

## CDBG MANAGEMENT FIRMS

**DISCLAIMER: Applicants are encouraged to conduct their own evaluation of grant management firms. This listing is provided for informational purposes only. Inclusion of names on this list is not an indication of approval, expressed or implied, by the State.**

<u>FIRM</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
Community Consultants, Inc. Terry Acuff	7 Town Center Drive, Suite 302 Huntsville, AL 35806	(256) 890-4240
Community Development Group, Inc.	740 Sweet Ridge Road Prattville, AL 36066	(334) 361-4640
Ewing-Conner & Assoc. Inc.	P.O. Drawer 6805 Dothan, AL 36302-6805	(334) 793-7695
Grant Management, LLC	Post Office Box 1512 Fairhope, AL 36532-1512	(251) 375-6630
Betty Loftin	7804 Regent Place #4 Huntsville, AL 35802	(256) 539-6679
The Kelley Group	P. O. Box 45 Tuscumbia, AL 35674	(256) 248-7030
L.P. Campbell Company	P.O. Box 889086 Atlanta, GA 30356-9086	(770) 399-5660
Morton & Associates, Inc.	200 East McKinney Avenue Albertville, AL 35950	(256) 878-5222
SITE, Inc.	P.O. Box 3565 Montgomery, AL 36109-3565	(334) 514-1100
Wenworth Corporation	P.O. Box 655 New Brockton, AL 36351-0655	(334) 894-5210

