

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“AGREEMENT”) effective this **15th Day of June, 2026** (“Effective Date”) is entered into by and between **City of Tomball, Texas** (“CLIENT”), located at 401 Market Street, Tomball, Texas 77375, and **GrantWorks, Inc.** (“CONSULTANT”), a Texas Corporation, located at 2201 Northland Drive, Austin, Texas 78756. (each a “Party” and collectively “Parties”) All references to the parties hereto include the parties, their officers, employees, agents, successors, and assigns.

WHEREAS, CLIENT wishes to retain the CONSULTANT to provide professional consulting services (“SERVICES”) as detailed in the solicitation document named **RFP Number: 2026-11; Request for Proposal (RFP) for Professional Services for Grant Administration (Texas Division of Emergency Management – Building Resilient Infrastructure and Communities)**, incorporated herein as **EXHIBIT A**;

WHEREAS, CONSULTANT submitted a proposal to the CLIENT dated May 14, 2026, to provide said SERVICES, incorporated herein as **EXHIBIT B**;

WHEREAS, CLIENT and CONSULTANT acknowledge and agree to abide and adhere to all pertinent local, state, and federal rules, regulations and statutes governing any potential awarded grant funding;

NOW THEREFORE, in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. **TASK/PURCHASE ORDERS, FEES, INVOICES AND PAYMENTS:** The SERVICES will be performed by CONSULTANT and CLIENT will pay for said services in accordance with **EXHIBIT C**. Invoices will be submitted by CONSULTANT based on the milestones outlined in each task order, with payment due within 30 days of CLIENT’s receipt of invoice and in accordance with all applicable local or state prompt payment regulations. Payment shall be in U.S. Dollars. CLIENT shall be responsible for payment (without deduction or offset from the total invoice amount) of all sales, use, value added, gross receipts, franchise and like taxes, and tariffs and duties, and all disposal fees and taxes, levied against CONSULTANT or its employees by any government or taxing authority. Should there be any dispute regarding any portion of an invoice, the undisputed portion shall be promptly paid.
2. **PERIOD OF PERFORMANCE:** The initial term of this AGREEMENT shall run from the Effective Date and shall expire after three (3) years. This AGREEMENT will be automatically renewed for two (2) twelve-month option year periods for a five (5) year total contract term unless prior to the renewal date either Party gives the other written notice of its intent to terminate the AGREEMENT. Should additional time be required to complete the Services, beyond five (5) years, a written extension request must be mutually agreed upon by and between CLIENT and CONSULTANT and shall be incorporated through written amendments into this AGREEMENT.
3. **FEDERAL CLAUSE COMPLIANCE:** The parties to this agreement shall comply with all federal, state, or local laws, rules, regulations, or ordinances as required including but not limited to those included in **EXHIBIT A**.
4. **ORDER OF PRECEDENCE:** In the event of a conflict in the AGREEMENT language and terms, the following order of precedence shall apply:

- a. AGREEMENT
 - b. EXHIBIT A (Client Procurement Documents)
 - c. EXHIBIT C (Task Order)
 - d. EXHIBIT B (Consultant Proposal)
5. CLIENT'S COOPERATION: To assist CONSULTANT in performing the SERVICES, CLIENT shall (i) provide CONSULTANT with relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with CONSULTANT when requested, (iii) permit CONSULTANT reasonable access to relevant CLIENT sites, (iv) ensure reasonable cooperation of CLIENT's employees in CONSULTANT's activities, and (v) notify and report to all regulatory agencies as required by such agencies.
6. CONFIDENTIALITY: Subject to the Texas Public Information Act, "Confidential Information" shall include, whether oral, written, or visual, evidenced by document or by electronic storage media, and regardless of whether disclosed, furnished, or learned before or after the Effective Date, all confidential and/or proprietary information furnished by or on behalf of a Disclosing Party or affiliates, employees, contractors and personnel, herein known as "Representatives," or learned by the Receiving Party or its Representatives in connection with visits or discussions with the Disclosing Party or its Representatives, in connection with the Receiving Party's consideration of the SERVICES.

The Receiving Party agrees to retain strict confidence and not to disclose or reveal any Confidential Information of the Disclosing Party to any person or entity other than its Representatives who are directly participating in evaluation or consummation of the Purpose or who otherwise need to know the Confidential Information for purposes of evaluating or financing the SERVICES. The Receiving Party also agrees not to use the Confidential Information of the Disclosing Party for any objective other than in connection with the evaluation or consummation of the SERVICES. The Receiving Party shall inform each of its Representatives the proprietary nature of the Confidential Information, the applicability of the confidentiality and nonuse of this AGREEMENT and shall be bound by the terms and conditions of the AGREEMENT and responsible for, and liable to the Disclosing Party with respect to, any breach of this Agreement resulting from the acts or omissions of its Representatives. The Receiving Party shall exercise the same standard of care exercised in the protection of its own Confidential Information in safeguarding Confidential Information of the Disclosing Party against accidental or unauthorized use and will not be less than reasonable care.

Confidential Information shall not be deemed to include information (a) in the public domain, (b) available to the Consultant outside of its service to the Client or other than from a person or entity known to Consultant to have breached a confidentiality obligation to the Client, (c) independently developed by Consultant without reference to the Confidential Information, or (d) known or available to Consultant as of the date of this AGREEMENT. Upon the request of the Disclosing Party, or after the expiration or termination of this AGREEMENT, whichever is sooner, the Receiving Party will cease use of Confidential Information received from the other party and destroy or return all Disclosing Party's Confidential Information and copies thereof in the Receiving Party's possession, except for anything that may be stored in back up media or other electronic data storage systems, latent data and metadata. The Receiving Party shall be permitted to retain one (1) copy for purposes of continued compliance with its document retention policies and applicable laws, rules, regulations, professional standards or guidelines, only, and in

accordance with the confidentiality provisions of this AGREEMENT. The Receiving Party shall, to the extent practical and permitted by law, provide the Disclosing Party with immediate written notice of such demand or requirement for disclosure so that the Disclosing Party may object to the disclosure and seek to protect its Confidential Information and/or waive compliance with the terms of this Agreement, at the Disclosing Party's expense. If a protective order or other remedy is not obtained, or the Disclosing Party waives compliance with the provisions hereof, the Receiving Party agrees to furnish only that portion of the Confidential Information that it reasonably determines, in consultation with its counsel, is legally required to be disclosed, and to exercise all commercially reasonable efforts to obtain assurance that confidential treatment will be accorded to the Confidential Information it discloses.

Both Parties shall receive the other party's prior consent and cooperation before issuing a news release, public announcement, advertisement, or other form of publicity related to the SERVICES or this AGREEMENT. Notwithstanding the expiration of the other portions of this AGREEMENT, the obligations and provisions of this section shall continue for a period of three (3) years from the date of termination of this AGREEMENT.

7. **RIGHT TO USE INFORMATION AND DOCUMENTS:** CLIENT may use any final reports of findings, feasibility studies, engineering work or other work performed or prepared by CONSULTANT under this AGREEMENT for internal purposes in connection with the project and/or location indicated in the SERVICES for which such work was prepared. However, CONSULTANT reserves all other rights with respect to such documents and all other documents produced in performing the SERVICES subject to the federal grant agreement terms and conditions governing use of any such documents resulting from and being paid by the federal grant.
8. **PATENTS AND INVENTIONS:** CONSULTANT shall retain all right and title to all patentable and unpatentable inventions including confidential know-how developed by CONSULTANT exclusively of the SERVICES. However, CONSULTANT hereby grants to CLIENT a royalty-free, nonexclusive, nonassignable license as to such inventions and know-how to use the same for CLIENT's business purposes. Information submitted to CLIENT by CONSULTANT hereunder is not intended nor shall such submission constitute inducement and/or contribution to infringe any patent(s) owned by a third party, and CONSULTANT specifically disclaims any liability, therefore. It is acknowledged that this Section is void should the federal grant agreement for which CONSULTANT fees are paid stipulates that all such information including patent, copyright, confidential and related proprietary information becomes the property of the federal agency and/or may only be used and retained by the CLIENT as the Grantee.
9. **DELAYS AND CHANGES IN CONDITIONS:** If CONSULTANT is delayed or otherwise in any way hindered or impacted at any time in performing the SERVICES by (a) an act, failure to act, or neglect of CLIENT or CLIENT's employees or any third parties; (b) changes in the scope of the work; (c) unforeseen, differing, or changed circumstances or conditions, including differing site conditions, acts of force majeure (such as fires, floods, riots, and strikes); (d) changes in government acts or regulations; (e) delay authorized by CLIENT and agreed to by CONSULTANT; or (f) any other cause beyond the reasonable control of CONSULTANT, then 1) the time for completion of the SERVICES shall be extended based upon the impact of the delay, and 2) CONSULTANT may request an equitable compensation adjustment, if necessary, which will be negotiated in accordance with Exhibit C and be subject to the necessary and reasonable provisions of federal code 2 CFR Section 200.

10. INSURANCE: CONSULTANT is presently protected by Worker's Compensation Insurance as required by applicable law and by General Liability and Automobile Liability Insurance for bodily injury and property damage. In addition, CONSULTANT shall secure, pay the premiums for, and maintain in full force and effect during the term of this AGREEMENT, and any extension(s) thereof, professional liability insurance in an amount covering the CONSULTANT's errors and omissions. Insurance certificates will be furnished to CLIENT on request.
11. WARRANTY: CONSULTANT is an independent contractor, and CONSULTANT's SERVICES will be performed, findings obtained, and recommendations prepared in accordance with generally and currently accepted professional practices and standards governing recognized firms in the area engaged in similar work. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES EITHER EXPRESSED OR IMPLIED.
12. CHANGES AND AMENDMENTS: The CLIENT may, from time to time, request changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the SERVICES or the amount of the CONSULTANT'S compensation, must be mutually agreed upon by and between the CLIENT and the CONSULTANT and shall be incorporated in written amendments to this AGREEMENT. If a change is requested, but the parties cannot agree on the specific terms of such change, the parties may mutually agree to terminate this AGREEMENT. Absent such agreement to terminate, the AGREEMENT will continue without the change.
13. INDEMNITIES: CONSULTANT shall defend, indemnify and hold harmless CLIENT from and against loss or damage to tangible property, or injury to persons, to the extent arising from the negligent acts or omissions or willful misconduct of CONSULTANT, its subcontractors, and their respective employees and agents acting in the course and scope of their employment. CLIENT shall defend, indemnify and save harmless CONSULTANT (including its parent, subsidiary, and affiliated companies and their officers, directors, employees, and agents) from and against, and any indemnity by CONSULTANT shall not apply to, loss, damage, injury or liability arising from the (i) acts or omissions of CLIENT, its contractors, and their respective subcontractors, employees and agents, or of third parties that result from CLIENT's gross negligence or willful misconduct; and (ii) any allegations that CONSULTANT is the owner, operator, manager, or person in charge of all or any portion of a site addressed by the services, or arranged for the treatment, transportation, or disposal of, or owned or possessed, or chose the treatment, transportation or disposal site for, any material with respect to which SERVICES are provided.
14. REMEDIES, SANCTIONS, PENALTIES:
 - a. LIMITATION OF LIABILITY - CLIENT'S REMEDY FOR ANY ALLEGED BREACH OF WARRANTY BY CONSULTANT SHALL BE TO REQUIRE CONSULTANT TO CURE OR REPERFORM ANY DEFECTIVE SERVICES. IF CONSULTANT FAILS TO CURE THE DEFECTIVE SERVICES TO CLIENT'S REASONABLE SATISFACTION AND FOR OTHER INSTANCES OF DEFAULT UNDER THIS AGREEMENT, CONSULTANT'S LIABILITY AND CLIENT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, INDEMNITY, OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED IN THE CUMULATIVE AGGREGATE (INCLUDING ANY INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE

GREATER OF THE AMOUNT OF COMPENSATION FOR SUCH SERVICES.THE REMEDIES IN THIS AGREEMENT ARE CLIENT'S SOLE AND EXCLUSIVE REMEDIES. FURTHER, CONSULTANT SHALL HAVE NO LIABILITY FOR ANY ACTION INCLUDING DISCLOSURE OF INFORMATION WHERE IT BELIEVES IN GOOD FAITH THAT SUCH ACTION IS REQUIRED BY PROFESSIONAL STANDARDS OF CONDUCT FOR THE PRESERVATION OF PUBLIC HEALTH, SAFETY OR WELFARE, OR BY LAW. CLIENT'S LIABILITY AND CONSULTANT'S REMEDIES FOR ALL CAUSES OF ACTION ARISING HEREUNDER WHETHER BASED IN CONTRACT, WARRANTY, NEGLIGENCE, INDEMNITY, OR ANY OTHER CAUSE OF ACTION, SHALL NOT EXCEED IN THE CUMULATIVE AGGREGATE (INCLUDING ANY INSURANCE PROCEEDS) WITH RESPECT TO ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHATEVER MINIMUM AMOUNT MAY BE REQUIRED BY LAW OR, IF NONE, THE AMOUNT OF COMPENSATION OWED CONSULTANT FOR SUCH SERVICES.

