

TASK ORDER No. - 3 – DR-4798-0090
Dry Floodproofing Public Structures
Galveston County, Texas
SERVICES AGREEMENT
RFP No. 25-075

This **Task Order No. 3** 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 FEMA grant period of performance for HMGP Project DR-4798-0090, including any approved extensions, whichever occurs first, unless earlier terminated in accordance with the Agreement.

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

Program Name: Hazard Mitigation Grant Program (HMGP)

Disaster Declaration: FEMA DR-4798-0090 Major Disaster Declaration for Hurricane Beryl in Texas

Project Number(s): HMGP DR-4798-0090 – Galveston County Critical Facility Dry-Floodproofing

Project Description: Galveston County proposes mitigation improvements at five (5) critical public facilities to address recurring water intrusion and mold issues caused by flood events. The project will implement dry-floodproofing and building envelope mitigation measures intended to reduce future flood damages and improve facility resilience.

Mitigation activities may include resealing and recoating building exteriors and structural components to prevent water intrusion. Depending on the facility, work may include wet-glazing of commercial windows, power washing, removal and resealing of window and door perimeters, application of damp-proof coatings, resealing of building control joints, resealing parking structure control joints, stucco and concrete repairs, and tuck-pointing of deteriorated mortar joints.

The project will be implemented in two phases:

Phase I – Engineering and Design

- **Engineering assessment of each facility**
- **Preparation of findings reports and design recommendation**
- **Selection and specification of flood-resistant materials**

- Coordination and completion of FEMA Form FF-206-FY-22-153 (Dry Floodproofing Certificate) for each site

Phase II – Construction

- Implementation of approved mitigation improvements
- Completion of dry floodproofing construction activities
- Final certification of floodproofing measures using FEMA Form FF-206-FY-22-153

The project includes the following facilities in Galveston County, Texas:

- Wayne Johnson Community Center – 4102 Main St
- West County Annex – 11730 Highway 6
- Joe Max Taylor Justice Center – 601 54th St
- Galveston County Animal Resource Center – 3412 25th Ave N
- Galveston County Courthouse Complex – 722 Moody Ave

These projects were approved by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP) associated with Major Disaster Declaration DR-4798-TX (Hurricane Beryl).

Scope of Services:

The Contractor shall provide grant administration services necessary to support the implementation, compliance, and closeout of the FEMA Hazard Mitigation Grant Program (HMGP) project funded under Major Disaster Declaration DR-4798-TX (Hurricane Beryl) and administered by Galveston County through the Texas Division of Emergency Management (TDEM).

Grant administration services shall support the County throughout the lifecycle of the project and ensure compliance with all applicable federal, state, and local requirements, including 2 CFR Part 200 (Uniform Administrative Requirements), FEMA Hazard Mitigation Assistance (HMA) Guidance, and TDEM program guidance.

Services may include, but are not limited to, the following:

Program Administration and Project Management

- Provide overall grant program administration and coordination on behalf of Galveston County.
- Serve as a liaison between the County, FEMA, and the Texas Division of Emergency Management (TDEM).
- Monitor project progress to ensure compliance with FEMA HMGP requirements and grant timelines.
- Assist the County in interpreting FEMA and TDEM program guidance and requirements.

Regulatory and Compliance Coordination

- Support compliance with applicable federal regulations, including 2 CFR Part 200, FEMA Hazard Mitigation Assistance (HMA) Guidance, and other applicable FEMA policies and procedures.
- Assist the County in maintaining documentation required for federal grant compliance.

- Coordinate with County staff, engineers, and other consultants to ensure program requirements are incorporated into project implementation.

Procurement Compliance Support

- Provide guidance to ensure procurement activities comply with 2 CFR §200.317–200.327 and applicable County procurement policies.
- Review procurement documentation for compliance with federal grant requirements.
- Assist with documentation supporting contractor or engineering procurements as required for project implementation.

Environmental and Historic Preservation (EHP) Coordination

- Assist the County with coordination of FEMA Environmental and Historic Preservation requirements as applicable to the project.
- Support communication between FEMA, TDEM, the County, and project engineers regarding environmental compliance requirements.

Financial Management and Reimbursement Support

- Track project expenditures and grant budgets to ensure costs remain within the approved project scope and budget.
- Assist the County in preparation and submission of reimbursement requests through the TDEM Grants Management System (GMS) or other applicable grant management systems.
- Review invoices and supporting documentation for eligibility and compliance with FEMA cost principles under 2 CFR Part 200.

Reporting and Documentation

- Prepare and submit required grant reports, including progress reports and other documentation required by FEMA and TDEM.
- Maintain organized project documentation to support grant compliance and audit requirements.
- Assist with responses to FEMA or TDEM requests for information (RFIs) or documentation.

Project Monitoring and Compliance Support

- Monitor project implementation activities to ensure consistency with the approved FEMA scope of work.
- Provide documentation support for project monitoring activities conducted by FEMA or TDEM.
- Assist the County in addressing any compliance findings or documentation requests.

Grant Closeout

- Assist the County in preparation and submission of all documentation required for FEMA and TDEM grant closeout.
- Compile final project documentation and records necessary to demonstrate compliance with federal grant requirements.
- Support the County in resolving any outstanding compliance or documentation issues required for grant closeout.

Cost Based on Level of Effort:

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.

The total compensation authorized under this Task Order shall not exceed **\$138,500.00**, allocated as **\$13,500.00 for Phase I** (Engineering Assessment and Design Coordination) and **\$125,000.00 for Phase II** (Construction Implementation and Grant Administration), unless otherwise authorized in writing by Galveston County.

Authorized labor categories include:

- Subject Matter Expert
- Program Manager
- Project Manager

Compensation shall be subject to all applicable federal cost allowability requirements under 2 CFR Part 200 and FEMA Hazard Mitigation Assistance program guidance. Invoices shall reference Task Order No. 1 and identify the applicable FEMA project number DR-4798-0090.

HMGP Critical Facility Dry-Floodproofing: Pre & Post Award Services Hourly Rates		
Program Executive		\$ -
Client Services Manager		\$ -
Subject Matter Expert		\$ 225.00
Program Manager		\$ 190.00
Project Manager		\$ 165.00
Not to Exceed Phase 1		\$ 13,500.00
Not to Exceed Phase 2		\$ 125,000.00

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

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.

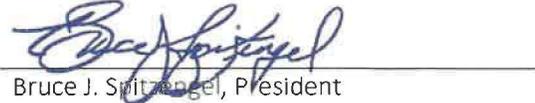
Galveston County, Texas

GrantWorks, Inc.

By:

By:


 Mark Henry, County Judge


 Bruce J. Spitzengel, President

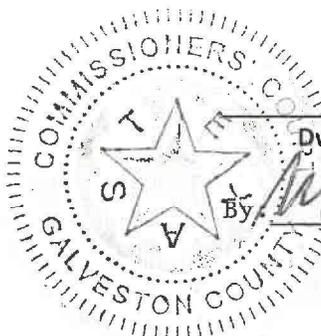
March 16th, 2026

March 5, 2026

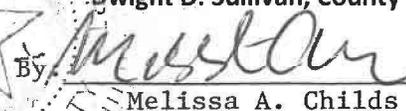
Date

Date

Attest:



Dwight D. Sullivan, County Clerk


 Melissa A. Childs

Deputy