

December 8, 2023

Tesa Wroblewski
Director Disaster Recovery and Grants
City of Galveston
825 Rosenberg Street
Galveston, TX 77550
twroblewski@galvestontx.gov

Dear Ms. Wroblewski:

On behalf of GrantWorks, Inc., I am pleased to provide you with Task Order #2 for Grant Administration services pertaining to approximately \$10 million in Congressionally Directed Spending awarded to the City of Galveston for the 59th Street Water Storage Tank Project (the project), which will be made available to the City through the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) program and the Texas Division of Emergency Management (TDEM).

FEDERAL AGENCY: Federal Emergency Management Agency (FEMA)

FEDERAL PROGRAM: Pre-Disaster Mitigation (PDM) Program

STATE ADMINISTRATIVE AGENCY: Texas Division of Emergency Management (TDEM)

DESCRIPTION OF SERVICES: Grant Administration services required to maintain compliance with the state and federal requirements for these funds.

SUMMARY: GrantWorks understands the City of Galveston is seeking assistance with grant administration to satisfy FEMA and TDEM requirements associated with the project, which is funded, in part, by approximately \$10 million in Congressionally Directed Spending that is being routed through FEMA's Pre-Disaster Mitigation (PDM) program. The estimated cost of the project is approximately \$17.49 million, with approximately \$7.5 million in anticipated funding coming from the HUD CDBG-MIT program administered by the Texas General Land Office (GLO). The City has already engaged a separate vendor to provide comprehensive grant administrative services related to the CDBG-MIT funding requirement for the project, so GrantWorks' responsibilities are limited to grant administration pertaining to regulatory requirements of TDEM and the FEMA PDM program. GrantWorks understands that the City's CDBG-MIT Grant Administrator and the city will maintain primary responsibility for collecting and maintaining project documentation and will provide GrantWorks with the documentation needed for coordinating and maintaining compliance with FEMA and TDEM reporting requirements. GrantWorks' responsibilities will include:

- ▶ Task 1 – Kick-off meeting and startup documentation: Participate with the City, CDBG-MIT Grant Administrator, and TDEM in the initial Kick-Off meeting and the collection and submittal of required startup documentation into the TDEM Grant Management System (GMS).
- ▶ Task 2 – Project Status Meetings: Participate in weekly (Bi-Weekly) project update and compliance meetings with the City and its CDBG-MIT Grant Administrator.
- ▶ Task 3 – Requests for Advance of Funding: Create and submit bi-monthly (as needed)

GrantWorks

Requests for Capital Advance Funding (Spend Plan) in TDEM systems based on project schedule and identified construction funding requirements in coordination with the City and the CDBG-MIT Grant Administrator

- ▶ Task 4 – Requests for Reimbursement: Create and submit monthly Requests for Reimbursement (RFRs) in TDEM systems as needed based on cost documentation provided by the City and CDBG-MIT Grant Administrator.
- ▶ Task 5 – Design/Engineering and Construction Services: Participate (remotely) in final design, bidding/procurement activities, and construction progress meetings to ensure compliance with the FEMA required scope of work.
- ▶ Task 6 – Quarterly Performance Reports: Create and submit Quarterly Performance Reports (QPRs) in the TDEM GMS system to provide required periodic updates on the status of the project.
- ▶ Task 7 – Time Extensions: Create and submit Time Extension Requests in the TDEM GMS system to extend the grant Period of Performance for the project as needed.
- ▶ Task 8 – Project Closeout: Perform required tasks (including project site inspections), collect, compile, and organize project required cost documentation, and submit required documentation necessary to meet TDEM and FEMA requirements for grant closeout.

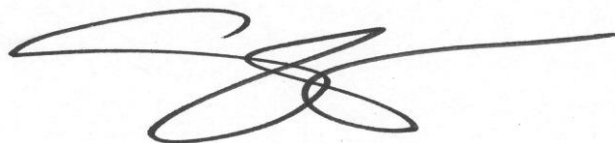
This work would be initiated based on authorization from the City and is anticipated to last approximately 36 months based on initial project applications and schedules.

BUDGET: To provide the services and deliverables described above, GrantWorks proposes a cost of **\$103,125.00** for the 36-month period of performance. This estimate is based on the attached budget to perform the work described using the rate sheet in our contract and our estimated level of effort by task. GrantWorks will only bill for work performed and assumes we will complete all work remotely, with the exception of the initial TDEM Kick-Off meeting and any site inspection requirements specified by the City and TDEM. GrantWorks expects that our fees for this work will be eligible for inclusion in the FEMA approved management costs.

GrantWorks appreciates the opportunity to provide continued support to the City of Galveston with its infrastructure improvements. After you have considered this task order, we would be happy to discuss any questions you may have. We look forward to continuing our successful relationship with the City. If you would like to discuss this proposal, do not hesitate to contact me.

Sincerely,

GRANTWORKS, INC.



Kent Burgess

Senior Vice President



ENGAGEMENT AUTHORIZATION

By signing below, the City of Galveston ("Client") agrees to the described scope of work and authorizes GrantWorks, Inc. ("Consultant") to proceed with the work necessary under this engagement. The signatory also stipulates that he/she is authorized to sign on behalf of the Client and to commit the required funds to pay for the completion of the project.

The Client hereby approves the staffing plan and budget described above, and Consultant is authorized to continue and complete necessary work per the terms of the contract between Client and Consultant. For estimating purposes, an hourly rate is used. When available, the Consultant will use local resources for this job. If a resource is needed that will result in travel, the Consultant will notify the City before deployment. Additional Task Orders may be required, depending on the level of engagement requested by the Client, the complexity of the work, and the project duration.

Authorized Signature:

Printed Name:

Title:

Date:

GRANTWORKS ESTIMATED COSTS - TASK ORDER #2

Tasks and Activities	Position Title	Mitigation Specialist	Travel Status	Grant Specialist	Travel Status	Project Manager	Travel Status	Total Estiamted Costs	Total Estimated Hours
	Hourly Rate	\$ 130.00	\$ 168.50	\$ 120.00	\$158.50	\$ 150.00	\$ 188.50		
404 HMGP Implementation Kick-off meeting and startup documentation		40	20	20		10	10	\$ 14,355.00	100
Bid/procurement/contracting activities		30		20		10		\$ 7,800.00	60
Design/Engineering meetings - Coordination		40		20		10		\$ 9,100.00	70
Construction Services		60		20				\$ 10,200.00	80
Advance of Funds Request - Bi-Monthly		72		60		10		\$ 18,060.00	142
Requests for Reimbursement		108		36		18		\$ 21,060.00	162
Quarterly Reports		48		4		12		\$ 8,520.00	64
Time Extensions		10		4		5		\$ 2,530.00	19
Project Closeout -Audits - RFI's		40		40		10		\$ 11,500.00	90
Total		448	20	224		85	10	\$ 103,125.00	787