- b. CONSEQUENTIAL DAMAGES: FURTHER AND REGARDLESS OF ANY OTHER PROVISION HEREIN, CONSULTANT AND CLIENT SHALL NOT, RESPECTIVELY, BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, INDIRECT, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS, DECLINE IN PROPERTY VALUE, REGULATORY AGENCY FINES, LOST PRODUCTION OR LOSS OF USE) INCURRED BY CONSULTANT OR CLIENT OR FOR WHICH CONSULTANT OR CLIENT MAY BE LIABLE TO ANY THIRD PARTY OCCASIONED BY THE SERVICES OR BY APPLICATION OR USE OF REPORTS OR OTHER WORK PERFORMED HEREUNDER.
- 15. GOVERNING LAWS: The validity, construction, scope and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Texas, except as otherwise provided herein. Each of the Parties hereby irrevocably waives all rights to trial by jury in any action, proceeding, or counterclaim relating to this Agreement (whether in contract, statute, tort (including, without limitation, negligence) or otherwise).
- 16. TERMINATION: Either Party may terminate this AGREEMENT for convenience or cause upon thirty (30) days written notice to the other Party. Either Party may terminate this AGREEMENT in the event of a material breach by the other Party; provided that the non-breaching Party provides written notice specifying the nature of the breach and allowing no less than thirty (30) days for the breaching Party to remedy the breach. If the breach is not remedied within this time, the non-breaching Party may terminate the AGREEMENT. Upon termination, CLIENT shall pay CONSULTANT for all SERVICES accepted by CLIENT that were performed hereunder up to the date of such termination. In addition, if CLIENT terminates for convenience, without cause, CLIENT shall pay CONSULTANT all reasonable costs and expenses incurred by CONSULTANT in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.
- 17. ASSIGNMENT: Neither CONSULTANT nor CLIENT shall assign any right or delegate any duty under this AGREEMENT without the prior written consent of the other, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, the SERVICES may be performed by any subsidiary or affiliate of GrantWorks, Inc., upon such entity's written consent to the terms of this AGREEMENT and, CONSULTANT may, upon notice to CLIENT, assign, pledge or otherwise hypothecate the cash proceeds and accounts receivable resulting from the performance of any SERVICES or sale of any goods pursuant to this AGREEMENT.
- 18. RECORDS AND AUDITS: During the term of this AGREEMENT, the CONSULTANT shall assist the CLIENT in maintaining fiscal records and supporting documentation for all expenditure of funds made under the AGREEMENT. CLIENT shall retain such records, and any supporting

documentation, for the greater of three years from closeout of the AGREEMENT or longer if required by FEMA, TDEM, audit findings, litigation, or grant conditions.

19. MISCELLANEOUS:

- a. ENTIRE AGREEMENT, PRECEDENCE, ACCEPTANCE MODIFICATIONS: The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provisions of the SERVICES by CONSULTANT to the CLIENT. All previous proposals, offers, and other communications relating to the provisions of these SERVICES by CONSULTANT, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated by reference herein. In the event of conflict, the pages of this AGREEMENT shall govern. CLIENT may accept these terms and conditions by execution of this AGREEMENT or by authorizing CONSULTANT to begin work. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement or other document issued by the CLIENT is hereby expressly objected to by CONSULTANT and shall not operate to modify the AGREEMENT except where such action by the CLIENT is the result of a requirement from the federal agency Grantor in which CLIENT must give CONSULTANT thirty (30) days written notice prior to such modification or revision with such written notice including proof of the federal agency Grantor requirement.
- b. PERSONNEL: The CONSULTANT represents it has or will secure at its own expense; all personnel required in performing the services under this AGREEMENT. Such personnel shall not be employees of or have any contractual relationship with the CLIENT. The CONSULTANT may subcontract any of the work or services covered by this AGREEMENT, provided that (a) any subcontracted work or services must be the subject of a written approval, written contract, or agreement, (b) the CONSULTANT shall be responsible to CLIENT for the acts or omissions of any such subcontractor, and (c) such subcontractors shall be subject to the requirements of the program.
- c. REPORTS AND INFORMATION: The CONSULTANT, at such times and in such forms as the CLIENT may reasonably require, shall furnish the CLIENT periodic reports as it may request pertaining to the work or services undertaken pursuant to this AGREEMENT, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this AGREEMENT.
- d. DISPUTES, ATTORNEY FEES: Any dispute regarding this AGREEMENT or the SERVICES shall be resolved first by exchange of documents by senior management of the parties, who may be assisted by counsel. Any thereafter unresolved disputes shall be litigated in the state whose law governs. If litigation is instituted between the parties to this AGREEMENT regarding any matter arising pursuant to this AGREEMENT or the transactions contemplated under this AGREEMENT, the default rule is that each party pays its own costs.
- e. WAIVER OF TERMS AND CONDITIONS: The failure of CONSULTANT or CLIENT in any one or more instances to enforce one or more of the terms or conditions of this AGREEMENT or to exercise any right or privilege in the AGREEMENT or the waiver by CONSULTANT or CLIENT of any breach of the terms or conditions of this AGREEMENT shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

- f. NOTICES: Any notices required hereunder may be sent by courier service (e.g. FedEx), orally confirmed telecopy (fax) or orally confirmed email to the addresses set forth below.
- g. SEVERABILITY AND SURVIVAL: Each provision of this AGREEMENT is severable from the others. Should any provision of this AGREEMENT be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of this AGREEMENT.

Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable consistent with the Parties' intent. The terms and conditions set forth herein shall survive the termination of this AGREEMENT.

CLIENT and CONSULTANT agree to the foregoing and have caused this AGREEMENT to be executed by their duly authorized representatives as of the date set forth below.

CLIENT
 City of Tomball, Texas
 By (Sign): _____
 Print Name: Lori Klein Quinn
 Title: Mayor

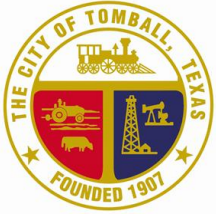
GrantWorks, Inc.
 By (Sign): _____
 Print Name: Bruce J. Spitzengel
 Title: President

Address:
401 Market Street
Tomball, Texas 77375
 Phone: (281) 351-5484
 Fax: _____
 E-mail: lkleinquinn@tomballtx.gov

Address:
2201 Northland Drive
Austin, Texas 78756
 Phone: (713) 252-5872
 Fax: _____
 E-mail: bruce@grantworks.net

EXHIBIT A

CLIENT PROCUREMENT



City of Tomball

RFP Number 2026-11:
Grant Administration Services (FEMA -BRIC)

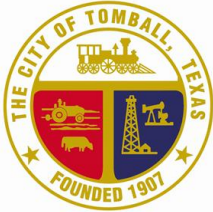
Addendum No. 1

May 8, 2026

The attention of all prospective respondents is directed to the following clarification for the above-mentioned project. The information contained in this Addendum supersedes information contained in the drawings, specifications and contract documents to the extent indicated. All information contained in the drawings, specifications and contract documents remains in full force and effect unless specifically modified herein.

Questions:

1. TDEM's stated deadline for BRIC submittals is June 1. As the deadline to respond to the RFP is May 14, how soon after May 14 does Tomball intend to issue an award?
 - a. The calendar is provided in the RFP and we will be following that. City staff will be submitting the application and the selected Grant Administrator will be assisting with any requesting changes or RFIs following submission
2. Is this award intended only for the FY24/25 BRIC NOFO or will it extend to BRIC Opportunities into the future?
 - a. It is only intended for the current BRIC grant opportunity.
3. Are there specifically identified projects that Tomball intends to apply for, and can the city please share those details?
 - a. At this time the City plans to apply for grant funding for construction of the S. Persimmon & Timkin Street Improvements. This project is included in our adopted Capital Improvement Plan and can be viewed here: [FY-2026-2030-Capital-Improvement-Plan](#)
4. This RFP mentions the potential for Phase 1 and Phase 2 projects. As the current BRIC NOFO does not allow for Phased Projects, is the intention to apply for those projects under future BRIC opportunities or under the FY24/25 NOFO?
 - a. The phases referred to pre-funding and post-funding for the grant. The selected project will be completed in one phase.
5. Is there a known number of projects that the city intends to apply for BRIC funding?
 - a. The City only intends to submit for one project.



Questions Cont.

6. Is there an incumbent vendor providing Tomball with FEMA grant assistance?
 - a. Currently the City does not have any FEMA grants. We do have active grants from GLO and HUD that are administered by different Grant Administrators. All Grant Administrators have been selected through competitive procurement.

7. Can the City provide an example project scope, cost and schedule on which to base the cost proposal? In particular for the BCA facilitation, environmental clearance and real property acquisition procedures?
 - a. We will be applying for construction funding for our S. Persimmon and Timkin Road Improvement project. Information for this project can be found in our adopted Capital Improvement Plan: [FY-2026-2030-Capital-Improvement-Plan](#)

8. Does the City intend to use the selected consultant through this RFP Number: 2026-11 to apply for the FY24-25 FEMA BRIC round, due June 1, 2026 to TDEM and July 23, 2026 to FEMA? If so, is the City currently working with a consultant to develop all or part of the application. If so, in what capacity and for what components?
 - a. The City will be submitting the initial application on their own by June 1. The selected Grant Administrator will be under contract to assist with any RFI's following the initial submission.

9. For the Proposed Cost of Services, how would you like the cost broken out? A cost for Pre-Award and a separate cost for Post-Award? Or will you require a cost for each numbers scope item under Pre-Award and Post-Award?
 - a. A single cost for Pre-Award and a single cost for Post-Award will be sufficient. Respondents do not need to itemize costs by individual scope of work items.

10. In RFP Section VII is says "Please chose the MBDA Center that is in the closest proximity to your community. Email your RFP to the appropriate center." Please confirm if this applies only to the selected vendor, or to all proposing firms?
 - a. The section states "if the awarded vendor," so this would apply only to the awarded vendor if they need to hire subcontractors.

Issued By:

Name: Tyron Wallace

Title: Project Assistant

Signature: *Tyron Wallace*

Date: May 8, 2026

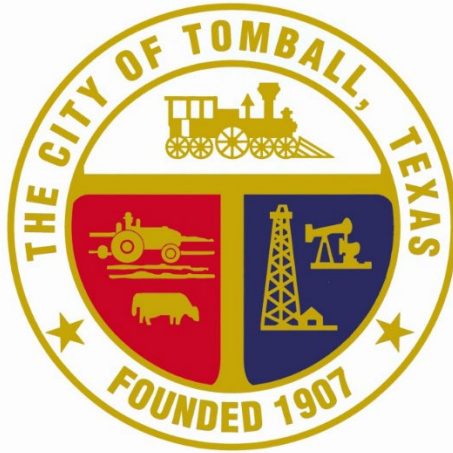
Acknowledged By:

Name: _____

Title: _____

Signature: _____

Date: _____



City of Tomball

RFP Number: 2026-11

**Request for Proposal (RFP) for
Professional Services for Grant Administration
(Texas Division of Emergency Management –
Building Resilient Infrastructure and Communities)**

Due: May 14, 2026 at 2:00 PM

City of Tomball Request for Proposal (RFP) for Professional Administration Services – Cover Letter

April 29, 2026

Re: Proposed Contract Funding for Building Resilient Infrastructure and Communities (BRIC) – Texas Division of Emergency Management (TDEM)

Attached is a copy of the City of Tomball’s Request for Proposals (“RFP”) for professional administration services. These services are being solicited to assist the City in its application(s) for and implementation of one or more contracts, if awarded, from the Texas Division of Emergency Management’s (TDEM’s) Building Resilient Infrastructure and Communities (BRIC). The City of Tomball is applying for such funding to support eligible activities in the City of Tomball.

Service providers may submit proposals for any or all activities listed in the attached Scope of Work. Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

Please submit one (1) digital copy (USB) and four (4) originals of your proposal of services and a statement of qualifications for the proposed services to:

City of Tomball
Attn: Project Manager
501 James Street
Tomball, Texas 77375

The submission requirements for this proposal are included in the attached RFP. Proposals must be received by the City no later than **Thursday, May 14, 2026 at 2:00 P.M** to be considered. It is the responsibility of the submitting provider to ensure that their proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Tomball reserves the right to negotiate with any and all service providers submitting timely proposals.

The City reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service providers. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals. The City of Tomball is an Affirmative Action/Equal Opportunity Employer.

The City is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals.

