
Montgomery, Alabama 36130  
Courier delivery zip code 36104  
(334)230 2680 / [Chad.Stinson@ahc.alabama.gov](mailto:Chad.Stinson@ahc.alabama.gov)

The grantee contact person for plan and execution of work under this grant agreement is:

Katherine Stamps  
308 Fountain Circle  
Huntsville, AL 35801  
256-650-4779 / [Katherine.Stamps@huntsvilleal.gov](mailto:Katherine.Stamps@huntsvilleal.gov)

The project director for work under this grant agreement is:

Katherine Stamps  
308 Fountain Circle  
Huntsville, AL 35801  
256-650-4779 / [Katherine.Stamps@huntsvilleal.gov](mailto:Katherine.Stamps@huntsvilleal.gov)

The grantee contact person for financial management and documentation under this grant agreement is:

Whitney Gentry  
308 Fountain Circle  
Huntsville, AL 35801  
(256)427-5432 / [Whitney.Gentry@huntsvilleal.gov](mailto:Whitney.Gentry@huntsvilleal.gov)

**15. PERFORMANCE OF THE WORK.** Project work is scheduled to begin immediately and to be completed prior to 09/30/2025. Prior approval of work planned and accomplished, progress reports, delivery of products must be on schedule when receiving reimbursement of grant funds.

**16. ADMINISTRATION OF THE GRANT.** The federal fiscal year is from October 1<sup>st</sup> to September 30<sup>th</sup>. All costs incurred under this agreement must be reported for each federal fiscal year no later than October 1<sup>st</sup> of the succeeding fiscal year. Costs not reported in a timely manner are subject to disallowance and may not be reimbursed to Grantee.

The Grantee will not solicit competitive sealed bids until each request for price quotes; bid package (plans, specifications, estimates, invitation for sealed bids, etc.) is approved by the Alabama Historical Commission contact person for contract, financial and accounting compliance. Two or more responsible suppliers must be willing and able to compete effectively for the grantee's business.

The Grantee will not solicit proposals for professional services until each request for proposals (RFP) is approved by the Alabama Historical Commission contact person for contract, financial and accounting compliance. Proposals are to be requested from a number of sources and may only be used if conditions are not appropriate for the use of competitive sealed bids. Two or more responsible professionals should be willing and able to compete effectively for the grantee's business.

The grantee shall have its contractual agreements reviewed by the Alabama Historical Commission for compliance with this grant agreement. The Grantee will not award the contract or work until it has received approval from the Alabama Historical Commission contact person for contract, financial and



accounting compliance.

The Grantee's in-state and out-of-state travel reimbursements are limited to the rates and amounts prescribed in the State of Alabama's Comptroller Manual. The State Comptroller Manual can be viewed in its entirety at the following website: <http://comptroller.alabama.gov/Docs/FPPM%2010-2011.pdf>

#### **17. SCOPE OF WORK/WORK TO BE PERFORMED.** Terry Heights Phase II Survey.

The Grantee shall, in a satisfactory manner as determined by the Alabama Historical Commission, perform activities of the National Historic Preservation Act of 1966, as amended, in accordance with regulations promulgated by the National Park Service.

The Grantee agrees that all work done under this agreement shall satisfy general requirements of the Alabama Historical Commission and the U. S. Department of the Interior. All project work will be carried out in conformance with the Secretary of the Interior's Standards for Archaeology and Historic Preservation. Work will be performed in accordance with the Secretary of the Interior's "Standards and Guidelines for Planning, Identification, Evaluation and Registration."

**18. INTERIM PERFORMANCE SCHEDULE, PROGRESS REPORTS, FINAL PRODUCTS AND REPORT.** Monitoring and verification of work completed by Responsible Alabama Historical Commission staff member named above is necessary before payment of grant share of expenses can be made. During the project, Grantee shall submit the following for approval and/or verification to the Alabama Historical Commission by the dates indicated below. Failure by the Grantee to meet this Performance Schedule is reasonable cause for termination of this grant agreement by the Alabama Historical Commission. Amount of Grant Share Requested for Payment should not exceed the Payment Amount indicated below.

