

Project Number: AL-14-030

**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**

**This grant agreement is entered into by and between
City of Foley**

**(herein called the Grantee) and the Alabama Historical Commission. The Grantee has provided
information for this grant agreement in its project application titled**

Preservation Commission Training

**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
\$5,000.00**

from the grantor - United States Department of the Interior.

NOW THEREFORE the parties hereto do mutually agree as follows:

AMOUNT OF AGREEMENT

**The Alabama Historical Commission agrees to provide \$5,000.00 to match the Grantee contributions of
\$1,250.00 of the total project cost of \$6,250.00. 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 \$5,000.00 in federal funds. Payment to Grantee shall not exceed \$5,000.00.**

**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.**

**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 A-133 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-14-030
Project Funding Period: 10/1/13-9/30/15
Total Grant Award: \$5,000.00**

The Grantee shall comply with the **Single Audit Act of 1984, Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, revised or applicable supplement.** If a Federal Compliance Audit in accordance with Office of Management and Budget (OMB) Circular A-133, 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:

**John Powell, Contracts and Grants
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130-0900
Telephone (334) 242 - 3184**

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 Circular A-133 audit for each fiscal year, the Grantee shall provide a justification for not completing the audit in a timely manner.

All financial transactions and financial records under this agreement shall meet the requirements of **OMB Circular A-102, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rule)"** as codified in the Code of Federal Regulations 43 CFR 12; and, the requirements of **OMB Circular A-87, "Cost Principles for State and Local Governments."**

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/hps/hpg/hpf/HPF_Manual.htm

Frequently cited chapters are included on the **Federal Subrecipient Management Guidelines** below.

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.

PERIOD OF AGREEMENT

This grant agreement shall become effective October 1, 2013, and shall expire September 30, 2015. 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.

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:

Mary Shell
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130-0900
(334) 242-3184
mary.shell@preserveala.org

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

John R. Powell, Jr., Contracts and Grants
The Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130
Courier delivery zip code 36104
Voice 334 230-2654
Fax 334 240-3477
john.powell@preserveala.org

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

Miriam Boutwell
Planner/Building Official
City of Foley
200 North Alston Street
P. O. Box 1750
Foley, AL 36535
mboutwell@cityoffoley.org
251 952-4011

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

Sue Steigerwald
Accounting Supervisor
City of Foley
407 East Laurel Avenue
Foley, AL 36535
ssteigerwald@cityoffoley.org
251 943-1545

PERFORMANCE OF THE WORK

Project work is scheduled to begin immediately and to be completed June 15, 2015. Prior approval of work planned and accomplished, progress reports, delivery of products must be on schedule when receiving reimbursement of grant funds.

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.

SCOPE OF WORK:

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."

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
May 1, 2014 – September 30, 2014: Provide funds for HPC members and/or staff to attend preservation workshops.	2,000.00
October 1, 2014 – December, 2014: Provide funds for HPC members and/or staff to attend National Trust for Historic Preservation conference on November 11-14, 2014 in Savannah, GA.	2,000.00
	1,000.00

January 1, 2015 – June 15, 2015: Provide funds for HPC members and/or staff to attend preservation workshops including Your Town Alabama and Alabama Main Street workshops.	
TOTAL GRANT SHARE PAYMENT	\$5,000.00

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, 2013 – June 30, 2014	July 15, 2014
July 1, 2014 – September 30, 2014	October 15, 2014
All costs incurred between October 1, 2013 and September 30, 2014 - not reported by October 15, 2014, are subject to disallowance and may not be reimbursed to Grantee.	
October 1, 2014 – December 31, 2014	January 15, 2015
January 1, 2015 – March 31, 2015	April 15, 2015
April 1, 2015 – June 30, 2015	July 15, 2015
July 1, 2015 – September 30, 2015	October 15, 2015
All costs incurred between October 1, 2014 and September 30, 2015 - not reported by October 15, 2015, are subject to disallowance and may not be reimbursed to Grantee.	

ENVIRONMENTAL COMPLIANCE REQUIREMENTS (NPS -49.CH.11)

This project meets the categorical exclusion under 516 DM 6:

Chapter 11, A.4.a:

11) Activities which are educational, informational, advisory or consultative to other agencies, public and private entities, visitors, individuals or the general public.

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 Foley
CHIEF ADMINISTRATIVE OFFICER

ALABAMA HISTORICAL COMMISSION

John E. Koniar
Mayor

Frank W. White
Executive Director

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 Foley Single Audit as required by Office of Management and Budget (OMB) Circular A-133, as applicable.

Sue Steigerwald
Finance Manger, Treasurer