City of Tomball RFQ Number 2026-11
Request for Proposals (RFP) for
Professional Administration Services for Grant Administration

Responses due by Thursday, May 14, 2026, No Later Than 2:00 pm

Introduction:

The City is seeking to enter into a professional services contract with a competent **Administration/Grant Management Services Consultant** to assist with the pre-award and post-award management required by the City for the implementation of a FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Project to increase resilience if the City is awarded a State contract(s).

The following outlines the Request for Proposals.

I. Scope of Work

The management consultant or firm to be hired is to provide contract-related management services to the City including, but no limited to, the following:

- A. Pre-Award* (services associated with developing and requesting Federal disaster assistance), including:
 - 1. Grant writing and application preparation
 - 2. Respond to Requests for Information (RFI) regarding FEMA projects
 - 3. Facilitate Benefit-Cost Analysis (BCA) with engineering firm or local staff
 - 4. Assemble Environmental and Historic Preservation Review (EHP)
 - 5. Participate in Public Outreach if applicable (e.g. advertising, public meetings)
 - 6. Act as a Liaison between project engineer, the State, and FEMA
 - 7. Attend workshops and meetings related to the development and submission of the application
- B. Post-Award Grant Management Activities: (services associated with administering Federal disaster assistance), including but not limited to:
 - 1. Record-keeping and financial management
 - 2. Environmental clearance procedures
 - 3. Real property acquisition procedures under Uniform Act
 - 4. Equal employment opportunity requirements
 - 5. Project Management (e.g. quarterly reports, reimbursement requests)
 - 6. Technical Monitoring (e.g. site visits, technical meetings)
 - 7. Monitor and evaluate the progress of the mitigation activity in accordance with the approved SOW and budget
 - 8. Project close-out assistance

*Please specify actual tasks to be performed under each of these categories.

II. Statement of Qualifications

The City of Tomball is seeking to contract with a competent management consultant firm that has had experience in grants/contracts management. Please provide the following information:

- a. Brief history of the proposing entity, including general background, knowledge of and experience working with the relevant agency
- b. Related experience in applying for federally funded construction projects
- c. A description of work performance and experience with FEMA HMA including a list of at least 3 references from past local government clients
- d. A statement substantiating the service provider's resource and the ability to carry out the scope of work requested in a timely manner
- e. Describe the service providers capacity to perform as well as resumes of all employees who will or may be assigned to provide services if your firm is awarded a contract through this solicitation

Pre-Award cost must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-Award costs will not be reimbursed by FEMA. Pre-award costs are reimbursed when the project is approved and funded.

Note: Projects with specialized or complex technical information such as drainage projects will include two phases. Phase 1 will be for developing Hydrological and Hydraulic Studies, feasibility studies, and other technical studies. After Phase 1 deliverables have been developed and analyzed, a new BCA will be performed and any necessary changes will be made in the Scope of Work and Budget. When Phase 1 deliverables have been approved by TDEM and FEMA, Phase 2 funding will follow.

III. Proposed Cost of Services

These include a proposed cost by project of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City will not use lowest/best bid as the sole basis for entering into this contract.

**** If an award is not made, pre-award expenses will not be reimbursed by FEMA. Pre-award expenses are reimbursed when the project is approved and funded.***

IV. Affirmative Action

The City of Tomball is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of*

1968 (12 U.S.C. 1701u) as amended.

V. Evaluation Criteria

The City will score and rank all eligible respondents. Proposals received will be evaluated and ranked according to the following criteria, a full breakdown of each category is reflected in Exhibit C:

Criteria	Points
Experience	35
Work Performance	30
Capacity to Perform	30
Proposed Cost	5
Total Points	100

VI. Submission Requirements

- a. A copy of your current **Certificate of Insurance** for professional liability
- b. **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the City may in its sole discretion determine whether a conflict disqualifies a firm, and/or whether a conflict mitigation plan is acceptable.
- c. **System for Award Management.** Service provider must have a current registration in the System for Award Management (<https://www.sam.gov/SAM>). Service provider and its Principals may not be debarred or suspended or otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Enclose a printout of the search results that **includes the record date**. This clearance information **must** be included in the service providers' proposal to be considered.
- d. **Form CIQ**, (enclosed). Texas Local Government Code Chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. The questionnaire form CIQ is included in the RFP and must be submitted with the response.
- e. **Certification Regarding Lobbying** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
- f. **Form 1295** (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by City Council will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor and submitted with the signed contract. Form 1295 is included in this RFP for your information. Form 1295 requires the inclusion

of an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representation signing the form.

- g. **Required Contract Provisions.** Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.

VII. Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms

Small and minority businesses, women’s business enterprises, and labor surplus area firms **must** participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

- a. Placing qualified small and minority businesses, and women’s business enterprises on solicitation lists.
- b. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises.
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority, and women’s business enterprises.
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- f. **Please choose the MBDA Center that is in the closest proximity to your community. Email your RFP to the appropriate center.**

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Houston MBDA Business Center
2302 Fannin Street, Suite 165, Houston, TX 77002
(713) 718-8974
<https://www.hccs.edu/hcc-in-the-community/entrepreneurial-initiatives/mbda/>

Dallas-Fort Worth MBDA Business Center
8828 N Stemmons Freeway - Ste 550-B, Dallas, TX 75247
214-920-2436
<http://www.mbdadfw.com/>

San Antonio MBDA Business Center
501 W César E Chávez Blvd, San Antonio, TX 78207
210-458-2480
<https://sanantoniombdacenter.com/>

MBDA Business Center – El Paso
c/o El Paso Hispanic Chamber of Commerce
2401 E. Missouri Ave.
El Paso, TX 79903
915-351-6232 ext. 19
<https://ephcc.org/blog/growing-my-existing-business/our-mbda-business-center/>

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

Houston Women's Business Council, Inc.
9800 Northwest Freeway, Suite 120, Houston, TX 77018
713-681-9232
wbc@wbea-texas.org

LiftFund - Dallas Fort Worth Women's Business Center
8828 N. Stemmons Fwy, Suite 142, Dallas, TX 75247
888-215-2373
wbcdfw@liftfund.com

LiftFund - San Antonio Women's Business Center
600 Soledad St., San Antonio, TX 78205
888-215-2373
wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas:

<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>

VIII. Deadline for Submission

Proposals must be received no later than **2:00 p.m. CST on Thursday, May 14**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting consultant/firm. Please submit your one (1) digital copy (USB) and four (4) originals of your proposal to the following address:

City of Tomball
Attn: Project Manager
501 James Street
Tomball, Texas 77375

The submittal must be sealed and clearly marked on the outside – RFP 2026-11, Professional Services for Grant Administration (BRIC).

Any questions or requests for clarification must be submitted in writing via email to the Projects Assistant at procurement@tomballtx.gov by the deadline, **5:00 p.m. CST, on Thursday, May 7, 2026**. The City may, if appropriate, circulate the question and answer to all proposal holders.

IX. RFP Schedule

Provided below is the anticipated schedule of events:

Advertisement of RFP	Wednesday, April 29, 2026 and Wednesday, May 6, 2026
Deadline for RFP Inquiries	Thursday, May 7, 2026 at 5:00 p.m. CST
Final Addendum Date	Friday, May 8, 2026 at 4 p.m. CST
Due Date & Time for submittal	Thursday, May 14, 2026 at 2:00 p.m. CST
Proposal Evaluation	May 15, 2026 – May 22, 2026
Interview of Firm Finalist (if needed)	May 27, 2026
Selection Announcement	May 28, 2029
Council Award	June 15, 2026

EXHIBIT A
SCOPE OF WORK

EXHIBIT A SCOPE OF WORK

The City is seeking to enter into a professional services contract with a competent **Administration/Grant Management Services Consultant** to assist with the pre-award and post-award management required by the City for the implementation of a FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Project to increase resilience if the City is awarded a State contract(s).

The following outlines the Request for Proposals.

The management consultant or firm to be hired is to provide contract-related management services to the City including, but not limited to, the following:

- A. Pre-Award* (services associated with developing and requesting Federal disaster assistance), including:
 1. Grant writing and application preparation
 2. Respond to Requests for Information (RFI) regarding FEMA projects
 3. Facilitate Benefit-Cost Analysis (BCA) with engineering firm or local staff
 4. Assemble Environmental and Historic Preservation Review (EHP)
 5. Participate in Public Outreach if applicable (e.g. advertising, public meetings)
 6. Act as a Liaison between project engineer, the State, and FEMA
 7. Attend workshops and meetings related to the development and submission of the application
- B. Post-Award Grant Management Activities: (services associated with administering Federal disaster assistance), including but not limited to:
 1. Record-keeping and financial management
 2. Environmental clearance procedures
 3. Real property acquisition procedures under Uniform Act
 4. Equal employment opportunity requirements
 5. Project Management (e.g. quarterly reports, reimbursement requests)
 6. Technical Monitoring (e.g. site visits, technical meetings)
 7. Monitor and evaluate the progress of the mitigation activity in accordance with the approved SOW and budget
 8. Project close-out assistance

EXHIBIT B
TEXAS DIVISION OF EMERGENCY MANAGEMENT – BUILDING RESILIENT INFRASTRUCTURE
AND COMMUNITIES
GRANT ADMINISTRATION SERVICES – COST PROPOSAL

Exhibit B
Texas Division of Emergency Management – Building Resilient Infrastructure and
Communities
Grant Administration Services – Cost Proposal

Indicate **No Cost Proposal** if your firm is not proposing to provide the services specified on this Cost of Services page.

The City may apply for all, none, or any combination of the TDEM – BRIC grant and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage:

\$ _____

Provide pricing for any/all FEMA – BRIC programs for which the firm is able and/or willing to provide specified services at the level of the total award amount and enclose with the sealed RFP submission.

EXHIBIT C
GRANT ADMINISTRATION PROFESSIONAL SERVICES RATING SHEET
TDEM – BRIC

EXHIBIT C
Grant Administration Professional Services Rating Sheet
TDEM – BRIC

Rate the submitted proposal in the following areas:

A. Experience and Qualifications	Points Possible	Points Awarded
1. Experience with application grant writing and project delivery services for State and Federally funded projects	20	
2. Experience working with the Cities and Counties	15	
SUBTOTAL	35	
B. Work Performance (references and prior experience with firm)	Points Possible	Points Awarded
1. Work product is consistently of high quality	5	
2. Facilitates completion of project activities on schedule	5	
3. Understands the approach for project implementation	5	
4. References from current/past clients	15	
SUBTOTAL	30	
C. Capacity to Perform	Points Possible	Points Awarded
1. Staffing level/experience, special skills	15	
2. Understanding of Federally funded grants	15	
SUBTOTAL	30	
D. Proposed Fee	Points Possible	Points Awarded
1. Price is reasonable considering the firm's experience and qualifications	5	
SUBTOTAL	5	
OVERALL SCORING SUMMARY	Points Possible	Points Awarded
A. Experience of Firm	35	
B. Work Performance/Program Implementation	30	
C. Capacity to Perform	30	
D. Proposed Fee	5	
TOTAL SCORE	100	

EXHIBIT D
CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

EXHIBIT E

CERTIFICATION REGARDING LOBBYING

(To be submitted with each bid or offer exceeding \$100,000)

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY: (type or print)

TITLE:

(signature)

(date)

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

EXHIBIT F
CERTIFICATE OF INSURANCE

EXHIBIT G
INSERT SYSTEM FOR AWARD MANAGEMENT (SAM) RECORD SEARCH FOR COMPANY NAME
AND COMPANY PRINCIPAL

EXHIBIT H
FORM 1295 – CERTIFICATE OF INTERESTED PARTIES

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

EXHIBIT I
REQUIRED CONTRACT PROVISIONS

EXHIBIT H
REQUIRED CONTRACT PROVISIONS

2 CFR 200.327 Contract provisions. The non-Federal entity's contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

THRESHOLD	PROVISION	CITATION
<p style="text-align: center;">>\$250,000 (Simplified Acquisition Threshold)</p>	<p>Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.</p>	<p style="text-align: center;">2 CFR 200 APPENDIX II (A)</p>
<p style="text-align: center;">>\$10,000</p>	<p>All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.</p>	<p style="text-align: center;">2 CFR 200 APPENDIX II (B)</p>
<p style="text-align: center;">None</p>	<p>Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</p> <p>41 CFR 60-1.4 Equal opportunity clause.</p> <p>(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</p> <p>The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:</p> <p>During the performance of this contract, the contractor agrees as follows:</p> <p style="padding-left: 40px;">(1) (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The</p>	<p style="text-align: center;">2 CFR 200 APPENDIX II (C) and 41 CFR §60-1.4(b)</p>

contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

41 CFR 60-1.4 Equal opportunity clause.

(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants

will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the

	<p>administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:</p> <p>Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.</p> <p>The [recipient] further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the [recipient] so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.</p> <p>The [recipient] agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>The [recipient] further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.</p>	
	<p>Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination</p>	

