TASK ORDER ATTACHMENT

Grant Program Management Services
RFP 25-075 – Galveston County, Texas
Contractor: GrantWorks, Inc.

Task Order Number

1 - Amendment 1

Project Title

Galveston County Elevation of Properties Batch #1

Funding Source(s)

- ☐ FEMA Public Assistance (PA)
- ☑ FEMA Hazard Mitigation Assistance (HMA)
- ☐ HUD CDBG / CDBG-DR / CDBG-MIT
- ☐ U.S. Treasury ARPA / SLFRF
- ☐ EDA / USDOT / USDA / EPA
- ☐ Texas GLO
- ☐ TDEM
- ☐ TWDB
- ☐ TDA TxCDBG
- ☐ Other:

Federal Award Information (if applicable)

Awarding Agency: Federal Emergency Management Agency (FEMA)
Assistance Listing (CFDA): 97.039
Federal Award Number: DR-4332-0025
Federal Award Date: September 25, 2020

Period of Performance

Start Date: September 25, 2020
End Date: May 22, 2027

Scope of Services

Grant Administration Services (See Task Order No. 1 for a more detailed breakdown).

Deliverables

1. See Table 1. of Task Order No. 1 for more details on representative deliverables.
2.
3.
4.

Compensation

Rate Structure

Hourly rates and reimbursable costs shall follow the approved pricing schedule in the Agreement.

Not-to-Exceed Amount

$ 212,220.70

Billing Requirements

Invoices must include:

- Itemized labor by project
- Timesheets and supporting documentation
- Cost allocation by funding source
- Reference to this Task Order number

Federal & State Compliance Requirements

Contractor shall comply with all applicable requirements, including but not limited to:

- 2 CFR Part 200 (Uniform Guidance)

- FEMA PAPPG
- Stafford Act
- HUD CDBG/CDBG-DR/CDBG-MIT regulations
- TDEM, GLO, TWDB, TDA, TxDOT, TPWD program rules
- Texas Local Government Code Chapter 262
- Record retention requirements (minimum 7 years or longer if required)

County Responsibilities

- Designate a Project Manager
- Provide access to staff, facilities, and records
- Review and approve deliverables
- Issue purchase orders as required

Authorization & Acceptance

GALVESTON COUNTY, TEXAS

Name: Mark Henry
Title: County Judge
Signature: _____
Date:

GRANTWORKS, INC.

Bruce J. Spitzengel, President
Signature: _____
Date: July 21, 2026

This Task Order is issued pursuant to the Grant Program Management Agreement between Galveston County and GrantWorks, Inc. No work may begin until this Task Order is fully executed and a purchase order is issued.