TASK ORDER No. 1 – DR-4332-0025
FEMA HMGP Elevation Program
Galveston County, Texas
SERVICES AGREEMENT
RFP No. 25-075

This Task Order No. 1 is issued in accordance with the Services Agreement dated February 16, 2026, between Galveston County, Texas, hereinafter referred to as the "COUNTY", and GrantWorks, Inc., hereinafter referred to as the "CONTRACTOR". This Task Order is governed and subject to the terms and conditions of the Agreement, which is fully incorporated herein by reference. All provisions required under 2 CFR 200 and Appendix II to Part 200 are applicable to this Task Order.

Effective Date: March 4, 2026

End Date: February 16, 2029, or the end of the Federal Emergency Management Agency (FEMA) grant period of performance for Hazard Mitigation Grant Program (HMGP) Project DR-4332-0025, including any approved extensions, whichever occurs first, unless terminated earlier in accordance with the Agreement.

Funding Source: FEMA, administered through the Texas Division of Emergency Management (TDEM)

Program Name: HMGP, in accordance with the policy and procedural requirements of FEMA's Hazard Mitigation Assistance (HMA) Program and Policy Guide

Disaster Declaration: DR-4332-TX (Texas Hurricane Harvey)

Project Number(s): HMGP DR-4332-0025 – Residential Structure Elevations

Project Description: This grant will fund Galveston County to elevate repetitive loss and/or substantially damaged residential structures to at least two feet above the Base Flood Elevation (BFE) of the adopted Flood Insurance Rate Map (FIRM).

Award Date: This project was approved by FEMA under the HMGP for DR-4332-TX on September 25, 2020.

Scope of Services:

<u>Grant Administration Services</u>
The Contractor shall provide grant administration services necessary, as required by the County, to support the implementation and management of FEMA HMGP residential structure elevation projects administered by Galveston County.

Services may include, but are not limited to:

- Program administration and project management
- Coordination with FEMA, TDEM, and County staff
- Environmental and historic preservation (EHP) coordination support
- Procurement compliance support
- Project tracking and reporting, including period of performance monitoring and quarterly reporting
- Financial management, including invoice review, reimbursement request preparation, and financial reconciliation
- Review of contractor and engineering documentation
- Preparation of scope modification request(s) and response to Requests for Information (RFIs)

- Assistance with compliance with FEMA HMGP program requirements and applicable HMA program policies
- Support for project monitoring, documentation, and grant reporting
- Preparation of project closeout documentation

All services shall be performed in accordance with:

- FEMA HMA Guidance
- 2 CFR Part 200 (Uniform Guidance)
- FEMA policy and program requirements
- Applicable TDEM program guidance

Representative Deliverables

The deliverables identified in Table 1 are provided as examples of the documentation and work products that may accompany the performance of the services under this Task Order. The actual deliverables shall be determined by the County's needs, the status of the Project, and applicable FEMA and TDEM grant requirements. Deliverables may be modified, supplemented, or omitted as appropriate to support the Services and document compliance with applicable grant requirements.

Post-Award Grant Administration Services Representative Deliverables	
Service Description	**Sample Deliverables**
Program Administration and Project Management	Project management plan (if requested); work plan; project schedule; monthly progress reports; project status summaries; action item log
Coordination with FEMA, TDEM, and County Staff	Meeting agendas and minutes; coordination summaries; correspondence log; stakeholder communications; responses to requests from FEMA, TDEM, and the County
EHP Coordination Support	EHP coordination documentation; supporting submittals; agency correspondence; documentation supporting compliance with FEMA EHP requirements
Procurement Compliance Support	Procurement compliance reviews; procurement checklists; procurement documentation; contract compliance memoranda
Project Tracking and Reporting	Project tracking reports; milestone reports; schedule/period of performance tracking; quarterly performance reports; grant status reports
Financial Management	Budget tracking reports; expenditure tracking; invoice reviews; reimbursement request packages; financial reconciliations; financial status reports
Review of Contractor and Engineering Documentation	Written technical reviews; document review comments; compliance review memoranda; recommendations regarding grant eligibility and documentation completeness
Scope Modification Request(s) and RFIs	Scope modification request packages; supporting documentation; responses to FEMA and TDEM RFIs supporting analyses
HMA Compliance Support	Grant compliance checklists; eligibility reviews; documentation supporting compliance with FEMA HMA Guidance, 2 CFR Part 200, FEMA policy, and TDEM requirements; grant file documentation
Project Monitoring and Documentation	Monitoring reports; grant documentation files; compliance monitoring records; document control logs; corrective action tracking, as applicable
Grant Reporting	Quarterly reports; progress reports; performance reports; grant status updates; documentation required by FEMA, TDEM, or the County
Project Closeout	Final reimbursement package; final financial reconciliation; project closeout checklist; final performance report; grant closeout package; records retention documentation
Audit Support (if requested)	Audit support schedules; reconciled financial records; supporting documentation; responses to audit requests; documentation required for grant monitoring or audit activities

Table 1: Summary of sample deliverables that may accompany grant administrative services, as applicable.

Compensation and Payment Terms:

Compensation

Compensation for these services shall be based on the actual time expended performing eligible grant administration activities. Services shall be limited to eligible Subrecipient Management Cost (SRMC) activities, including, as applicable, grant financial management, reimbursement request preparation, insurance and eligibility verification, grant reporting, documentation management, regulatory compliance, coordination with FEMA and TDEM, grant monitoring, audit support, and grant closeout activities. These administrative services are administrative are independent of direct project delivery, engineering, and construction management services that are not attributable to any individual parcel.

Payment Terms

The Contractor shall invoice the County monthly, or on another schedule approved by the County to facilitate grant administration and reimbursement. All invoices shall be supposed by documentation sufficient to demonstrate that the billed services and costs are eligible, allowable, allocable, reasonable, and properly documented in accordance with the applicable TDEM grant terms and conditions, FEMA HMGP requirements, 2 CFR Part 200, and all other applicable federal and state laws, regulations, and guidance. Invoices shall reference Task Order No. 1 and identify the applicable FEMA project number DR-4332-0025.

Fee Schedule

Grant administration services performed under this Task Order shall be compensated in accordance with the hourly labor categories and rates established in Attachment C (Compensation) of the Services Agreement, which are reproduced in Table 2 below.

Post-Award Grant Administration Services Hourly Rate Schedule	
Labor Category	**Hourly Rate**
Program Executive	$ -
Client Services Manager	$ -
Subject Matter Expert	$ 225.00
Program Manager	$ 190.00
Project Manager	$ 165.00
Not-to-Exceed	$ 212,220.70

Table 2: Hourly rate schedule from Agreement dated February 16, 2026, between County and Contractor.

The total compensation authorized under this Task Order No. 1 shall not exceed $212,220.70 without prior written authorization from Galveston County, as set forth in Table 3 below.

Post-Award Services Not-to-Exceed Summary	
Description	**Service Fee**
Grant Administration Services	$ 212,220.70
Total Not-to-Exceed	$ 212,220.70

Table 3: Summary of not-to-exceed amounts for SRMC.

The above costs may be adjusted through a written Task Order Amendment if required due to FEMA-approved budget modifications or grant adjustments. Any increase in the not-to-exceed amount must be approved in writing by the County.

Galveston County, Texas
By:

Mark Henry, County Judge

Date

GrantWorks, Inc.
By:

Bruce J. Spitzengel, President

July 21, 2026

Date

Attest:

Dwight D. Sullivan, County Clerk