# ALABAMA ASSOCIATION OF REGIONAL COUNCILS

## 1. Northwest Alabama Council of Local Governments

P.O. Box 2603  
Muscle Shoals, AL 35662-2603

Phone: (256) 389-0500  
Fax: (256) 389-0599  
Website: www.nacolg.org

Director: **Keith Jones**

## 2. West Alabama Regional Commission

P.O. Box 509  
Northport, AL 35476

Phone: (205) 333-2990  
Fax: (205) 333-2713  
Website: www.warc.info

Director: **Dennis Stripling**

## 3. Regional Planning Commission of Greater Birmingham

2 Twentieth Street N., Suite 1200  
Birmingham, AL 35203

Phone: (205) 251-8139  
Fax: (205) 328-3304  
Website: www.rpcgb.org

Director: **Charles Ball**

## East Alabama Regional Planning and Development Commission

P.O. Box 2186  
Anniston, AL 36202-2186

Phone: (256) 237-6741  
Fax: (256) 237-6763  
Website: www.earpdc.org

Director: **Lori Hodge Corley**

## 5. South Central Alabama Development Commission

5900 Carmichael Place  
Montgomery, AL 36117-2345

Phone: (334) 244-6903  
Fax: (334) 271-2715  
Website: www.scadc.net

Director: **Tyson Howard**

## 6. Alabama-Tombigbee Regional Commission

107 Broad Street  
Camden, AL 36726-1701

Phone: (334) 682-4234  
Fax: (334) 682-4205  
Website: www.atrcregion6.org

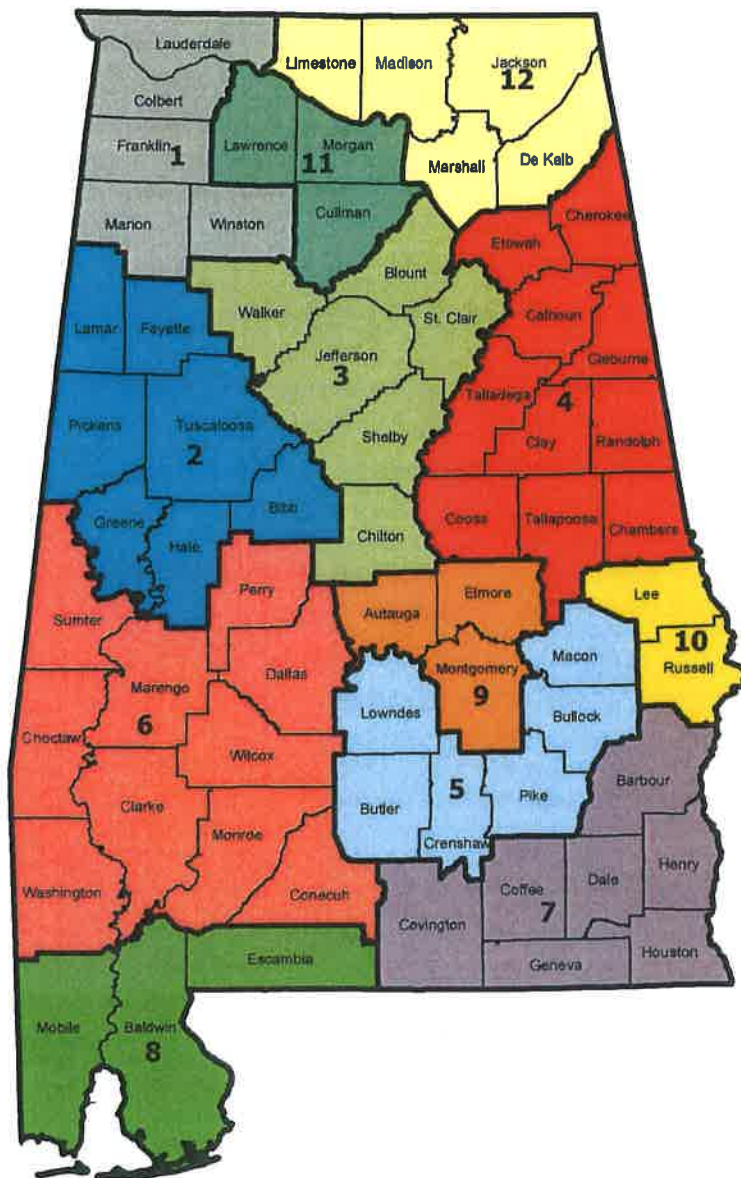
Director: **John Clyde Riggs**

5900 Carmichael Place  
Montgomery, AL 36117-2345

Phone: (334) 277-2221  
Fax: (334) 277-3899

Website: www.alarc.org

AARC Administrator: **Sharon Darrington**



## 7. Southeast Alabama Regional Planning and Development Commission

P.O. Box 1406  
Dothan, AL 36302-1406

Phone: (334) 794-4093  
Fax: (334) 794-3288  
Website: www.searpdc.org

Director: **Scott Farmer**

## 8. South Alabama Regional Planning Commission

P.O. Box 1665  
Mobile, AL 36633-1665

Phone: (251) 433-6541  
Fax: (251) 433-6009  
Website: www.sarpc.org

Director: **John F. (Rickey) Rhodes**

## 9. Central Alabama Regional Planning and Development Commission

430 South Court Street  
Montgomery, AL 36104

Phone: (334) 262-4300  
Fax: (334) 262-6976  
Website: www.carpdc.com

Director: **Greg Clark**

## 10. Lee-Russell Council of Governments

2207 Gateway Drive  
Opelika, AL 36801-6834

Phone: (334) 749-5264  
Fax: (334) 749-6582  
Website: www.lrcog.com

Director: **Suzanne Girard Burnette**

## 11. North-Central Alabama Regional Council of Governments

P. O. Box C  
Decatur, AL 35602

Phone: (256) 355-4515  
Fax: (256) 351-1380  
Website: www.narcog.org

Director: **Jeff Pruitt**

## 12. Top of Alabama Regional Council of Governments

5075 Research Drive NW  
Huntsville, AL 35805

Phone: (256) 830-0818  
Fax: (256) 830-0843  
Website: www.tarcog.us

Director: **Nancy Robertson**

Updated 7/27/2018

**BOB RILEY**  
GOVERNOR




STATE OF ALABAMA

**Bill JOHNSON**  
DIRECTOR

October 1, 2008

**ALABAMA CDBG INTERGOVERNMENTAL  
POLICY LETTER NUMBER 12(a)**

(REVISION 2)

TO: Persons Interested in the State CDBG Program  
FROM: Bill Johnson   
Director

**POLICY ON ALLOWABLE ADMINISTRATIVE COST**

This policy applies to all new CDBG grants awarded after the date of this letter.

CDBG project administration costs, i.e., program management, advertisements, audit, and eligible pre-agreement costs for Competitive Fund and Community Enhancement Fund projects, shall not exceed the percentages of total project cost or maximums listed below:

<u>Total Project Cost</u>	<u>Administrative Percentage</u>
Under \$200,000	12% up to \$20,000
\$200,000 - \$400,000	10% up to \$32,000
Over \$400,000	8% up to \$50,000

For the purposes of determining total project cost, the amount will include the CDBG funds awarded in addition to the local matching funds and/or other non-federal/state grant funds up to the amount of the CDBG grant award (i.e., \$400,000 grant award and \$400,000 in local match for a total project cost of \$800,000 is allowed, however \$400,000 grant award and \$500,000 local match would still be considered total project of \$800,000). Any local and/or other funds exceeding the grant amount will not be included in the determination of administrative fees as a percentage of project cost.