<p>>\$2,000</p>	<p>made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.</p>	<p>2 CFR 200 APPENDIX II (D)</p>
<p>>\$100,000</p>	<p>applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.</p>	<p>2 CFR 200 APPENDIX II (E)</p>
<p>None</p>	<p>Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.</p>	<p>2 CFR 200 APPENDIX II (F)</p>
<p>>\$150,000</p>	<p>Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p>	<p>2 CFR 200 APPENDIX II (G)</p>
<p>None</p>	<p>Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management</p>	<p>2 CFR 200 APPENDIX II (H)</p>

	(SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
	See 2 CFR §200.323.	2 CFR 200 APPENDIX II (J)
	See 2 CFR §200.316.	2 CFR 200 APPENDIX II (K)
	See 2 CFR §200.322.	2 CFR 200 APPENDIX II (L)
None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
None	Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include:	2 CFR 200.321

	<p>(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;</p> <p>(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;</p> <p>(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;</p> <p>(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;</p> <p>(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and</p> <p>(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</p>	
None	<p>Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:</p> <p>(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.</p> <p>(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.</p> <p>(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.</p> <p>(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.</p> <p>(e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.</p>	2 CFR 200.334

	<p>(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).</p> <p>(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.</p> <p>(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.</p>	
None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
None	<p>Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms.</p> <p>(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.</p> <p>(b) Affirmative steps must include:</p> <p>(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;</p> <p>(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;</p> <p>(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority</p>	2 CFR 200.321

	<p>businesses, and women's business enterprises;</p> <p>(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;</p> <p>(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and</p> <p>(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.</p>	
None	<p>CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such a term in Section 2252.151(2) of the Texas Government Code.</p>	Texas Government Code 2252.152
>\$100,000	<p>PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:</p> <p>(1) is between a governmental entity and a company with 10 or more full-time employees; and</p> <p>(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.</p> <p>(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:</p> <p>(1) does not boycott Israel; and</p> <p>(2) will not boycott Israel during the term of the contract.</p>	Texas Government Code 2271
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of federal funds. If no such funds are awarded, the contract shall terminate.	Optional
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
	The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.	Section 504 of the Rehabilitation Act of 1973, as amended.

EXHIBIT B

CONSULTANT PROPOSAL



MAY 14, 2026

RFP: 2026-11
CITY OF TOMBALL, TX

**CITY OF TOMBALL (RFP 2026-11): PROFESSIONAL GRANT
ADMINISTRATION SERVICES FOR THE TEXAS DIVISION
OF EMERGENCY MANAGEMENT – BUILDING RESILIENT
INFRASTRUCTURE AND COMMUNITIES**

RFP: 2026-11
CITY OF TOMBALL, TX

**CITY OF TOMBALL (RFP 2026-11): PROFESSIONAL
GRANT ADMINISTRATION SERVICES FOR THE TEXAS
DIVISION OF EMERGENCY MANAGEMENT – BUILDING
RESILIENT INFRASTRUCTURE AND COMMUNITIES**

MAY 14, 2026



Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.



Bruce J. Spitzengel
President
Cell: 713-252-5872
Email: bruce@grantworks.net

May 14, 2026

Project Manager
City of Tomball
501 James Street
Tomball, Texas 77375

Subject: Professional Grant Administration Services for the Texas Division of Emergency Management – Building Resilient Infrastructure and Communities, RFP No: 2026-11

Dear Selection Committee Members:

GrantWorks, Inc. (GrantWorks) appreciates the opportunity to respond to your Request for Proposals for Grant Application Development and Management Services for Building Resilient Infrastructure and Communities (BRIC) Grant Program. GrantWorks is Texas' foremost application and grant management services provider, with a history of securing and administering more than \$12 billion in assistance for hundreds of localities through thousands of grant contracts. We aim to free City of Tomball from cumbersome paperwork while providing timely and accurate decision-making information to help you plan for your current and future needs.

We understand that the City is considering applying for, Building Resilient Infrastructure and Communities (BRIC) Grant Program funding sources. GrantWorks has the resources and expertise to assist with applications and grant administration immediately following contract signing. We are ready to help generate and implement projects that meet Federal Emergency Management Agency (FEMA), Texas Division of Emergency Management (TDEM), Texas Water Development Board (TWDB), or other funding sources and the City's needs and wishes and commit to completing these projects following state and federal requirements and the City's project schedule.

As this proposal demonstrates, GrantWorks has deep experience managing every aspect of BRIC implementation, including project development, preliminary environmental review, compliance with state and federal regulations, and implementation of funded construction projects. We believe we are the most qualified bidder to provide the services associated with the City's BRIC project for the following reasons:

Established Team – GrantWorks' 250+ employees have experience covering all aspects of federal and state grant management, including applications, project development, environmental review, compliance assurance, and implementation of funded construction projects. We have a well-established team, which operates from 2 primary offices and 79 field locations throughout the state. Our team is immediately available to provide detailed and informative guidance and effective project management services to support the City's goals.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 30% of our staff hold post-graduate degrees in urban & regional planning, construction management, and public administration, and several have joined the company following successful careers at FEMA, TDEM, GLO, HUD, EDA, and other state and federal agencies. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

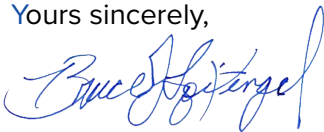
Proven Experience – GrantWorks’ 250+ employees are skilled in managing all aspects of federal and state grant management for hazard mitigation programs. Our HMA specialists have extensive experience working for and with FEMA, TDEM, TWDB, and local governments in public and private sector roles. They have secured grants for our clients under the HMGP, BRIC, FMA grant programs, and other mitigation funding sources.

Implementation Excellence – Our dedicated FEMA Services includes experienced hazard mitigation project managers, grant administrators, and hazard mitigation planners. Our extensive Project Support Services team includes specialists in GIS/mapping, labor standards, environmental services, procurement, URA/acquisition, construction management, and field-based client services to support our project teams. This strong foundation of advisors allows our grant administrators to focus on project implementation. Proprietary tools such as GrantWorks 20/20—our grant-specific project and data management software—and detailed work plans that have been vetted and refined across hundreds of projects enable GrantWorks to manage multiple grants across various programs simultaneously successfully. This specialized support will be employed when working with the City to facilitate our ability to deliver consistent, high-quality integrated services.

Commitment – We are dedicated to community development through public works construction and believe these improvements are essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality administration and implementation services, and we extend this pledge to the City. We reflect this practice in our numerous long-standing client relationships, dedication to staff training and certification, and continuous involvement at every step of the grant process.

GrantWorks can help you create a well-run, efficient, and successful hazard mitigation program that complies with all TDEM and FEMA requirements. We appreciate your consideration of our firm.

Yours sincerely,



GRANTWORKS, INC.

Bruce J. Spitzengel
President

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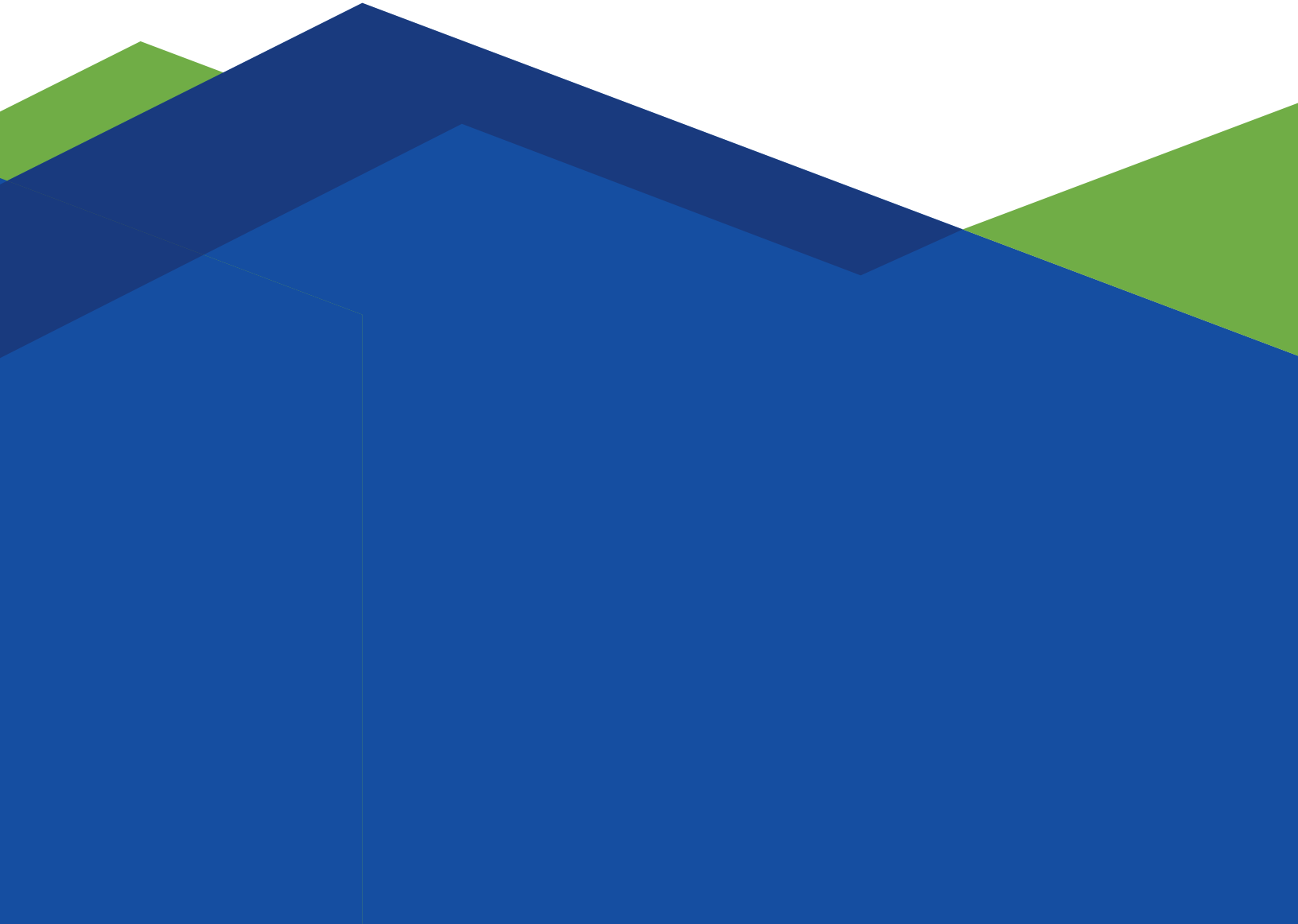
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SECTION 1

EXPERIENCE OF THE FIRM



SECTION 1 – EXPERIENCE OF THE FIRM

1.1 About GrantWorks

Founded in La Porte, Texas, in 1979, GrantWorks, Inc. has helped over 720+ local governments secure and administer more than \$12 billion in assistance across thousands of disaster recovery, hazard mitigation, public assistance, community development, housing, planning, and transportation grant contracts. Our firm is financially stable, adequately capitalized, and fully capable of performing all functions required by this RFP.

Dedicated to Texas communities. GrantWorks is a full-service grant management and administration firm committed to building stronger, smarter, and more resilient communities. We work side-by-side with our neighbors to help secure assistance and implement grant-funded programs that improve the quality of life in the communities where we live, work, and play. GrantWorks’ local presence facilitates our ability to be responsive to client and project needs and enables our teams to be present and act quickly when necessary. We strive to provide the best services and meet the highest standards in all that we do, a value that is reflected in our numerous long-standing client relationships throughout the state.

Planning is a core business. GrantWorks has a dedicated team of hazard mitigation planning professionals who spend 100% of their time creating impactful plans to improve overall resilience. We collaborate with City staff, officials, residents, and other stakeholders to develop feasible, fundable, and adaptable mitigation plans that are guided by client goals and priorities. We leverage decades of project management and grant funding experience to integrate mitigation activities that encompass diverse perspectives and objectives across infrastructure, housing, land use, economy, recreation, and environmental considerations. All of our plans include implementation schedules to facilitate execution and maintenance strategies to preserve relevance throughout the life of the plan.

Our experience has demonstrated that the end-users of local hazard mitigation plans can have varying degrees of exposure to municipal governance and planning procedures. As such, we prepare documentation using layman’s terms and incorporate clear and communicative graphics. Our in-house team of Geographic Information System (GIS) professionals support planning activities with high-quality mapping and analysis to bring the plan to life.

GrantWorks’ planning capabilities extend beyond hazard mitigation. We also help communities develop comprehensive plans funded under the Texas Department of Agriculture CDBG program and the GLO’s Resilient Communities Program (RCP), as well as Texas Parks and Wildlife Master Plans.

