

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 2/25/2016

Action Requested By:  
Community  
Development

Agenda Item Type  
Resolution

Subject Matter:

Resolution authorizing the Mayor to execute Modification No. 1 to the Agreement Between the City of Huntsville, Alabama and Community Action Partnership of Huntsville/Madison & Limestone Counties

Exact Wording for the Agenda:

Resolution authorizing the Mayor to execute Modification No.1 to the Agreement Between the City of Huntsville, Alabama and Community Action Partnership of Huntsville/Madison & Limestone Counties

**Note: If amendment, please state title and number of the original**

Item to be considered for: Select...

Unanimous Consent Required: Select...

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Resolution authorizing the Mayor to execute Modification No. 1 to the Agreement Between the City of Huntsville, Alabama and Community Action Partnership of Huntsville/Madison & Limestone Counties

Associated Cost: \$350,000.00

Budgeted Item: No

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: Murphy

Date: 2/2/16

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Community Development Council Meeting Date: 2/25/2016

Department Contact: Turkessa Coleman-Lacey Phone # 256-427-5418

Contract or Agreement: Agreement

Document Name: "Agreement Between the City of Huntsville, Alabama and Community Action Partner..."

City Obligation Amount: \$0.00

Total Project Budget: \$350,000.00

Uncommitted Account Balance: \$0.00

Account Number: 515520-CDBG

### Procurement Agreements

<b>Not Applicable</b>	<b>Not Applicable</b>
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### Grant-Funded Agreements

<b>Federal HUD</b>	<b>Grant Name:</b>
	<u>FY2014 CDBG</u>

Department	Signature	Date
1) Originating	<i>M. P. ...</i>	<u>2/2/16</u>
2) Legal	<i>Mary C. ...</i>	<u>2/17/16</u>
3) Finance	<i>M. ...</i>	<u>2-18-16</u>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 16-\_\_\_\_\_

**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-14-MC-01-0005

**WHEREAS**, Community Action Partnership of Huntsville/Madison & Limestone Counties, Inc., request to amend Section VII (Cost Category) and Exhibit 2-Weatherization/Rehabilitation Assistance Program (WRAP) Scope of Work 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 into Modification No. 1 to the Agreement with Community Action Partnership of Huntsville/Madison & Limestone Counties, Inc. as previously approved by Resolution No. 15-938 on December 3, 2015, said modification being substantially similar in words and figures to that document identified as "Modification No. 1 Between the City of Huntsville, Alabama, and Community Action Partnership of Huntsville/Madison & Limestone Counties, Inc.," consisting of two (2) pages and Attachment 1, with the date of February 25, 2016, 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-Treasurer of the City of Huntsville.

**ADOPTED** this the 25<sup>th</sup> day of February 25, 2016.

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

**APPROVED** this the 25<sup>th</sup> day of February 25, 2016.

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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 Community Action Partnership of Huntsville/Madison & Limestone Counties, as adopted by Resolution No. 15-938 on December 3, 2015**

**MODIFICATION NO. 1**

THIS MODIFICATION IS MADE TO THE AGREEMENT entitled "Agreement between the City of Huntsville, Alabama and Community Action Partnership of Huntsville/Madison & Limestone Counties," as referenced above and is entered into on this the 25<sup>th</sup> day of February, 2016 by and between the City of Huntsville, Alabama (City) and Community Action Partnership of Huntsville/Madison & Limestone Counties (Agency).

**WITNESSETH**

**WHEREAS** the Agency has indicated a need to amend their Cost Category, Section VII and Exhibit 2-Weatherization/Rehabilitation Assistance Program (WRAP) Scope of Work.

**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 February 25, 2016 the Cost Category, Section VII and Exhibit 2-Weatherization/ Rehabilitation Assistance Program (WRAP) Scope of Work of the Agreement is deleted and replaced with the following:

VII. TIME OF PERFORMANCE-The services of the Agency shall be undertaken beginning on November 19, 2015 and be completed on September 30, 2016. All funds must be obligated and expended by September 30, 2016.

COST CATEGORY		
Account Number	Account Name	Amount
515520-CDBG	Special Activities-Housing Rehab	\$280,000.00
	Special Activities-Administration	\$70,000.00
<b>TOTAL</b>		<b>\$350,000.00</b>

- "EXHIBIT 2"- Weatherization/ Rehabilitation Assistance Program (WRAP) Scope of Work-See attached

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

02-25-16 \_\_\_\_\_

President or Pro Tem  
City Council of Huntsville, Alabama

**IN WITNESS WHEREOF**, the parties hereto have entered into this agreement, consisting of this page and one (1) preceding page, on the 25<sup>th</sup> day of February, 2016.