Any project of a complex nature which could possibly warrant additional administrative costs in excess of the maximum allowed may be approved by ADECA on a case-by-case basis if sufficiently justified. Conversely, some projects are of a less complex

nature and/or some administrative service agreements have minimal scopes of services and may require less administrative oversight, therefore, maximum fees may not be appropriate. As such, ADECA reserves the right to require a cost analysis for any project when fees do not appear to be appropriate. Further, if costs cannot be justified, ADECA reserves the right to reduce the administrative fees paid for with CDBG funds and/or local matching funds.

Due to the nature of Economic Development and Planning Fund projects, and projects funded due to emergencies or disasters, the fee scale above may not always be appropriate. Therefore, applicants are urged to contact ADECA for guidance regarding administrative fees and cost analyses during the project development phase, prior to application submission.

Costs budgeted for work write-ups and inspections for housing rehabilitation projects should be identified as a separate budget line item, and the amount allocated for this activity must continue to be reasonable and necessary. Also, appraisals, surveys, and legal fees associated with acquisition and/or relocation are considered service delivery costs and should be included in the applicable construction line item.

BJ:MEN:sj



United States Department of Agriculture  
Alabama Rural Development  
**(Modified for Alabama CDBG projects 3/10/10)**

**APPROVED FEES FOR PROFESSIONAL ENGINEERING SERVICES**  
(AS A PERCENTAGE OF NET CONSTRUCTION PLUS CONTINGENCY COSTS)

Table I will apply to package lift stations, package treatment plants (water and sewer) where the supplier furnishes shop drawings, water distribution systems and related appurtenances.. Table II ordinarily will apply to that portion of a construction project which is unusually complex because it includes a water treatment plant, sewer, sewer treatment plant or the rehabilitation of an existing facility and drainage\* projects. Table III\* will apply for all highway, roadway and rail projects. Table IV\* will apply for all resident inspection.

NET CONSTRUCTION + CONTINGENCY COST	TABLE I	TABLE II	TABLE III*	TABLE IV*
\$ 0 – 99,999	10.0	12.0	10.0	
100,000	9.6	11.5	9.4	6.0
200,000	8.8	10.2	8.9	5.5
300,000	8.4	9.4	8.7	5.0
400,000	8.0	9.0	8.3	4.8
500,000	7.8	8.8	8.0	4.6
600,000	7.6	8.6	7.7	4.4
700,000	7.4	8.4	7.5	4.3
800,000	7.3	8.0	7.3	4.2
900,000	7.2	7.8	7.2	4.1
1,000,000	7.0	7.4	7.0	4.0
2,000,000	6.6	7.2	6.6	3.0
3,000,000	6.4	7.0	6.4	2.5
4,000,000	6.1	6.8	6.1	2.0

The fees for project costs falling between the figures shown shall be interpolated to the nearest one-hundredth of one percent.

\*NOTE: Drainage projects have been added to Table II. USDA Table III has been moved to Table IV and a new Table III for highway, roadway and rail services has been added for CDBG projects.

**USDA Rural Development is an Equal Opportunity Lender, Provider, and Employer.**  
Complaints of discrimination should be sent to:  
USDA, Director, Office of Civil Rights  
Washington, DC 20250-9410

Certain surveys and tasks for design purposes are included in the basic design fee and are not to be classified as additional engineering services. The Engineering Services Agreement, Form RD 1942-19, should be referenced for these surveys and tasks. Schedules of compensation set out above have been adjusted to allow for this work.

The engineer also agrees to make an inspection of the facilities prior to the end of the one year warranty period without charge. He agrees to report any deficiencies noted and to make recommendations on ways of getting them corrected to the Owner.

The maximum amount of funds that can be authorized to compensate an engineer for providing resident inspection will be in accordance with Table III above. A flat fee of 6.0% will be used for all projects where the net construction plus contingency cost is \$100,000 or less. On projects where there are multiple contracts, the percentage to be paid under each table will be determined using the net construction plus contingency cost for the sum of all contracts.