\$12B
In Federal & State Funds Secured & Administered

720+
Texas City & County Governments Served

250+
Employees

46
Years in Business Managing Federal & State programs

2
Primary Offices

79
Field Locations

GrantWorks, Inc.
2201 Northland Drive
Austin, Texas 78756
512.420.0303
www.grantworks.net

GW_104TX_1

A capable and experienced team. GrantWorks employs more than 250+ full-time grant professionals, including over 100 experienced project managers. Over 30% of our staff hold post-graduate degrees in urban & regional planning, construction management, and public administration, and several have joined the company following successful careers at FEMA, TDEM, GLO, HUD, EDA, and other state and federal agencies. As a firm, we are committed to continuous development. At least 40% of our team maintain one or more professional certifications in relevant disciplines, such as:



Figure 1: Professional certifications held by GrantWorks employees

COMPREHENSIVE GRANT ADMINISTRATION & MANAGEMENT

- ✓ Grant Writing and Application Development
- ✓ Grant Administration and Management
- ✓ Program/Project Management
- ✓ Marketing and Outreach
- ✓ Intake (for Program Participants)
- ✓ Project Eligibility Reviews
- ✓ Home Elevation Scopes
- ✓ Beneficiary Eligibility Determinations
- ✓ Feasibility Reviews
- ✓ Cost Estimates
- ✓ Reviews for Duplication of Benefits (DOB)
- ✓ Records and Data Management
- ✓ Federal and State Procurement
- ✓ On-Site Davis-Bacon Labor Standards
- ✓ Uniform Act Compliance (Acquisition)
- ✓ Environmental Review and Clearance
- ✓ Mapping/GIS
- ✓ Construction Management
- ✓ Federal, State, and Local Compliance
- ✓ Reporting, Audit, and Monitoring Support

PROFESSIONAL PLANNING SERVICES

- ✓ Hazard Mitigation Plans
- ✓ Hazard Mitigation Plan updates
- ✓ Comprehensive Plans (population, housing, recreation, land use, economic development)
- ✓ Resilient Communities Program (RCP)
- ✓ Capital Improvement Plans (CIP)
- ✓ Neighborhood Enhancement Plans (NEP)
- ✓ Economic Development Plans
- ✓ Downtown Revitalization Plans (DRP)
- ✓ Infrastructure Development, Utility, and Housing studies
- ✓ Applying for and securing grant funding for planning activities
- ✓ Geographic Information Systems (GIS) mapping
- ✓ Local ordinance and zoning support
- ✓ Public engagement
- ✓ Environmental and historic preservation review
- ✓ Colonia planning to assist neighborhoods and counties with infrastructure and housing needs

1.2 Experience Obtaining Grants

Our hazard mitigation project managers are passionate about turning community needs into compelling project narratives that are expertly aligned with agency funding objectives. They have deep experience developing comprehensive, detailed, and fundable grant applications, and an impressive record of helping fund mitigation projects under HMGP, BRIC, PDM, FMA, and other federal and state grant programs such as the RESTORE Act and CDBG-DR and CDBG-MIT.

GrantWorks applications consistently outperform both state and national award rates for disaster recovery and mitigation programs for both TDEM and GLO-administered programs.

1.3 Experience with State and Federally Funded Programs

GrantWorks provides grant administration, application, and project management services for various state and federal grant programs. We have extensive expertise and success with applying for and managing federally funded projects and have completed more than 2,500 federally funded housing, infrastructure, and planning projects in more than 720 cities and counties. We have provided administration, management, and planning services for the following grant programs:

1.3.1 FEMA Grant Programs

GrantWorks provides grant application, administration, and project management services for FEMA grants funding through the HMGP, PDM, BRIC, FMA, and PA programs, and administered by TDEM.

Texas Division of Emergency Management

Building Resilient Infrastructure and Communities:

- ▶ Drainage Improvements, City of Combes, \$943,000, BRIC FY 2022 Identified for Further Review – State/Tribal Allocation
- ▶ Master Drainage Plan, City of West Columbia, \$668,000, BRIC FY 2023 Identified for Further Review – State/Tribal Allocation
- ▶ Master Drainage Plan, City of Palmview, \$290,000, BRIC FY 2023 Identified for Further Review – State/Tribal Allocation
- ▶ Sarita Drainage Master Plan, Kenedy County, \$228,000, BRIC FY 2021 awarded June 2023
- ▶ Multi-Hazard Mitigation Plan, Kenedy County, \$76,000, BRIC FY 2022 Identified for Further Review - State/Tribal Allocation, award pending
- ▶ Cerillos Road Stormwater Infiltration at Ashbaugh Park, Santa Fe, NM, BRIC FY 2022, Identified for Further Review - State/Tribal Allocation, award pending
- ▶ Critical Infrastructure Micro grids Scoping, Santa Fe, NM, BRIC FY 2022, Identified for Further Review - State/Tribal Allocation, award pending
- ▶ Nixon Road Drainage, Town of Combes, \$848,180, BRIC FY 2022 National Competition Selection

Hazard Mitigation Construction Projects:

- ▶ Homeowner Elevations and Reconstructions: 4 projects, \$65+ million
- ▶ Drainage/Infrastructure: 3 projects, \$6.8+ million
- ▶ Community Safe Rooms: 2 projects, \$3+ million

Critical Facility Generators:

- ▶ 31 projects, \$12.1+ million

Warning Sirens:

- ▶ 8 contracts, \$428,489

Hazard Mitigation Plans:

- ▶ 36 projects, 150+ participating entities, \$3+ million

FEMA Public Assistance:

- ▶ 8 Hurricane Harvey contracts, \$80+ million

1.3.2 Specific Experience with the BRIC Grant Program

Funding available through FEMA's Building Resilient Infrastructure and Communities (BRIC) program expanded rapidly during the program's initial funding cycles, resulting in increased national competition and a significant rise in the number of firms pursuing BRIC-related work. As the program has evolved, however, successful outcomes have continued to demonstrate that BRIC requires far more than general grant writing experience. Competitive applications demand a strong understanding of FEMA Hazard Mitigation Assistance (HMA) requirements, mitigation strategy, benefit-cost principles, environmental and historic preservation considerations, and overall project readiness.

GrantWorks has supported communities through multiple BRIC funding cycles and has demonstrated success advancing applications through FEMA's highly competitive national review process.

Examples include:

- ▶ In FY 2021, only three Texas BRIC subapplications were selected for funding nationwide, including one prepared with assistance from GrantWorks.
- ▶ GrantWorks secured funding for and supported the successful implementation and closeout of an FY2021 BRIC-funded County Master Drainage Plan.
- ▶ In FY 2022, 18 of the 30 Texas subapplications submitted did not advance beyond FEMA's initial eligibility review due to HMA compliance deficiencies. Of the 12 applications identified for further review, three were prepared with assistance from GrantWorks.
- ▶ Also in FY 2022, GrantWorks assisted with two of the five successful BRIC subapplications submitted by the State of New Mexico.

GrantWorks currently has two FY 2023 BRIC subapplications identified by FEMA for further review and is actively supporting responses to agency Requests for Information (RFIs) are part of the ongoing national evaluation process.

The recently released FY 2024–2025 BRIC Notice of Funding Opportunity (NOFO) further underscores the importance of experienced mitigation support teams capable of developing technically sound, implementation-ready projects aligned with FEMA's evolving priorities. With approximately \$1 billion in nationwide funding available and continued emphasis on large-scale infrastructure, resilience outcomes, and detailed technical compliance, the national competition for BRIC funding is expected to remain exceptionally competitive.

GrantWorks combines grant management expertise with direct experience navigating FEMA mitigation requirements, positioning communities to develop competitive applications, reduce compliance risk, and improve overall project readiness in an increasingly demanding national funding environment.

1.3.3 Other Relevant State and Federal Grant Programs

Texas Department of Agriculture

Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program:

More than 2,500 projects funded and managed.

- ▶ **Planning Grants:** 240 projects funded, completed, or underway, \$10 million
- ▶ **Community Development Fund:** 1,683+ projects funded, \$520 million
- ▶ **Texas Main Street/Downtown Revitalization Program:** 100+ projects, \$31 million
- ▶ **Texas Capital Fund (Economic Development):** 115+ projects for \$61.4 million
- ▶ **Colonia Construction Fund:** 137+ projects administered, \$77.8 million
- ▶ **Colonia Planning Fund:** 50+ projects completed, \$3 million
- ▶ **Disaster Relief Fund:** 125+ projects funded, \$35.6 million
- ▶ **Fire, Ambulance, and Services Truck (FAST) Program:** 20+ projects, \$11.4 million

Texas General Land Office

CDBG-DR 2018 Floods and 2019 Lower Rio Grande Valley Floods Program:

- ▶ State-level Housing Assistance and Reimbursement Programs in South Texas counties, \$79.9 million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- ▶ 50+ local government projects funded, \$454+ million

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:

- ▶ 65+ local government projects funded, \$183+ million
- ▶ Buyouts and Acquisitions – 16 local government projects funded, \$59+ million with no match required
- ▶ State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.2+ billion
- ▶ State-level Housing Assistance Program in the Coastal Bend Council of Governments Region, Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, \$565+ million

CDBG-DR 2016 Floods Program:

- ▶ 12+ local government projects funded, including multifamily and single-family housing, \$43 million

CDBG-DR 2015 Floods Program:

- ▶ 24+ local government projects funded, including multifamily and single-family housing, \$180+ million

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Programs:

- ▶ 90+ local government projects funded, \$436 million
- ▶ Projects include the \$212 million City of Galveston infrastructure, \$155 million Galveston Housing Authority Multifamily Rebuild, and \$34 million Galveston Rental Housing Replacement Programs

U.S. Department of the Treasury Grants

- ▶ **American Rescue Plan Act of 2021 Program:** 200+ contracts awarded by cities and counties, 1,300+ projects managed, \$1 billion.
- ▶ **RESTORE Act Program:** 4 projects, \$20.8 million.

Texas Department of Housing and Community Affairs

Texas HOME Non-Rental Housing Program: Homeowner Rehabilitation Assistance (HRA) Program:

- › 700+ contracts awarded to cities, counties, and nonprofits for \$228 million
- › 3,300+ substandard houses rehabilitated or reconstructed
- ▶ **Disaster Recovery (DR) Program:** 15 contracts, \$4.76 million
- ▶ **Purchase with Disabilities (PWD) Program:** 18 contracts, \$3.28 million

- ▶ **CDBG-CV Community Resiliency Program:** 5 local government projects funded, \$17.7 million

U.S. Department of Transportation Grants

- ▶ **County Transportation and Infrastructure Fund:** 72 clients, 400+ individual projects administered, \$153.7 million.
- ▶ **Border Colonia Access Program:** 1 project funded for \$1 million.
- ▶ **Safe Routes to School Program:** 20+ projects funded, \$10 million.
- ▶ **Surface Transportation Environment and Planning:** \$1 million.
- ▶ **Transportation Enhancement Act for the 21st Century:** 5 projects funded, \$3.7 million.

U.S. Economic Development Administration Grants

- ▶ **Public Works and Economic Adjustment Assistance Program:** 17 projects, \$41.2 million

Texas Parks and Wildlife Grants

- ▶ **Outdoor/Indoor Recreation and Small Community Parks Program:** 70 projects funded, \$42 million.

1.4 Experience with Similar Projects

GrantWorks brings extensive experience providing grant writing, grant administration, and related compliance services for municipalities and local governments on projects similar in scope and regulatory complexity to those anticipated by the City of Tomball. GrantWorks has successfully supported federally and state-funded initiatives involving BRIC and HMGP, from pre-award planning through close-out.

GrantWorks' experience includes preparation of competitive grant applications, environmental review records, financial and programmatic compliance, procurement and contract support, URA assistance, and close-out documentation. Through this work, GrantWorks has demonstrated a strong understanding of FEMA and other federal and state funding agency requirements, enabling communities to implement projects efficiently, remain in full regulatory compliance, and withstand monitoring and audit reviews.

GrantWorks has provided a representative list of similar projects in which we delivered grant writing, administration, and related grant services below. On the following pages, we have provided detailed descriptions of selected projects as well as an explanation as to why these projects are relevant to the City.

- ▶ FEMA BRIC Program: Renewable Microgrids to Power Critical Infrastructure, Santa Fe, New Mexico
- ▶ FEMA BRIC Program: Master Drainage Plan, Kenedy County, Texas
- ▶ FEMA HMGP & Hurricane Harvey CDBG-DR Drainage Improvements, Bay City, Texas
- ▶ FEMA Hazard Mitigation Grant Program: Stormwater Management Plan, La Marque, Texas

GrantWorks' experience with comparable cities and counties provides the City with realistic funding strategies, competitive grant applications, and reliable post-award support, grounded in a practical understanding of how small and mid-sized municipalities operate.



