

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jul 14, 2016

Action Requested By: Inspection

Agenda Type: Resolution

Subject Matter:

Acceptance of grant between the City of Huntsville and State of Alabama Historical Commission.

Exact Wording for the Agenda:

Resolution for the City of Huntsville City Council to accept a grant between the City of Huntsville and the State of Alabama Historical Commission previously approved by the City of Huntsville City Council under Resolution No. 16-169.

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

Item to be considered for: Action

Unanimous Consent Required: No

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.

Acceptance by the City of Huntsville City Council of a previously approved grant between the City of Huntsville and the State of Alabama for a complete professional survey of the McThornmor Acres neighborhood for eligibility to the National Register of Historic Places in the amount of \$14,000.00.

Associated Cost: \$0.00

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: _____

Date: _____

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Inspections

Council Meeting Date: 7/14/2016

Department Contact: Jessica White

Phone # 256-650-4779

Contract or Agreement: Agreement

Document Name: Survey of McThornmor Acres

City Obligation Amount: \$0.00

Total Project Budget: \$14,000.00

Uncommitted Account Balance: \$0.00

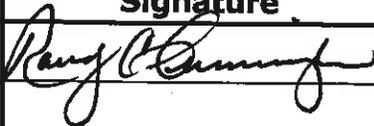
Account Number:

Procurement Agreements

Select...	Select...
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Grant-Funded Agreements

State Other	Grant Name:
	Survey of McThornmor Acres

Department	Signature	Date
1) Originating		7-08-2016
2) Legal		
3) Finance		
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 16-_____

WHEREAS, pursuant to Resolution NO. 16-169 the Huntsville City Council authorized the mayor to submit application to the State of Alabama Historical Commission for a grant for a complete professional survey of the McThornmor Acres neighborhood for eligibility to the National Register of Historic Places; and

WHEREAS, the United States Department of Interior has awarded said grant to the Huntsville Historic Preservation Commission in the amount of \$14,000.00; and

WHEREAS, the said grant will be administered and governed by Alabama Historic Commission; and

WHEREAS, the City of Huntsville and the Huntsville Historic Preservation Commission wish to accept said grant;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville, Alabama that the Mayor be and he is hereby authorized to accept the said grant and to enter into any Agreements necessary for the acceptance or administration of the grant consisting of thirteen pages (13).

ADOPTED this the 14th day of July, 2016.

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

APPROVED this the 14th day of July, 2016.

Mayor of the City of
Huntsville, Alabama

Project Number: AL-16-023

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 grant agreement is entered into by and between
The 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
McThornmor Acres

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
\$8,400.00
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 \$8,400.00 to match the Grantee contributions of \$5,600.00 of the total project cost of \$14,000.00. 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 \$8,400.00 in federal funds. Payment to Grantee shall not exceed \$8,400.00.

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-16-023
Project Funding Period: 10/1/15-9/30/17
Total Grant Award: \$8,400.00

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

Grant Number: AL-16-023/The City of Huntsville/ McThornmor Acres /\$8,400.00/PAGE 1

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

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:
Tryon McLaney, Contracts and Grants
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130-0900
Telephone (334) 230-2674

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 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. All financial transactions and financial records under this agreement shall meet the requirements of 2 CFR Part 200 Subpart E.

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

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 OF RECORDS. Grantee must maintain documentation to support expenditures by the grantee organization in accordance with 43 CFR 12.82.

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 11, 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's 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 his signature, certifies that to the best of his 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. 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.

10. 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."

11. HUMAN TRAFFICKING PROVISIONS. This award is subject to the requirements of Section

106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC 7104).

12. DISPUTE RESOLUTION. For any and all disputes arising under the terms of this Grant Agreement, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation.