**THE CITY OF HUNTSVILLE**

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

**ATTEST:**

\_\_\_\_\_  
Kenneth Benion, City Clerk Treasurer  
City of Huntsville, Alabama

Community Action Partnership of Huntsville/  
Madison & Limestone Counties, Inc.

By: \_\_\_\_\_  
President

**ATTEST:**

By: \_\_\_\_\_  
Community Action Partnership of Huntsville/  
Madison & Limestone Counties, Inc.

## WEATHERIZATION SCOPE OF WORK

Certain repairs may be accomplished in the course of providing weatherization assistance. However, sub-grantees are reminded that the overall goals of the WAP are to reduce heating costs by improving energy efficiency and ensuring health and safety. All repairs provided under the program must be consistent with these goals and must follow the Alabama Priority Measures List (attached).

### Definitions:

**Air Infiltration** – The exchange of air through the envelope of the dwelling. Most common air infiltration areas are around doors, windows, utility openings, recessed light fixtures, electrical penetrations in framing, etc.

**Blower Door** – An apparatus used to identify the amount of air exchange measured in Cubic Foot per Minute (CFM). This tool draws air in through all openings by depressurizing the home.

**Conditioned Living Space** – A controlled environment room. Interior doors will be weather-stripped and those windows and exterior door in the conditioned living space will be weatherized. This is an allowable option to consider when more work is needed on a dwelling than allowed through the programs or the cost of the measure recommended will exceed the allowable expenditure amount of programs.

**Measures** – Generic term used for all items to be addressed (repaired, replaced or installed) in a dwelling.

**Minor Repair** – non-structural related repairs associated with addressing the reduction or air infiltration.

Air Infiltration Reduction Measures will vary with each dwelling. Occasionally, there may not be enough dollars available to address all measures. Considering the effect that performing each measure will have on reducing air infiltration will help determine what priority of measures to be installed and/or the elimination of measures. All air sealing work shall be guided by the use of the blower door.

Measure	Guideline / Parameters
Caulking	▪ None
Ceiling repairs	▪ Minor repair
Door	▪ Repair or replacement to be determined upon assessment by manager
Floor Repair	▪ Minor repair
Threshold	▪ solid wood or metal
Wall Repair	▪ Minor repair
Weather-stripping	▪ Exterior doors, windows and attic access hatch ▪ Interior doors for a conditioned living space
Window	▪ Repair or replacement to be determined upon assessment by manager

Incidental Repairs are unexpected costs associated with performing the installation of infiltration reduction measures, such as finding rotten wood in the window frame prior to window replacement.

Weatherization Measures	Guideline / Parameter
Cooling - Central	▪ Exterior unit should be installed on a level base ▪ Duct system must be inspected ▪ Repair and replacement as needed

Duct System	<ul style="list-style-type: none"> <li>▪ Replacement must be justified by pressure testing and/or visual inspection and photo documentation.</li> <li>▪ The coordinator determines the amount of repair needed.</li> <li>▪ Central unit must be operating</li> <li>▪ Mastic must overlap joints a minimum of 2 inches.</li> </ul>
Heating - Central	<ul style="list-style-type: none"> <li>▪ Exterior unit should be installed on a level base.</li> <li>▪ Duct system must be inspected</li> <li>▪ Repair and replacement as needed</li> </ul>
Heater – Space/vented	<ul style="list-style-type: none"> <li>▪ Because the unvented heater is a health and safety risk it must be replaced with a vented heater.</li> <li>▪ If the client refuses replacement it disallows any other services to be performed.</li> <li>▪ Prioritize existing fuel to be matched.</li> <li>▪ Unvented radiant heaters are not allowed.</li> <li>▪ Sized to fit the room.</li> <li>▪ <b>When replacing an unvented space heater, the old heater must be removed from the premises.</b></li> </ul>
Insulation – Attic	<ul style="list-style-type: none"> <li>▪ On Priority Measures List</li> <li>▪ Match existing insulation type if adding – limited to R-38</li> <li>▪ Installer’s card attached in attic visible from access hatch.</li> <li>▪ Soffit vents not covered</li> <li>▪ On all homes with access hatch <ul style="list-style-type: none"> <li>a. Access hatch opening must be weather-stripped.</li> <li>b. Access hatch must have at least an R-19 batt of roll insulation or comparable R-value measure attached to the inside (attic) surface.</li> <li>c. Blocking around the access opening for blown insulation</li> <li>d. Attic access with stairs – zipper tent or prefab Styrofoam box allowed.</li> </ul> </li> <li>▪ The attic hatch shall have minimum dimensions of 16” x 20” to a maximum of 18” x 24”</li> <li>▪ If access cannot be provided to the attic, then the attic should not be insulated.</li> <li>▪ Non-recommended attic insulation charge allowed if related to a ceiling repair.</li> </ul>
Insulation – Floor	<ul style="list-style-type: none"> <li>▪ On Priority Measures List</li> <li>▪ Minimum of two foot crawl space to allow for installation.</li> <li>▪ Supported by wire stays.</li> <li>▪ Non-recommended floor insulation charge allowed if related to a floor repair</li> </ul>
Insulation – Wall	<ul style="list-style-type: none"> <li>▪ On Priority Measures List</li> <li>▪ Densepack cellulose to a minimum of R-11</li> <li>▪ Non-recommended floor insulation charge allowed if related to a wall repair</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ On Priority Measures List</li> <li>▪ Inspector to determine areas of installation</li> <li>▪ Installation of Compact Fluorescent Bulbs (CFLs) should be in those fixtures used most by the client (over 1 hour per day)</li> </ul>