FEMA BRIC RENEWABLE MICROGRIDS TO POWER CRITICAL INFRASTRUCTURE

CITY OF SANTA FE, NEW MEXICO

THE CHALLENGE

The City of Santa Fe is seeking to power essential facilities with renewable microgrids that will ensure water, wastewater, transportation, and emergency services during a disaster.

THE SOLUTION

GrantWorks provided project scoping, grant writing services, and technical assistance to develop a FY 2022 BRIC application to fund a stand-alone solar power generation systems capable of powering critical infrastructure facilities. Each facility will have its own power generation system—their own solar array panels, power storage bank, and distribution system. Specific infrastructure envisioned for this program includes water and wastewater facilities, emergency operations center and shelters, Santa Fe Regional Airport, and fire stations.

With this project, the City of Santa Fe will not only build resiliency and reduce human suffering and property loss during disasters, but also shift more of the City’s daily operations to renewable power, reducing climate impacts.

THE RESULTS

GrantWorks assisted with two of the five successful FY 2022 BRIC subapplications submitted by the State of New Mexico. The renewable microgrids project was “identified for further review” in the first round of project selection and is currently pending award.

CLIENT:

City of Santa Fe, New Mexico

GRANT PROGRAM:

FEMA BRIC

GRANT AMOUNT:

\$1.23 million

CONTRACT DATES:

2021 - Present

SERVICES:

- ✓ Grant Administration
- ✓ Project Scoping
- ✓ Financial Management
- ✓ Data Tracking & Reporting
- ✓ Stakeholder Coordination
- ✓ Recordkeeping
- ✓ Technical Assistance
- ✓ Closeout



FEMA BRIC MASTER DRAINAGE PLAN

KENEDY COUNTY, TEXAS

THE CHALLENGE

The City of Santa Fe is seeking to power essential facilities with renewable microgrids that will ensure water, wastewater, transportation, and emergency services during a disaster.

THE SOLUTION

To address these challenges, this effort supports development of a watershed-based drainage study to assess existing conditions and identify appropriate mitigation strategies. The approach includes evaluation of ponding areas, culverts, and drainage conveyance systems, along with assessment of watershed characteristics and drainage patterns. The study also identifies solutions that reduce flooding while avoiding adverse upstream or downstream impacts.

THE RESULTS

The project resulted in a comprehensive drainage study and technical foundation to support future mitigation and infrastructure improvements, including:

- ▶ A completed drainage study assessing flood risk across the project area
- ▶ Identification of practical risk reduction strategies
- ▶ Engineer-supported opinions of probable construction costs
- ▶ Development of existing and proposed stormwater mapping to support future projects

CLIENT:

Kenedy County, Texas (Sarita Township)

GRANT PROGRAM:

FEMA BRIC

GRANT AMOUNT:

\$240,000

CONTRACT DATES:

December 2022 - September 2025

SERVICES:

- ✓ Watershed-based drainage study development
- ✓ Flood risk assessment
- ✓ Ponding area, culvert, and drainage conveyance system evaluation
- ✓ Watershed characteristic and drainage pattern assessment
- ✓ Flood mitigation and risk reduction strategy identification
- ✓ Existing and proposed stormwater mapping development



FEMA HMGP & HURRICANE HARVEY CDBG-DR DRAINAGE IMPROVEMENTS

CITY OF BAY CITY, TEXAS

THE CHALLENGE

Bay City's Cottonwood Creek Diversion Channel is a critical storm-water drainage and conveyance system protecting the downtown area; however, during Hurricane Harvey, debris accumulation on existing bar screens restricted flow and caused flooding in the central business district. Prior funding efforts had been unsuccessful despite clear risk to streets, businesses, and critical facilities. The City needed a fundable solution to address drainage capacity constraints while navigating overlapping project scopes and funding dependencies.

THE SOLUTION

GrantWorks positioned the project for funding and implementation through a phased HMGP strategy. We led scope development, application preparation, and coordination with engineering partners to advance the project to a fully fundable design.

- ▶ Phase I advanced the project to a fully fundable condition, including final engineering design, hydrologic and hydraulic analysis, environmental consultation, and updated benefit-cost analysis.
- ▶ Phase II includes construction of an automated bar screen cleaner and flap gates to maintain drainage capacity and prevent debris blockage during storm events.

A key complexity involved aligning the HMGP project with a related CD-BG-DR-funded upstream improvement. GrantWorks coordinated across agencies—including TDEM and TXDOT—to resolve scope dependencies, maintain eligibility, and keep both efforts advancing.

THE RESULTS

GrantWorks transformed a previously unfunded drainage project into a coordinated, multi-phase mitigation effort supported by HMGP and CDBG-DR funding, with Phase I advancing through FEMA review. The project restores drainage conveyance capacity, reduces flood risk to downtown infrastructure, and delivers a reliable, long-term solution to protect the City's core assets.

CLIENT:

Bay City, Texas

GRANT PROGRAM:

FEMA HMGP Hurricane Harvey CDBG-DR

GRANT AMOUNT:

Phase I: \$96,500

Phase II: \$727,545

CONTRACT DATES:

July 2020 - October 2027

SERVICES:

- ✓ Application Preparation
- ✓ Project Scoping
- ✓ Grant Administration
- ✓ Financial Management
- ✓ Damage Assessments
- ✓ Stakeholder Coordination
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Environmental Services
- ✓ Record Keeping
- ✓ Labor Standards & Monitoring
- ✓ Data Management & Reporting
- ✓ Project Management
- ✓ Construction Management



FEMA HMGP STORMWATER MANAGEMENT PLAN

CITY LA MARQUE, TEXAS

THE CHALLENGE

Although much of the City is protected by a levee system, localized drainage infrastructure—particularly roadside ditches and culverts—lacks sufficient capacity to handle frequent storm events. Many existing systems do not meet current design standards, contributing to recurring flooding issues.

THE SOLUTION

To address these challenges, this effort supports development of a comprehensive Stormwater Management Plan to evaluate system performance and identify needed improvements. The approach includes assessment of existing drainage infrastructure and conditions, identification of flood-prone areas, and evaluation of system capacity relative to current standards. The plan also develops recommended improvements to address deficiencies and support long-term system performance.

THE RESULTS

The project resulted in a comprehensive stormwater master plan and technical documentation to guide future improvements and investment decisions, including:

- ▶ A stormwater master plan report documenting level of service analysis and existing
- ▶ Evaluation of system performance and identification of flood-prone areas
- ▶ Cost estimates for proposed improvements
- ▶ Supporting technical methodologies and modeling results

CLIENT:

La Marque, Texas

GRANT PROGRAM:

FEMA HMGP

GRANT AMOUNT:

\$899,500

CONTRACT DATES:

February 2014 - September 2026

SERVICES:

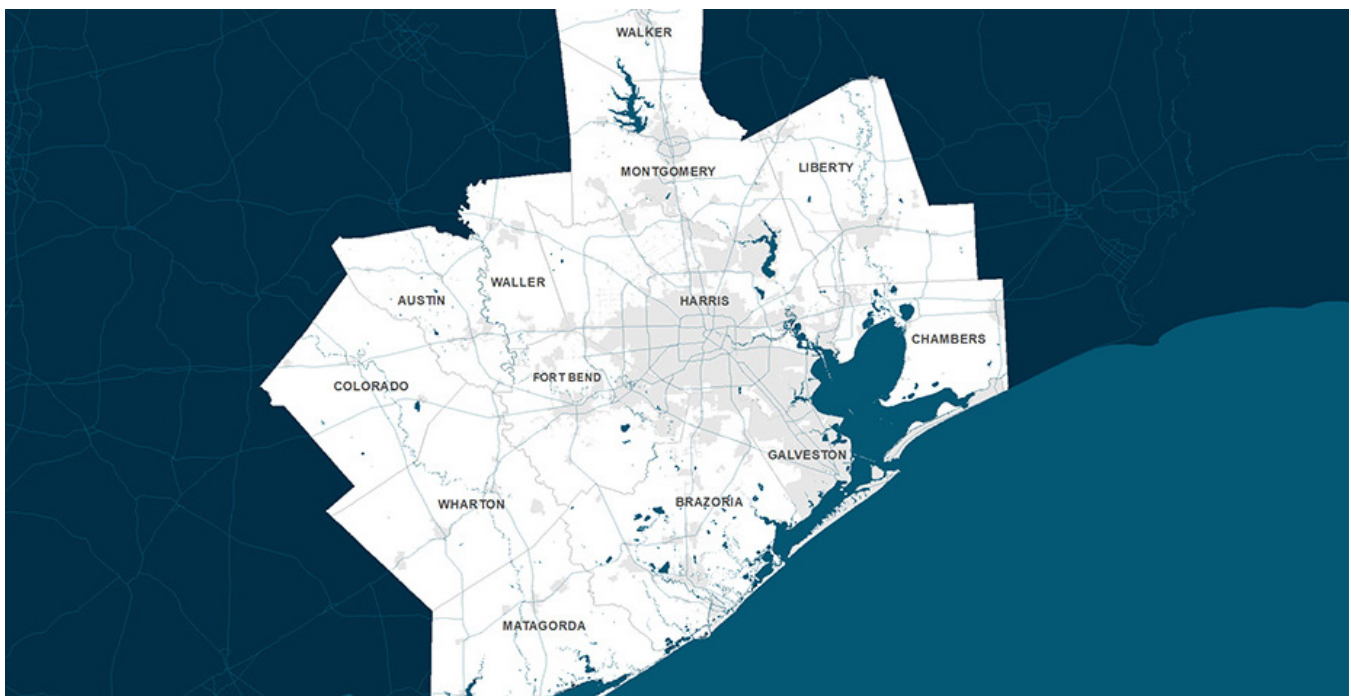
- ✓ Stormwater Management Plan development
- ✓ Drainage infrastructure condition assessment
- ✓ Flood-prone area identification
- ✓ System capacity evaluation relative to current standards
- ✓ System performance evaluation
- ✓ Technical data development and modeling support
- ✓ Cost estimate development for proposed improvements

1.5 Familiarity with the H-GAC Region

The GrantWorks team has extensive experience in assisting communities with managing Hazard Mitigation Assistance (HMA) grants, ensuring the most efficient and beneficial use of funds. The City Council has an important mission of providing oversight of projects that will benefit it's constituents and residents of who they represent. The GrantWorks team understands that there may be projects already in consideration for grant funding. GrantWorks can help the City of Tomball implement FEMA funding to mitigate future flood damage while fortifying the overall infrastructure within the City. GrantWorks is very familiar with the demographic factors such as the urban area, economic activities, and historical population trends influencing the City. Due to its proximity to the Gulf of Mexico, industries such as petrochemicals, oil and gas, agriculture, and shipping influence the region's economy. These demographics reflect these industries' employment patterns and income levels.