**ARCHITECTURAL FEE SCALE**

**A. MAXIMUM BASIC FEE**

The Basic Fee shall be based upon the budgeted cost of the planned work stipulated in the O/A Agreement, but shall not be higher than a fee as determined by the "Schedule of Basic Fee Rates" below. A higher Basic Fee may be paid only if approved by the Director. A Basic Fee determined by the schedule may be adjusted without the Director's approval for Major Renovation as defined in Section D of this Supplement. Lower Basic Fees may be negotiated without the Director's approval when appropriate considering project size, cost, scope, repetition, etc.

If the Basic Fee is to be a percentage rate applied to the cost of the work, the percentage rate shall not be higher than the applicable rate of the "Schedule of Basic Fee Rates" with adjustment for major renovation, if applicable. If the Basic Fee is to be a fixed, lump sum amount, that amount shall not be greater than the amount that is the product of multiplying the budgeted cost of the work by the applicable percentage rate of the "Schedule of Basic Fee Rates" with adjustment for major renovation, if applicable.

**B. SCHEDULE OF BASIC FEE RATES**

COST OF THE WORK	FEE IN PERCENTAGE BUILDING GROUP					COST OF THE WORK	FEE IN PERCENTAGE BUILDING GROUP				
	I	II	III	IV	V		I	II	III	IV	V
Up to \$100,000	8.0	9.0	10.0	11.0	12.0	8,000,001 to 10,000,000	4.1	5.1	6.1	7.1	8.1
100,001 to 200,000	7.0	8.0	9.0	10.0	11.0	10,000,001 to 12,000,000	4.0	5.0	6.0	7.0	8.0
200,001 to 300,000	6.0	7.0	8.0	9.0	10.0	12,000,001 to 14,000,000	3.9	4.9	5.9	6.9	7.9
300,001 to 400,000	5.9	6.9	7.9	8.9	9.9	14,000,001 to 16,000,000	3.8	4.8	5.8	6.8	7.8
400,001 to 500,000	5.8	6.8	7.8	8.8	9.8	16,000,001 to 18,000,000	3.7	4.7	5.7	6.7	7.7
500,001 to 600,000	5.7	6.7	7.7	8.7	9.7	18,000,001 to 20,000,000	3.6	4.6	5.6	6.6	7.6
600,001 to 700,000	5.6	6.6	7.6	8.6	9.6	20,000,001 to 22,000,000	3.5	4.5	5.5	6.5	7.5
700,001 to 800,000	5.5	6.5	7.5	8.5	9.5	22,000,001 to 24,000,000	3.4	4.4	5.4	6.4	7.4
800,001 to 900,000	5.4	6.4	7.4	8.4	9.4	24,000,001 to 27,000,000	3.3	4.3	5.3	6.3	7.3
900,001 to 1,000,000	5.3	6.3	7.3	8.3	9.3	27,000,001 to 30,000,000	3.2	4.2	5.2	6.2	7.2
1,000,001 to 1,250,000	5.2	6.2	7.2	8.2	9.2	30,000,001 to 33,000,000	3.1	4.1	5.1	6.1	7.1
1,250,001 to 1,500,000	5.1	6.1	7.1	8.1	9.1	33,000,001 to 36,000,000	3.0	4.0	5.0	6.0	7.0
1,500,001 to 1,750,000	5.0	6.0	7.0	8.0	9.0	36,000,001 to 39,000,000	2.9	3.9	4.9	5.9	6.9
1,750,001 to 2,000,000	4.9	5.9	6.9	7.9	8.9	39,000,001 to 42,000,000	2.8	3.8	4.8	5.8	6.8
2,000,001 to 2,500,000	4.8	5.8	6.8	7.8	8.8	42,000,001 to 46,000,000	2.7	3.7	4.7	5.7	6.7
2,500,001 to 3,000,000	4.7	5.7	6.7	7.7	8.7	46,000,001 to 50,000,000	2.6	3.6	4.6	5.6	6.6
3,000,001 to 3,500,000	4.6	5.6	6.6	7.6	8.6	50,000,001 to and over	2.5	3.5	4.5	5.5	6.5
3,500,001 to 4,000,000	4.5	5.5	6.5	7.5	8.5						
4,000,001 to 5,000,000	4.4	5.4	6.4	7.4	8.4						
5,000,001 to 6,000,000	4.3	5.3	6.3	7.3	8.3						
6,000,001 to 8,000,000	4.2	5.2	6.2	7.2	8.2						

## **BUILDING GROUPS OF THE SCHEDULE**

**Group I:** Industrial buildings without special facilities, parking structures and repetitive garages, simple loft type structures, warehouses exclusive of automated equipment, and other similar utilitarian type buildings.