13. DURATION OF AGREEMENT. This grant agreement shall become effective October 1, 2015, and shall expire September 30, 2017. 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:

Collier Neeley
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130-0900
(334) 242-3184
collier.nesley@ahc.alabama.gov

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

Tryon McLaney, Contracts and Grants
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130
Courier delivery zip code 36104
Voice 334 230-2674
Fax 334 240-3477
tryon.mclaney@ahc.alabama.gov

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

Jessica White, Historic Preservation Consultant
320 Fountain Circle
Huntsville, AL 35801-0308
256-650-4779
jessica.white@huntsvilleal.org

The project director for work under this grant agreement is:

Randy Cunningham, Director of Inspection
320 Fountain Circle
Huntsville, AL 35801-0308
256-427-5342
randy.cunningham@huntsvilleal.org

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

Margaret Sargent, Director of Finance
320 Fountain Circle
Huntsville, AL 35801-0308
256-427-5062
margaret.sargent@huntsvilleal.gov
256-427-5062

For financial documentation, accountant for the applicant:

Susan Clark
320 Fountain Circle
Huntsville, AL 35801-0308
256-427-5062
susan.clark@huntsvilleal.gov

15. PERFORMANCE OF THE WORK. Project work is scheduled to begin immediately and is to be completed no later than June 15, 2017. 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 1st to September 30th. All costs incurred under this agreement must be reported for each federal fiscal year no later than October 15th 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.

17. SCOPE OF WORK/WORK TO BE PERFORMED. The Grantee shall carry out this agreement in the manner and to the full extent as set forth in the Grantee's Application to the Alabama Historical Commission, or as subsequently modified in this grant agreement.

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."

The Grantee's Contractor shall conduct an INTENSIVE SURVEY of McThornmor Acres within the City of Huntsville. The Contractor will provide the Alabama Historical Commission with the following documentation:

(I.) Survey Products and Documentation

How to Submit Final Survey Products to the Alabama Historical Commission

In an effort to streamline how surveyors turn in survey products, the AHC developed the following guidelines.

1. All maps should be folded to an approximately 8 ½" x 11" size and submitted unbound. Reduce all non-USGS maps to a size no larger than a USGS quad map and fold accordingly. All maps should be labeled with name of project, quad name and year drawn (if using copy from a USGS map). If digital maps are used, submit them on CD. There is no need to submit hard copies of digital maps on CD.
2. Submit the survey report and inventory on CD/DVD. Hard copies of these documents are not required. If hard copies are turned in, submit them unbound.

(II.) Field Visit

The consultant may meet with the AHC Grant Monitor on site prior to the field survey and as needed throughout the survey.

(III.) Survey Numbers

The survey number is comprised of a two letter county abbreviation followed by a five digit number. The survey number uniquely identifies each resource and should be used on the survey forms, maps, inventory, photographs, and survey report.

Contact the AHC Grant Monitor for a county abbreviation list.

Example: the survey number for the 222nd property surveyed during a project in Greene County would be: Gr00222.

(IV.) Survey Forms

An AHC Survey Form will be filled out for every resource 50 years of age or older within the geographic boundary of the survey. Digital versions of the survey forms are accepted, but each form must be saved as the survey number.

(V.) Survey Report and Inventory

A Survey Report must be completed for all survey projects regardless if a National Register nomination will be prepared in the future. A final survey report that meets the Alabama Historical Commission's standards must be completed for every survey project whether or not a National Register nomination is also being prepared.

A survey report provides the surveyor the opportunity to not only explain the survey process and the results but also include information that might not fit neatly on the digital survey and outbuilding forms. While certain information needs to be included in the report, a surveyor can include any information that was interesting or unusual and explain what was learned during the course of the survey.