Refrigerators	<ul style="list-style-type: none"> <li>▪ Replace when recommended by audit, metering or refrigerator replacement database.</li> <li>▪ No ice makers.</li> <li>▪ Energy Star Models recommended.</li> <li>▪ No size or amenity upgrades and no new water plumbing charge unless replacing deteriorated EXISTING plumbing.</li> <li>▪ Old unit must be removed from job site.</li> <li>▪ Disposal per local requirements (line item for disposal charge)</li> </ul>
Ventilation – Attic	<ul style="list-style-type: none"> <li>▪ Inspector recommended measure</li> <li>▪ Soffit and gable vents only.</li> <li>▪ Vents not obstructed by insulation.</li> </ul>
Water Heater Repair	<ul style="list-style-type: none"> <li>▪ Inspector recommended measure.</li> <li>▪ Look for visible rust of deterioration.</li> <li>▪ Floor and in/out plumbing should be closely inspected.</li> <li>▪ Insulate first 6 feet of plumbing in and out of water heater.</li> <li>▪ Water Heater in unconditioned space requires water heater wrap.</li> </ul>
Water Heater Replacement	<ul style="list-style-type: none"> <li>▪ Inspector or audit recommended measure</li> <li>▪ Almost always a health and safety related measure.</li> <li>▪ Insulation standard to meet a minimum of R-11.</li> <li>▪ Include a drip pan and proper plumbing for exterior drainage.</li> <li>▪ Like for like capacity.</li> <li>▪ <u>Drip Pan</u> <ul style="list-style-type: none"> <li>a. Required on new installations.</li> <li>b. Not required on existing water heaters unless floor repair if performed and reinstallation of water heater is required, then a drip-pan will be included.</li> </ul> </li> <li>▪ <u>Pressure Relief Valve Plumbing</u> <ul style="list-style-type: none"> <li>a. Through floor or wall.</li> <li>b. Slab on grade – into drip-pan. If no drip-pan, provide container next to water heater (minimum one gallon), overflow line to extend 2” below top of container.</li> <li>c. Horizontal plumbing to outside of house (5’ or less).</li> <li>d. Plumb into existing drain line.</li> </ul> </li> </ul>

**General Measures**

Disposal Fees	<ul style="list-style-type: none"> <li>▪ Provided for work related expense.</li> <li>▪ Connected with site cleanup or disposal of refrigerator.</li> </ul>
Permits	<ul style="list-style-type: none"> <li>▪ Coordinator should be familiar with what local permits are required for all measures installation.</li> </ul>
Health & Safety / Hazard Abatement	<ul style="list-style-type: none"> <li>▪ Charges are limited to \$1,200 per dwelling in DOE program only.</li> <li>▪ May be used for eliminating a hazard prior to or because of installation of a weatherization / energy efficiency measure.</li> <li>▪ Allowed for extra costs associated with performing Lead Safe Weatherization (LSW), Mold and Moisture related activities.</li> </ul>

**Other Measures**

Attic Hatch Installation	<ul style="list-style-type: none"><li>▪ If easy access cannot be provided to the attic, an attic hatch should be installed if it can be done at a cost that will still make insulating the attic cost effective. An attic hatch is a necessary part of weatherizing an attic. A fairly general look at the ceiling can be gained from the rooms below the attic, but a more detailed inspection can be obtained by actually entering the attic.</li><li>▪ The attic hatch shall have minimum dimension of 16" x 24". It shall be framed with molding around the perimeter of the opening. It should also be weather-stripped or an attic hatch cover should be installed, where applicable.</li></ul>
Roof Repair or Replacement	<ul style="list-style-type: none"><li>▪ A roof may be repaired or replaced when this work is necessary to protect insulation that has been installed or is proposed as part of the work scope for the unit.</li></ul>
Electrical Circuit Upgrades	<ul style="list-style-type: none"><li>▪ Electrical circuits may be upgraded only when it is necessary in conjunction with the installation of other weatherization or repair measures. For example, the installation of a new heating appliance or ventilation appliance requires a circuit that is not currently present or adequate.</li><li>▪ KNOB AND TUBE WIRING – Sub-grantees must avoid insulating any areas of a building where live knob and tube wiring is known to exist.</li></ul>

**Alabama**  
**PRIORITY MEASURES LIST**

for all Weatherization Contracts (revised April 2008)

**Weatherization**  
**Assistance**  
**Program**



Weatherization measures must be installed in the order they are listed below. For example, agencies may not skip air sealing and insulation measures in order to install compact fluorescents. Single-family dwellings that differ significantly in construction, condition, or energy use from those typically weatherized require the site-specific application of NEAT in lieu of the Priority List. Health and Safety inspection and testing will be conducted and deficiencies corrected before the delivery of any weatherization services. If for any reason a certain measure cannot be performed, the next immediate measure will be performed.