#### **TIME PRODUCT ESTIMATED PAYMENT SCHEDULE**

Performance Progress Reports and Estimated Payment for each Completed Step	Estimated Payment
June 4, 2024 – September 30, 2024 Work with firm on updating guidelines	\$2846.22
October 1, 2024 – December 31, 2024 Continue working with firm on updating guidelines	\$2846.22
January 1, 2025 – March 31, 2025 Continue working with firm on updating guidelines	\$2846.22
April 1, 2025 – June 30, 2025 Continue working with firm on updating guidelines	\$2846.22
July 1, 2025 – June 30, 2025 Final version of revised design guidelines	\$2846.22
<b>TOTAL GRANT SHARE PAYMENT</b>	<b>\$14,231.10</b>

Acceptance of work -- The Grantee's professional consultant shall not invoice for his or her work for step 1 above until the Alabama Historical Commission contact person for standards of work accepts the product of the consultant. This is done so that an invoice can be reimbursed for the same fiscal year that reimbursement is approved by the Alabama Historical Commission.

#### **Survey and Registration Project Budgets:**

*36 CFR 60.6. "The list of owners shall be obtained from either official land recordation records or tax records . . . within 90 days prior to the notification of intent to nominate . . . The State is responsible for notifying only those owners whose names appear on the list consulted. Where there is more than one owner on the list, each separate owner shall be notified."*

A statement must be provided to document who obtained property owner addresses to meet National Register property owner notification requirements, date information was obtained and where information was obtained.

In addition, the city will provide a public notice in a newspaper with a wide circulation in the local area to notify local property owners of the pending nomination and again when the listing is made final by the National Park Service. The city will post a notice on their city website on the pending nomination and again when the listing is made final by the National Park Service.

In the case where the schedule of work is not met by the Grantee and/or the Alabama Historical Commission is not able to accept the work of the consultant according to this grant agreement, payment to the Grantee will be forfeited.

#### WHEN TO SEND GRANTEE COST REPORT

The Grantee Cost Report must be submitted according to the schedule below for each expense period by the due dates specified.

EXPENSE PERIOD	GRANTEE COST REPORT	DUE FROM GRANTEE
June 4, 2024 – September 30, 2024		October 15, 2024
October 1, 2024 – December 31, 2024		January 15, 2025
January 1, 2025 – March 30, 2025		April 15, 2025
April 1, 2025 – June 30, 2025		July 15, 2025

All costs incurred between June 4, 2024 and September 30, 2025 - not reported by October 15, 2025, are subject to disallowance and may not be reimbursed to Grantee.

**19. NATIONAL ENVIRONMENTAL POLICY ACT.** All National Park Service Historic Preservation Fund grant actions are subject to the provisions of National Environmental Policy Act (NEPA) and the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA (40 CFR 1500-1508). The national policy concerning the assessment of the environmental impact of Federal and federally funded actions is contained in National Environmental Policy Act of 1969 (42 U.S.C. 4321-4347).

**20. GENERAL PROVISIONS.** The Grantee will comply with the following Federal regulations:

- a) 2 CFR 182 & 1401, Government-wide Requirements for a Drug-Free Workplace;
- b) 2 CFR 180 & 1400, Non-procurement Debarment and Suspension, previously located at 43 CFR Part 42, Government wide Debarment and Suspension;
- c) 43 CFR 18, New Restrictions on Lobbying;
- d) 2 CFR 175, Trafficking Victims Protection Act of 2000;

**21. PATENTS AND INVENTIONS.** Recipients of agreements which support experimental, developmental, or research work shall be subject to applicable regulations governing patents and inventions, including the government-wide regulations issued by the Department of Commerce at 37 CFR 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements. These regulations do not apply to any agreement made primarily for educational purposes.

**22. TERMINATION OF AGREEMENT.** If, through any cause, the Grantee shall fail to fulfill in timely and proper manner its obligations under this agreement, or violates any of the covenants, agreements, or stipulations of this agreement, the Alabama Historical Commission shall thereupon have the right to terminate or suspend this agreement by giving written notice to the Grantee of such termination or suspension and specifying the effective date thereof, at least fifteen days before such effective date.

IN WITNESS WHEREOF, the parties to this agreement have caused same to be executed

CITY OF HUNTSVILLE  
CHIEF ADMINISTRATIVE OFFICER

ALABAMA HISTORICAL COMMISSION

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa D. Jones  
Executive Director

\_\_\_\_\_  
Date

**CHIEF FISCAL OFFICER**

As chief fiscal officer, I understand that this federal subgrant agreement is a federal pass-through grant and that it must be included in the City of Mobile Single Audit as required by Office of Management and Budget (OMB) 2 CFR Part 200 Subpart F, as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date