



**Addendum 1 to  
AGREEMENT BETWEEN ALTA CPA GROUP, LLC  
And the Town of Cottage City, Maryland for  
Grant Management**

This Contract Amendment (hereinafter referred to as this “Addendum 1”) to the Agreement between Alta CPA Group, LLC and the Town of Cottage City, Maryland for Grant Management (the “Original Agreement”), is made as of this 1<sup>st</sup> day of September, 2025 by and between Alta CPA Group, LLC located at 59 Franklin Street, 2<sup>nd</sup> Floor, Annapolis Maryland (“Alta”), and The Town Cottage City Maryland, a Maryland municipal corporation (hereinafter referred to as the “Municipality”) (individually, a “Party”, and collectively, the “Parties”).

**WHEREAS** on or about December 16, 2022, the Parties entered into the original agreement.

**WHEREAS** the Parties desire to enter into this Addendum 1 to assign certain responsibilities to Alta CPA Group.

**WHEREAS** the Parties have provided their mutual consent to this Addendum 1 to the Original Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the above recitals which are incorporated herein by reference and made a substantive part hereof, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Municipality and Alta CPA Group agree as follows:

Term of Contract Addendum - This Contract addendum is for a period of ten months and shall continue through June 30, 2026, at which point both parties can agree to amend or extend the contract as drafted. Either party may cancel this contract with thirty (30) days’ notice to the other party.

Additional Services to be Provided – Additional duties assigned to the contractor from this addendum, The Contractor will assume the duties of the previous Town Grant Manager, these duties include, solicitation of new and renewal of existing grant awards, grant reconciliation, invoicing and reporting, grant project planning and grant budgeting. The Parties agree that Alta may subcontract any of the services it provides to the Municipality in accordance with applicable law and regulation.

Fees- In accordance with the Town’s FY26 budget, and the Town’s cost of staffing the prior position, the additional monthly fee will be \$7,740 for the term of this contract addendum.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the date first above written.

**ALTA CPA GROUP, LLC**

**TOWN OF COTTAGE CITY**

By: \_\_\_\_\_  
Name: Todd Frankenfield  
Title: Member  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Wanda Wheatley  
Title: Chair, Town of Cottage City Commission  
Date: \_\_\_\_\_

59 Franklin Street, 2nd Floor  
Annapolis, MD 21401