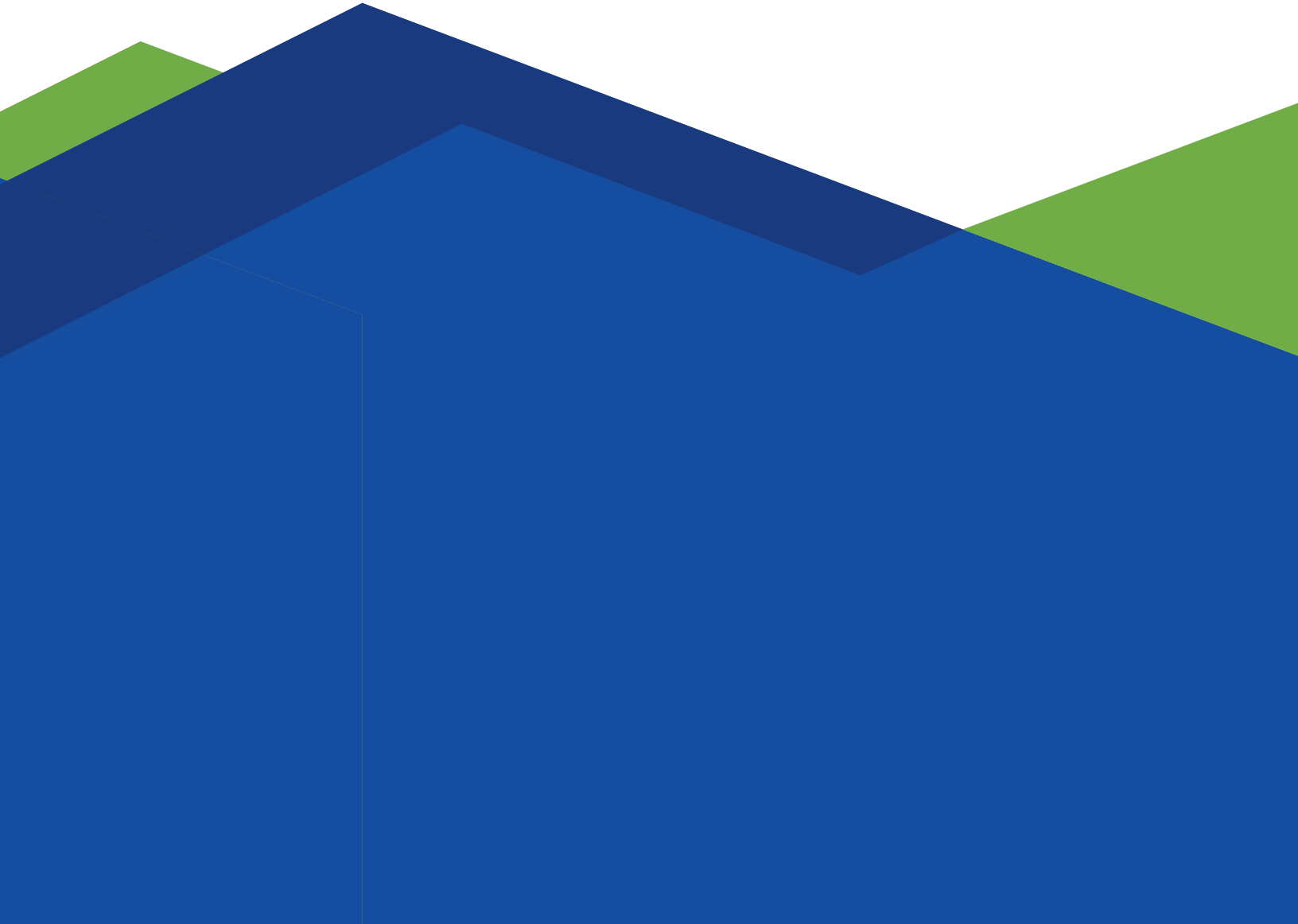
Since 2000, we have partnered with 83 local government clients across the H-GAC region on more than 400 projects, managing over \$1 billion in grant funds and working directly with cities and counties to identify and implement infrastructure improvements. Our FEMA Hazard Mitigation Assistance portfolio spans HMGP, BRIC, PDM, and FMA, including four homeowner elevation and reconstruction projects totaling \$116.7 million and 31 critical facility generator projects totaling more than \$12 million. We provide full-service FEMA grant administration across project development, application, implementation, and planning. We also support FEMA Public Assistance, with 18 Hurricane Harvey contracts across 14 government entities using more than \$98 million in FEMA funding. Our hazard mitigation planning work includes 34-plus projects encompassing 150-plus participating entities with \$3.4 million in funding.

GrantWorks' extensive experience and expertise in working with HMA grants enable us to support the City in making the most of FEMA funding. Our commitment to tailoring strategies to the region's unique characteristics ensures that we use HMA grants efficiently and effectively to enhance and improve the City's resilience.



SECTION 2

**WORK PERFORMANCE/
PROGRAM IMPLEMENTATION**



SECTION 2 – WORK PERFORMANCE/PROGRAM IMPLEMENTATION

2.1 Submits Requests to the City in a Timely Manner

GrantWorks' proactive management approach keeps us ahead of the curve. We think, plan, and act in anticipation of constantly communicating, submitting and responding to requests promptly. We allocate adequate staff and resources to implement each project successfully and employ tracking systems, project checklists, weekly and biweekly portfolio reviews, and email management protocols to keep the City and the project team connected and on track.

These tools and strategies help us identify potential project risks early, anticipate future project needs, and submit requests in a timely manner. GrantWorks' project managers maintain detailed project calendars with information on key dates for submittals of project documentation and milestone targets. Project managers conduct no less than two monthly project portfolio management reviews, during which every performance aspect is discussed, including anticipated requests from clients and funding agencies. We have developed comprehensive project checklists to plan tasks and prepare information for agency requests or project deadlines. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines to anticipate future requests. These measures mean no box is left unchecked and no request is overlooked.

2.2 Responds to the City's Requests in a Timely Manner

We feel that it is essential to respond to the City's requests in a timely manner, and our goal is to address and handle concerns professionally, effectively, and swiftly. As part of GrantWorks project management training, our employees learn the importance of timely communication, prioritizing competing issues, and allay dissatisfaction when a client is unhappy.

With decades of experience, our team has a solid knowledge of HMA program-specific requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. This broad knowledge base allows us to support our clients effectively and efficiently and successfully implement all projects to meet federal and state requirements. Effective stakeholder communication and coordination enable us to respond quickly to requests without sacrificing quality. Project managers are assigned workloads that provide them with the capacity to focus on project implementation and client needs. The GrantWorks management team oversees staff workloads and sees that staff implement time management and communication strategies effectively.

2.3 Facilitates Completion of Activities on Schedule

Our extensive experience helps us predict and mitigate delays early in the project, charting critical paths to timely completion and sticking to the path.

- ▶ At the start of each project, our project managers meet with clients and stakeholders to discuss potential alternative project activities.
- ▶ At each project step, we work with stakeholders to meet scheduled milestones while maintaining compliance with all federal and state requirements.
- ▶ We work closely with local governments and other parties to keep projects in conformance with project performance statements and schedules.

Frequently, we identify changes during engineering design and construction. When we find that a project revision is needed, we work closely with the state, engineers, and clients to evaluate options and amend contracts to comply with programmatic requirements and adhere to the milestones specified in the grant agreement. GrantWorks project managers implement eligible and environmentally cleared projects by communicating regularly with engineers and clients. They work with clients to prepare and submit proposed contract amendments on time. GrantWorks clients benefit from our large team of specialized staff who can quickly complete any necessary environmental reviews, beneficiary surveys, and amendment requests.

2.4 Work Product Consistently of High Quality with Low Level of Errors

GrantWorks maintains technical accuracy and quality on projects by following these three critical steps:

- ▶ **Step 1:** Thoroughly assess and understand the City's requirements and needs.
- ▶ **Step 2:** Plan and perform work in a manner that meets those needs.
- ▶ **Step 3:** Continuously enhance the effectiveness and efficiency of our systems and processes.

GrantWorks maps all operational processes and performs routine quality checks to maintain audit-ready project files.

- ▶ Our standard operating procedures (SOPs) provide the framework for this consistent approach throughout the firm while allowing the flexibility to address specific needs and requirements.
- ▶ Our system aims to achieve customer satisfaction by preventing nonconformity at all stages.

We proactively approach quality and performance management on each project (**Figure 3**), starting with initiation. GrantWorks' technical knowledge and industry experience allow us to detail in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have used and enhanced this proven quality management program based on our performance on thousands of city and county projects over the last four decades.

GrantWorks Quality Program provides the following benefits:

- ▶ It helps establish adequate measures and controls over projects and financial performance and is a monitoring guide.
- ▶ It provides protocols for managing corrective actions and relevant process improvements so that performance and compliance deficiencies are corrected and not repeated.
- ▶ It tracks and monitors project trends, issues, and corrective actions—and flags items to be updated across related documentation and training programs to provide compliance and maximize efficiency in implementing project changes and clarifications.
- ▶ It means that our work products are consistent with low errors.

GrantWorks offers detailed and ongoing internal training to its staff. We educate employees on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management puts extra time and effort into contextualizing regulatory changes and program requirements so that all staff understands the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet with management regularly. Our staff also benefits from informal peer-to-peer learning and coaching opportunities.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ▶ Mapping out QA/QC requirements for all project processes and performance
- ▶ Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel
- ▶ Conducting timely QA/QC tests where possible
- ▶ Reviewing and following up on reports, noting anomalies, and verifying that terminology and statuses are consistent across the project and areas of work
- ▶ Checking for accuracy and validity of program data and documentation
- ▶ Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures



Figure 3: Quality Program

GrantWorks staff also track and monitor sub-recipient performance for each project and grant program, including tracking deliverables and performing compliance testing. We periodically evaluate client compliance with applicable state rules, regulations, policies, and statutes. We retain extensive institutional records of client performance, which we rely on during new application cycles to boost our clients' scores. This information helps project managers anticipate and address problems we have seen in the past before they become an issue for future projects.

Weekly departmental and one-on-one meetings keep GrantWorks staff updated on the latest state and federal regulations and provide a forum for identifying and discussing programmatic challenges and solutions. We assign project managers and support staff to learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent compliance checkpoints throughout a grant's life cycle to monitor conformance to project requirements.

2.5 Technical Competence

More than 720+ government entities have trusted GrantWorks with grant management and administration, and our performance consistently demonstrates low levels of monitoring findings or concerns. The GrantWorks Team has followed thousands of grants from obligation through closeout and has developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to see that documentation complies with relevant local, state, and federal regulatory terms.

Our broad knowledge of federal and state program requirements enables us to provide well-researched and accurate technical assistance and an overall approach that identifies and addresses problems long before the state funding agency audits occur.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines—reducing the likelihood of findings during the grant monitoring process. When a project is monitored, we provide high-touch support to our clients to resolve issues quickly and efficiently—assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable cost, and recordkeeping. Our team uses this experience in implementing and monitoring any project developed with the City. We work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

2.6 Manages Projects with Budgetary Constraints

During the application and project planning phase, GrantWorks works closely with the project engineer to see that the budget fully reflects anticipated project costs. During project implementation, project managers coordinate with local stakeholders and the engineering team to develop a bid schedule that allows for the flexibility needed to make a construction contract award that falls within budget. We do this by identifying additive and deductive alternates and updating cost estimates—a process that helps the client use every dollar of the construction budget without exceeding available grant funds.

GrantWorks staff work with stakeholders to verify that all project elements are program eligible and within budget. We have developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and engineers to prepare project-specific budgets, track project implementation, and review draw requests against those budgets. We create and maintain a grant ledger for each project and review the client's local financial policies and procedures. Our recordkeeping methods consistently receive high marks from state and federal monitors.

As shown in **Figure 4**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

GrantWorks' project managers proactively address areas where a project could face challenges and propose solutions to clients and the project team. By setting realistic project goals and sharpening each project's scope, our project managers can prevent or successfully manage significant constraints later during implementation. Our project managers do this by:

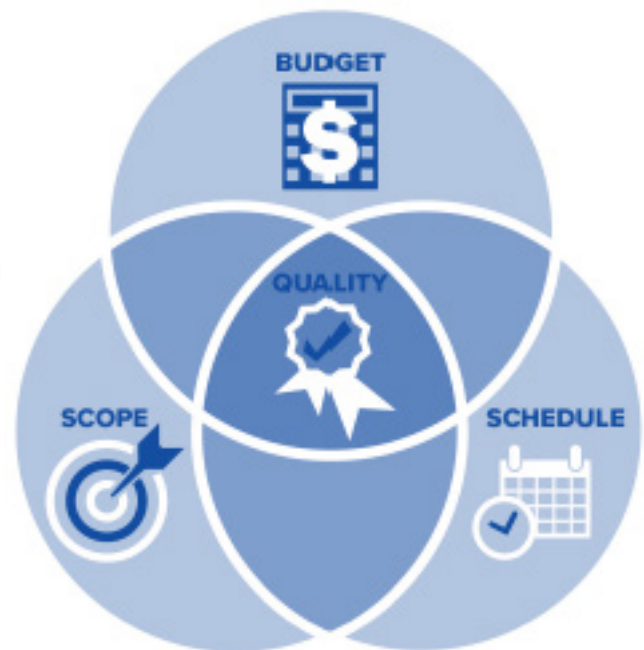


Figure 4: Project Management Constraints. The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

Revisit the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks will review the project plan to look for cost-saving opportunities—such as identifying project activities that we could reassign to GrantWorks staff rather than subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine any flexibility on cost. Because of our positive partnerships and long-standing relationships with the vendor community, we are often able to negotiate solutions that keep the project on budget.

Reevaluate the Workflow: When cost issues arise, we train grant managers to revisit the project schedule with an eye for opportunities to optimize the workflow and enhance efficiency. Streamlining efforts are monitored through our system of checks and balances for potential negative impacts on project outcomes. Communication lines remain open to keep the entire project team abreast of changes.

Analyze Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our grant managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of in-house subject matter experts to help determine the root causes that led to the problem and implement corrective actions.

Be Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions to overcome budgetary constraints. If all viable options are exhausted, we will work with the project team so they fully understand the situation and determine a mutually beneficial solution.

2.7 Approach to FEMA BRIC

As the City's FEMA BRIC provider of choice, our first task will be to determine the status of the City's projects and obtain information on the steps the City has taken for any pre-existing disasters or discuss planning and preparedness for future disasters and non-disaster mitigation priorities. We strive to remain a cooperative, informed, and active member of your project implementation team and are always ready to support the City.