Section One: Essential Components

1. Title Page

2. Name of the Survey
3. Authors
4. Location of the survey
5. Sponsoring agency or organization
6. Project funding reference, if applicable. For AHC grant projects, the grant contract includes acknowledgement information.
7. Date of survey
8. Table of contents
9. List of figures, maps, and pictures
10. List of accompanying material

Section Two: Survey Summary

1. This section of the survey report describes how the survey was completed and should include the following information:
2. List the personnel who completed the survey and their qualifications. Often all that is needed is a copy of the surveyor's résumé.
3. Purpose of the survey. Why was a survey conducted? What were the objectives of the survey? This can be answered in a simple statement such as "To identify and complete survey forms for all resources over fifty years old within the boundaries of Small Town, Alabama," or a more complex description of various factors that all came into play resulting in the need for a survey.
4. How many total resources were documented using intensive survey methods?
5. What is the total number of NRHP eligible properties?
6. Types of resources consulted before the survey began.
7. Had any previous surveys of the area been completed?
8. Are any resources already listed on the National Register of Historic Places or the Alabama Register of Landmarks and Heritage?
9. Were any local authorities or historical groups contacted?
10. Methodology. The project methodology should be developed before the project begins. It should include existing knowledge of the survey area, as well as the methodology anticipated for the field research.
11. What are the boundaries of the survey and how were they determined?
12. Which buildings within the boundary are to be included in the survey? What is to be excluded and why?
13. A brief description of what types of resources one expects to be found in the survey area. For example: Single-family dwelling and associated outbuildings, and commercial buildings from the period 1870 to the present.
14. Description of the field techniques planned for use on the project.
15. Are there areas where abbreviated survey documentation will be used? What are the considerations for using abbreviated survey documentation?
16. Will interiors be examined?

Section Three: Description of the Surveyed Area

This section of the survey report should contain a descriptive statement of the survey area including information on the historical, architectural, and archaeological aspects of the entire survey area, if appropriate.

1. Describe the general physical description of the natural and man-made character of the survey area.
 - (i) Geographical and topographical features.
 - (ii) Number of square miles that encompass the survey boundaries.

- (iii) Density of development.
 - (iv) Current land use patterns.
 - (v) Development patterns. If historic maps are available, please include copies to illustrate these trends.
2. If conducting a thematic study, describe the survey area during the period of significance.
 3. An Architectural Overview that discusses:
 - (i) Types of buildings found in the survey area. What types of properties are present (e.g. residential, commercial, industrial, etc.)?
 - (ii) General description of types, styles, and period of architecture represented in the survey area.
 - (iii) General description of the condition and integrity of the resources surveyed.
 - (iv) Physical relationship of buildings to each other and to the environment. Include a general discussion of façade lines, street plans, parks, structural density, vegetation, and important natural features and discuss changes that have occurred over time.
 - (v) Approximate percentages of buildings found in the area: commercial, residential, agricultural, educational, industrial, religious, etc.

Section Four: Historical Overview

This portion of the survey manual should include a brief, but thorough history of the survey area. It should be well organized and include a bibliography. The focus here should not be about specific properties, but the overall community. Prominent architects and builders in the area should be discussed.

Section Five: Survey Results

This section will include a detailed summary of properties included in the survey.

1. This should describe the architectural character of the survey area, including vernacular forms and architectural styles and specific architectural traditions and building techniques distinctive to the area. Specific examples should be provided to illustrate the survey analysis.
2. Any portion of the survey area that was covered by an abbreviated survey should be discussed. This should include a map of the abbreviated area and explanation for its exclusion from the standard survey. Photographs of representative resources should be included.
3. How many resources were documented?
 - (i) Number of Survey Forms completed
 - (ii) Number of Outbuilding Forms completed
4. Number of properties documented using abbreviated survey documentation
5. A complete inventory of surveyed resources should be included in the appendices and referenced to this section.

Section Six: National Register and Alabama Register Eligible Resources

Include a list of resources recommended eligible for the National Register, the Alabama Register and the Alabama Historic Cemetery Register.

1. National Register of Historic Places Eligible Properties
 - (i) Individual properties determined eligible for the NRHP listed by the AHC survey number.
 - (ii) Districts determined eligible for the NRHP, including district expansions.
 - a. Include section of map that shows potential boundaries.
 - b. List properties by AHC survey number.
2. Alabama Register of Heritage and Landmarks Eligible Properties
 - (i) Individual properties determined eligible for the AR listed by the AHC survey number.
 - (ii) Districts determined eligible for the AR.
 - a. Include section of map that shows potential boundaries.
 - b. List properties by survey number.