Priority	Measure	Description and Comments
#1	<b>Air Sealing</b>	All air sealing work should be guided by use of the Blower Door. If not already in place, protocols should be developed to tell crews and Contractors when to stop air sealing because either the MVR/BTL (minimum ventilation rate – building tightness limit) has been reached or further air sealing work will not be cost-effective. <ul style="list-style-type: none"> <li>Seal plumbing, electrical, and HVAC penetrations through ceiling, flooring, &amp; exterior walls use proper materials for high-temperature surfaces.</li> <li>Add sufficient ventilation when house is sealed to tightly.</li> </ul>
#2	<b>Attic Insulation</b>	All electrical circuits are to be checked first. Enclose exposed wires and connections in junction boxes. Attic by-passes should be sealed using the Blower Door prior to the installation of attic insulation. <ul style="list-style-type: none"> <li>Build dams for knob &amp; tube or rewire all knob &amp; tube circuits.</li> <li>If attic has less than R-19 of existing insulation, add insulation up to an effective R-38 value.</li> <li>If attic has R-19 or more of existing insulation, do not add additional insulation.</li> <li>There should be 1ft<sup>2</sup> of attic net free vent area for every 300 ft<sup>2</sup> of ceiling area. Half located high and half located low to induce proper natural ventilation.</li> </ul>
#3	<b>Dense-Pack Sidewall Insulation</b>	If no existing wall insulation is present, dense-pack all sidewall cavities with insulation. If all test holes indicate existing wall insulation, skip sidewall insulation measure. <ul style="list-style-type: none"> <li>If some wall cavities have insulation and some do not, drill additional test holes to determine if sidewall insulation dense-pack is warranted. If at least half of the wall cavities have no existing insulation, dense-pack all sidewalls with insulation.</li> </ul>
#4	<b>Smart Thermostat</b>	<ul style="list-style-type: none"> <li>For central heating and/or cooling systems, setback thermostats can be cost effective if the client is educated on the proper use of these devices.</li> <li>Do not install if client has difficulty understanding the instructions.</li> </ul>
#5	<b>Compact Fluorescent Lamps</b>	<ul style="list-style-type: none"> <li>Replace incandescent bulbs used more than one to two hours per day.</li> <li>Maintain or moderately improve existing lighting levels.</li> </ul>
#6	<b>Seal and Insulate Ducts</b>	All accessible ducts, connections, and boots will be sealed with mastic. <ul style="list-style-type: none"> <li>All ducts located outside the conditioned space will be insulated with foil-faced duct insulation, which has an R value of R4-R11.</li> <li>Pressure pan test all registers with Blower Door running to determine</li> </ul>

*Alabama*  
**PRIORITY MEASURES LIST**

for all Weatherization Contracts (revised April 2008)

*Weatherization  
 Assistance  
 Program*



		relative air leakage of tested sites.
#7	<b>Floor Insulation</b>	<p>The following recommendations for floor insulation are based on the two most common foundation types in Alabama: vented crawl spaces, and exposed floor on piers with no skirting.</p> <ul style="list-style-type: none"> <li>• Insulate un-insulated floors statewide to a post-weatherization level or R19.</li> <li>• If the floor has existing insulation, do not add additional insulation.</li> <li>• Add plastic sheeting in crawl spaces to prevent moisture buildup on joists.</li> </ul>
#8	<b>Refrigerators</b>	<ul style="list-style-type: none"> <li>• Estimate annual electricity consumption by metering or locate usage in a database tool.</li> <li>• Cost must include delivery and installation of the new unit, and removal and environmentally responsible de-manufacturing of the old unit.</li> </ul>
**	<b>General Heat Waste</b>	<p>The following low-cost measures should be installed where applicable:</p> <ul style="list-style-type: none"> <li>• Weather-stripping, Caulking, Glass Patching, and insulation for plugging – for addressing drafts after blower door-guided air sealing is completed</li> <li>• Water Heater tank wrap</li> <li>• Pipe insulation</li> <li>• Faucet aerators</li> <li>• Low-flow shower heads</li> <li>• Furnace filters</li> </ul>