**Group II:** Armories, apartments, cold storage facilities, dormitories, exhibition halls, hangers, manufacturing/industrial plants, office buildings without tenant improvements, printing plants, public markets, and service garages.

**Group III:** College classroom facilities, convention facilities, correctional and detention facilities, extended care facilities, gymnasiums (simple, prefabricated-pre-engineered, minimum types shall be classified under Group II), hospitals, institutional dining halls, laboratories, libraries, medical schools, medical office facilities and clinics, mental institutions, office buildings with tenant improvements, parks, playground and recreational facilities, police stations, public health centers, research facilities, schools (elementary and secondary), stadiums, and welfare buildings.

Also, central utilities plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-stations and primary and secondary distribution systems, roads, bridges and major site improvements when performed as independent projects. When any or all of these types of improvements are incidental to an overall plan of architectural development they will be grouped with the basic architectural service of the overall project unless stated otherwise in the agreement.

**Group IV:** Aquariums, auditoriums, art galleries, college buildings with special facilities, communications buildings, special schools, theaters and similar facilities.

**Group V:** Residences and specialized decorative buildings unless otherwise stated in the agreement. Custom designed furnishings shall be categorized in Group V except when considered incidental to the basic architectural service for a building.

## **C. APPLICATION OF BASIC FEE RATE**

1. The Basic Fee percentage rate determined by the project budget shall be applied to the actual cost of the work. It is not necessary to change the Basic Fee percentage rate if the amount of the subsequent construction contract (as awarded or adjusted for minor change orders) falls within a higher or lower bracket of the schedule than the project budget. If major changes in the project and budget occur during the design or construction phases of the project and warrant a change in the Basic Fee percentage rate to provide fair and reasonable compensation, the change must be agreed upon in an amendment to the agreement. "Major Changes" include, but are not limited to, changes in project size, complexity, usage, arrangement, schedule, or phasing of the construction or improvement work and may or may not result in a major, or significant, change in the cost of the work. A Major Change may warrant adjustment of the Basic Fee rate if the change is requested by the Awarding Authority and the change requires additional design, administrative, consultant, or other services not contemplated in the agreement.



2. Unless otherwise stipulated in the agreement, the Basic Fee rate shall apply to the combined cost of all buildings or other work covered by the Agreement. If the work is executed in any manner other than under one lump sum construction contract, or one lump sum construction contract for site work and a second lump sum construction contract for building construction, the Basic Fee rate shall be subject to adjustment.
3. If the work covered by an agreement is so divided that more than one building group is involved, the Basic Fee rate of the appropriate building group may be applied to each building. Such division of Basic Fee rates must be stipulated in the agreement.
4. If the scope of an agreement involves substantial duplication of buildings on the same site, the basic fee for all services shall be applicable to the cost of the work for the first building. One-half of the basic fee for Services A, B, and C (design services) shall be applicable to the cost of the work for the second building which is a substantial duplication of the first. The basic fee for Services A, B, and C for other buildings which are substantial duplications of the first and second buildings shall be negotiated and defined in the agreement, but in no case shall exceed the fee for the first duplication. The fees for Services D and E (contract and construction administration services) shall be paid in full for duplicated buildings.
5. If the scope of an agreement involves substantial duplication of buildings on more than one site, the Basic Fee for all services shall be applicable to the cost of the work of site improvements of each site as well as modifications required to adapt the design of the substantially duplicated building to conditions of the second, third, etc., sites. The Basic Fee for all services shall be applicable to the cost of the work for the first building. One-half of the Basic Fee for design services shall be applicable to the cost of the work for the second building which is a substantial duplication of the first. The basic fee for design services for other buildings which are substantial duplications of the first and second buildings shall be negotiated and defined in the agreement, but in no case shall exceed the fee for the first duplication. The fees for contract and construction administration services shall be paid in full for duplicated buildings.

**D. ADJUSTMENT FOR MAJOR RENOVATION**

An increase of up to 25% in the Basic Fee Rate will be allowed for major renovation projects. This adjustment is intended to provide compensation to the design professional for the added effort required to investigate and develop drawings of existing conditions and other additional work required for renovation. A project is considered a major renovation if more than 50% of the construction cost involves renovations and alterations. The application of this adjustment is negotiable and must be stipulated in the agreement to be effective. The presence and accuracy of "as-built" drawings of the existing conditions that can be provided by the Awarding Authority to the design professional may minimize or eliminate the need for this adjustment. In general, re-roofing projects are not to be considered as major renovations.