3. **Cemeteries Eligible for the Alabama Historic Cemetery Register listed by the AHC survey number.**

Include a map showing the location of all properties and the potential boundaries of all historic districts.

Section Seven: Recommendations

Attention should be given to this part of the report as this section may serve as part of the preservation plan for the area for several years. Recommendations should be professional, sound, and practical. The surveyor should consult with the AHC and with the local historic preservation group before completing this section. Recommendations should include discussion on survey, designation, and treatment of historic resources.

Section Eight: Bibliographical References

List all sources consulted throughout the survey process, both primary and secondary. General reference works on architecture, archaeology, and etc. should not be included unless they provide specific information that was of assistance in evaluating the properties. Use a standard bibliographical style listing.

(VI.) Monitoring Schedule

The Assigned AHC staff member will monitor the progress of the survey product by the following methods. Monitoring and verification of work completed is necessary before reimbursement of federal share of expenses can be handled.

(VII.) Site Visits

AHC staff members will make at least two site visits with the principal consultant to view the project area (more may be scheduled as needed). The site visits will be scheduled near the beginning and the end of the project. The site visits will allow AHC staff to see the project area and to discuss the survey process and analysis of the resources.

An inventory is a listing of all surveyed historic resources numerically organized by survey number. For each surveyed resource include the following information: the assigned survey number, historic name (if applicable), address, date of construction, architectural type and brief description, integrity, modifications, current conditions, and any other noteworthy information.

Digital versions of the Survey Report and inventory are accepted with the following stipulations: 1) documents must be saved as .pdf file type; 2) documents must be turned in on a CD or DVD labeled with name and date of survey and the document names.

(VIII.) Survey Maps

The AHC will digitize all completed survey maps. Please be as neat as possible. If maps are turned in messy and hard to read, they will be returned for correction.

All maps should contain key elements including: 1) north arrow; 2) a reference of the map scale or absence of scale, and 3) name of survey, property or district, county, and state.

All maps, regardless of size, should be folded to an approximately 8 ½" x 11" size and submitted unbound. Reduce all non-USGS maps to a size no larger than a USGS quad map and fold accordingly. Label all maps with the name and date of project.

USGS maps: When possible, the AHC recommends that all surveyed resources be marked on U.S. Geological Survey topographic maps. Clearly and neatly identify surveyed resources by the assigned survey number (only the last few digits...example: if the survey number is Gr00222, only write 222 on the map) and note other pertinent information as space allows. When using USGS maps where there is a high concentration of resources, photocopy and enlarge the target area to either 8 ½" x 11" or 11" x 17". If this option is chosen, please label the photocopied section by 1) quad name and date and 2) name and date of the survey. The AHC requires one complete set of USGS maps for the entire survey area with all surveyed resources marked by the assigned survey number. Use 7.5-minute series (1:24000) scale maps for surveys. Obtain USGS maps through the Oil and Gas Board, 420 Hackberry Lane, P.O. Box 0218, Tuscaloosa, Alabama 35486, (205) 349-2852.

Digital USGS Maps: The AHC will accept digital versions of USGS maps on CD as long as the maps are printable and the assigned survey number clearly identifies each surveyed resource. Label the CD/DVD with the name and date of the project, and the contents of the CD/DVD.

Plat Maps: Use plat maps only in urban areas where individual buildings are not delineated on the USGS maps. In these situations a more detailed map – such as a planimetric, tax map, or city plat map – that shows all surveyed resources with assigned survey numbers is required. A USGS map is also required that shows the boundaries of the surveyed area. Reduce all non-USGS maps to a size no larger than a 7.5-minute series (1:24000) scale USGS quad map.

Other Maps: When USGS or Plat maps are not available for a particular area, please discuss map options with the AHC Grant Monitor.

(IX.) Photographic Documentation

All survey projects require photographic documentation in the form of black and white or color digital images (see below for specific requirements). All photographic documentation will become the property of the AHC.

Digital Option

1. Camera:

BEST: At Least 6 megapixel digital SLR Camera

Acceptable: 2 – 5 megapixel SLR or point-and-shoot digital camera

Not acceptable: Disposable or single-use digital cameras; Digital cameras with fewer than 2 megapixels of resolution

1. Image format:

BEST: Six megapixels or greater (2000 x 3000 pixel image)

Acceptable: Minimum two megapixels (1200 x 1600 pixel image)

Jpegs are accepted for survey projects.

3. Capturing the Image:

BEST: Minimum 6 megapixels (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi

4. Labeling the image:

For survey projects, save photo as the assigned survey number (Gr00222.jpg). If multiple pictures are taken of the same resource, add a lower case letter beginning with "a" to the end of the survey number (e.g. Gr00222.jpg(a); Gr00222.jpg(b); etc.).

5. Burning the Images onto an Archival Disk

A CD or DVD containing all survey images must accompany the photos.

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

6. Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers

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

Interim Performance Progress Reports and Estimated Payment for each Completed Step	Estimated Payment
June 15, 2016 to August 15, 2016- The consultant shall conduct a preliminary site assessment and prepare a consultation meeting with the Huntsville Historic Preservation Commission (HHPC) and the Alabama Historical Commission (AHC). The consultant will also be required to hold a public meeting to educate and inform members of the McThornmor Acres neighborhood about the proposed survey process, timeline, and requirements.	\$2,100.00
August 16, 2016 to December 31, 2016- The consultant will carry out a survey of McThornmor Acres neighborhood. The survey should include detailed photographs of the survey area, preparation of survey forms, development of a historical background, architectural descriptions for survey report, and any necessary mapping. Initial findings and a preliminary report should be presented to the HHPC and the AHC	\$2,100.00
January 1, 2017 to April 17, 2017- The consultant complete a final survey report outlining the findings of the survey and denoting the eligibility of the neighborhood to the National Register of Historic Places (NRHP). The final report should include information gathered during the field survey, and should be submitted to the HHPC and the AHC for final review and approval.	\$2,100.00
April 18, 2017 to June 15, 2017- The consultant shall hold a summative public meeting to present the final findings of the survey. The consultant will also be required to hold a final consultation meeting with the AHC, as	\$2,100.00

well as submit a final draft of the survey report, forms, maps, and other supporting material to the AHC and the HHPC.	
TOTAL GRANT SHARE PAYMENT	\$8,400.00

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.

GRANTEE COST REPORT	
EXPENSE PERIOD	DUE FROM GRANTEE
October 1, 2015 – June 30, 2016	July 15, 2016
July 1, 2016 – September 30, 2016	October 15, 2016
All costs incurred between October 1, 2015 and September 30, 2016 - not reported by October 15, 2016, are subject to disallowance and may not be reimbursed to Grantee.	
October 1, 2016 – December 31, 2016	January 15, 2017
January 1, 2017 – March 31, 2017	April 15, 2017
April 1, 2017 – June 30, 2017	July 15, 2017
July 1, 2017 – September 30, 2017	October 15, 2017

All costs incurred between October 1, 2016 and September 30, 2017 - not reported by October 15, 2017, 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. 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.

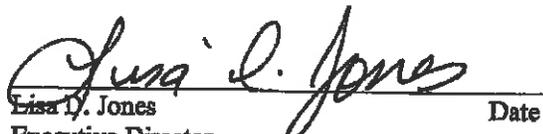
IN WITNESS WHEREOF, the parties to this agreement have caused same to be executed

The City of Huntsville
CHIEF ADMINISTRATIVE OFFICER

ALABAMA HISTORICAL COMMISSION


Tommy Battle
Mayor

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 Huntsville Single Audit as required by Office of Management and Budget (OMB) 2 CFR PART 200, as applicable.


Margaret Sargent
Director of Finance

Date