Proposed Methodology for Knowledgeable and Efficient Program Delivery

Our team members have hands-on experience performing the day-to-day tasks required to successfully implement FEMA PA, HMA, and other disaster programs. We propose to use our local/regional staff as the primary day-to-day points of contact and to provide continuous, reliable logistical and technical assistance from our capable project support teams. By allocating Texas-based resources to the project, the City will have access to team members familiar with the unique pressures it faces in its recovery efforts and subject matter experts for the various programs available to the City. Our core tasks include:

- ▶ Maintain regular contact with TDEM and FEMA, as well as City stakeholders.
- ▶ Assist in processing all costs, including labor, equipment, materials, and contract documents from the City and any external contractor partners.
- ▶ Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.

- ▶ Assist you in working with the state and federal agencies to resolve any problems with your grant application or funded project.

When work ends, GrantWorks will advise the City on when and how to request grant closeout from state and federal agencies. We will assist in reconciling financial data in all applicable systems, prepare the City for state and federal audits, and be available to participate in future audits as necessary.

The GrantWorks Team will work with the City of Tomball through every step of the disaster recovery grant process. Our cost-effective strategy is comprised of pre-award and post-award workflows to ensure efficient management and regulatory compliance. We keep updated on all available FEMA PA and HMA guidance and requirements. Years of disaster recovery and hazard mitigation program experience and an organized project approach allow us to produce cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Coordinating and Managing Work Activities

With any new task assignment, our team will work with the City to define the scope of work and execute the management plan to meet task requirements quickly and efficiently. Coordination and communication are critical, and we intend to develop a strong bond with City staff that will allow us to work in an integrated fashion and anticipate your needs. Key project personnel will be committed to being readily accessible and available on short notice to respond to the needs of the City. We successfully coordinate and manage work activities by following these key steps:

STEP 1: CONDUCTING TASK SCOPING MEETINGS

Before developing a task order, our Project Manager and/or Grant Administrator will meet with the City and designated staff to review the proposed scope, develop a complete understanding of the project dynamics, including the known and unknown factors that may influence the project's success, and identify the technical specialties required to complete the project. We will also thoroughly discuss and clearly define schedule and budget constraints. Armed with this information, we will quickly develop a comprehensive task order scope and fee schedule to meet the needs and satisfaction of the City so that notices to proceed can be quickly issued.

STEP 2: HOLDING TASK KICKOFF MEETINGS

Project task meetings will allow the City and GrantWorks Grant Administrators to define the project and set clear expectations for all project team members. The project kickoff is an opportunity to share information and initiate the team's integrated approach to the project within parameters defined by the scope, schedule, and budget. We will identify areas of study that need coordination and develop a coordination plan. Appropriate City representatives should be present at this meeting so all issues are adequately vetted before commencing the project. Meeting minutes documenting decisions and pending action items will be given to attendees and circulated before meetings. At subsequent team meetings, team members with assigned action items will be held accountable for reporting on their progress.

STEP 3: EFFECTIVE MANAGEMENT OF THE WORK ACTIVITIES

We will work with the City to manage tasks and meet all deadlines. Individual management plans for each task will include scope, budget, schedule, communication protocol, and technical assignments. Ensuring expertise within the team is accurately matched and delivered to the project is paramount. Our Grant Administrator will perform this critical function to match the right resources for each task. The Project Manager and/or Grant Administrator assign work and develop performance measures to adhere to scope, budget, and schedule. They are responsible for producing project deliverables following the City's requirements and following quality control procedures.

Meeting Goals and Objectives

We base our ability to perform the services defined in the RFP and deliver a high-quality project on four foundational principles:

- ▶ Communicating clearly with the City contract administrative staff to thoroughly understand all task order objectives.
- ▶ Identifying and assigning the right people with the appropriate qualifications to each task.
- ▶ Requiring effective and responsive communication among the team.
- ▶ Implementing strict project controls that keep projects on schedule and within budget.

2.7.1 FEMA BRIC Work Plan

GrantWorks’ FEMA BRIC Detailed Work Plan details how we perform Hazard Mitigation project work. Our plan lists categorical tasks, proposed personnel assignments, a description of major deliverables, and a proposed timeline on the following pages.



**FEMA BRIC PHASE 1: PRE-AWARD – APPLICATION DEVELOPMENT
SCHEDULE: CONTRACT AWARD TO DAY 1 OF POST-DISASTER**

OVERVIEW:

GrantWorks will provide guidance and technical support to align projects with FEMA BRIC program priorities to tell a meaningful and competitive project story.

TASKS:

Application Development Support:

- ▶ Coordinate with City staff and local stakeholders to determine overall mitigation objectives for each project element.
- ▶ Assist in the determination of project feasibility and effectiveness.
- ▶ Develop a detailed scope of work, budget, and schedule.
- ▶ Produce maps/tables/graphics to illustrate the project through data and numbers.
- ▶ Complete preliminary Environmental and Historic Preservation (EHP) reviews to monitor compliance with the National Environmental Policy Act (NEPA).
- ▶ Provide guidance linking social and environmental benefits, nature-based solutions, addressing future conditions, enhancing environmental value, etc.
- ▶ Schedule, coordinate, and facilitate citizen participation workshops/public meetings to solicit input regarding community needs and recovery priorities, including assistance with notices, agendas, presentation materials, and documentation.
- ▶ Submit applications for consideration by TDEM and FEMA via the FEMAGO portal.

Benefit-Cost Analysis:

- ▶ Coordinate with engineers and/or local staff to calculate Benefit-Cost Analysis (BCA) using FEMA's BCA Toolkit.

FEMA/TDEM Requests for Information:

- ▶ Provide timely and thorough responses to FEMA/TDEM and prioritize agency questions and requests to accelerate the programmatic review and sub-application selection processes.

DELIVERABLES:

- ▶ Project scope of work, budget, and schedule
- ▶ Benefit-Cost Analysis
- ▶ Preliminary Environmental and Historic Preservation Reviews
- ▶ Public meeting(s), including notices, agendas, and presentation materials.
- ▶ RFI responses to FEMA/TDEM.
- ▶ Complete the application for City review.
- ▶ Complete application for submittal to FEMA/TDEM
- ▶ Submittal confirmation for FEMA/TDEM

BENEFITS TO THE CITY OF TOMBALL:

The City has compliant applications for FEMA/TDEM projects that meet all requirements.

FEMA BRIC PHASE 2: POST-AWARD – PROJECT LAUNCH SCHEDULE: 1 – 30 DAYS	
OVERVIEW:	During this phase, we will establish an effective grant management program to enable continuous project oversight and optimize delivery speed, quality, and value. We develop tailored processes, templates, and communication protocols that lay a foundation for successful project implementation.
TASKS:	
Kick Off Meeting:	<ul style="list-style-type: none"> ▶ Prepare agenda and schedule/facilitate meetings to identify community priorities, anticipated deliverables, schedules, communication protocols, and next steps
Program Set-Up:	<ul style="list-style-type: none"> ▶ Develop tailored processes, templates, and communication protocols to lay a foundation for successful grant administration. ▶ Assess internal procedures and processes related to financial management, recordkeeping/document management, and procurement for capacity and compliance with FEMA/TDEM rules and help establish and maintain financial processes that comply with state and federal regulations. ▶ Advise City staff on compliance with federal and state regulations, rules, and policies related to disaster recovery and program administration applicable Code of Federal Regulations (i.e., 2 CFR §200, TDEM and FEMA guidance, and any other relevant regulations or notices). ▶ Develop and deliver customized program plans and procedures, including a Communication Plan, an initial reporting matrix with sample templates, and a Grant Management/Implementation Plan to establish a comprehensive, transparent operations road map. ▶ Develop/modify document management and retention protocols to lay the foundation for creating an audit-ready project file. ▶ Provide policy guidance and operational templates (as needed) for key compliance considerations such as procurement, financial management, labor standards, environmental clearance, and URA/acquisition procedures. ▶ Review existing procurement policies and any project-related procurements performed to date (engineering, etc.), and offer advice where findings may indicate a conflict with federal or state standards for eligibility, allowability, allocability, and cost reasonableness. ▶ Develop compliance and monitoring policies and procedures to provide audit-ready files using a risk-based, collaborative strategy consistent with state/federal requirements. ▶ Establish client and grant administrator access to FEMAGO.
DELIVERABLES:	<ul style="list-style-type: none"> ▶ Project Kickoff Meeting and Agenda. ▶ Administrative Project File Checklist. ▶ Project Management/Implementation Plan, including Communication Plan and Document Management Plan. ▶ Policy and Operational Guidance/Templates. ▶ Reporting Matrix. ▶ Database/Electronic Grant Management System. ▶ Project Startup Documents.
BENEFITS TO THE CITY OF TOMBALL:	GrantWorks' experience in FEMA BRIC and grant space enables the City to be well-equipped to recover. GrantWorks' ingenuity will provide the City with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

FEMA BRIC PHASE 3: POST-AWARD – PROJECT IMPLEMENTATION AND MONITORING
SCHEDULE: 1 – 60 DAYS

OVERVIEW:

GrantWorks’ FEMA services grant specialists are experts in project implementation, compliance monitoring, engineer/ contractor coordination, audit support, and other federal grant management requirements. GrantWorks guides and assists with financial management, recordkeeping, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We use detailed document tracking systems to ensure that projects stay on track and comply with state and federal regulations.

TASKS:

Grant Administration Services:

- ▶ **Technical Guidance and Compliance Monitoring:** GrantWorks establishes grant-compliant document management, procurement, reporting, labor standards, auditing, and closeout procedures. Deliver technical assistance to support the compliant implementation of mitigation activities. Provide technical monitoring, including attending site visits and meetings.
- ▶ **Communication:** Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties. Schedule and coordinate meetings with all project interests, as necessary. Provide the City’s elected officials, staff, and the public with regular updates.
- ▶ **Recordkeeping and Administration:** Prepare start-up grant documents, forms, notices, and agenda items for review or action. Review contracts for federal and state grant compliance. Prepare forms, notices, agendas, etc. Assist in responding to Requests for Information and other correspondence issued by FEMA/TDEM. Submit contract amendments and change orders when needed. Maintain contracts, files, correspondence, etc., in a digital document management system.
- ▶ **Procurement:** Coordinate with the City Purchasing Department to arrange and document the engineer, architect, and contractor selection process. Assist with implementing 2 CFR 200 compliant procurement protocols, bid package development, and contracting.
- ▶ **Reporting:** Prepare and upload quarterly progress reports (QPRs) and other updates as FEMA and TDEM require.
- ▶ **Schedule and Budget Adherence:** Track all deliverable deadlines and project milestones and oversee contractor progress for alignment with the project schedule. Validate expenditures for consistency with project goals and objectives.
- ▶ **Labor Standards:** Certify payroll, as necessary, and maintain documentation to support compliance.
- ▶ **Environmental and Historic Preservation Review (EHP):** Monitor compliance with the National Environmental Policy Act (NEPA) and provide ongoing support for any EHP requirements not satisfied during the sub-application process. Process review and clearance documentation following NEPA.
- ▶ **Financial Management:** Perform invoice processing and facilitate milestone payments for completed work. Review invoices for program eligibility and benchmark conformance and confirm that quantities match contracts. Track invoice submittal and payments and maintain audit-ready financial documentation of pay requests submitted to FEMA/TDEM.
- ▶ **Construction Oversight:** Provide project engineers with instructions and forms packet so they know what information the state agency requires. Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract. Evaluate construction progress activities against the established budget, scope, schedule, 2 CFR 200, and state and federal requirements.

DELIVERABLES:

- | | |
|--|---|
| ▶ Start-up Grant Documents, Forms, Notices, and Agendas. | ▶ Bid Packages/Procurements Documents |
| ▶ Engineer/Contractor Package | ▶ Requests for Reimbursement/Invoice Processing |
| ▶ Monthly Project Status Reports | ▶ Requests for Information Responses |
| ▶ Quarterly Progress Reports (QPRs) | ▶ Payroll Certifications (if applicable) |
| ▶ Contract Amendment Requests (if applicable) | |

BENEFITS TO THE CITY OF TOMBALL:

GrantWorks staff will use Lessons Learned and Best Management Practices—acquired through decades of experience managing federal and state-funded projects—and information gathered during the kickoff and subsequent meetings to develop tailored processes and templates. The team will lay a foundation for successful, timely projects by working closely with and communicating effectively with the City.

FEMA BRIC PHASE 4: POST-AWARD – PROJECT CLOSEOUT SCHEDULE: 60 DAYS – CLOSEOUT	
OVERVIEW:	
GrantWorks staff believe projects should ‘begin with the end in mind.’ This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the life cycle, making final closeout steps routine and predictable. We build an audit-ready program from the beginning, structured for closeout, including critical checkpoint checklists and transparent reporting.	
TASKS:	
Continuous Closeout Practices:	
▶ Work with FEMA/TDEM to resolve potential issues during the grant application process or implementation of the funded project.	
▶ Perform internal reconciliation of records.	
▶ Resolve any FEMA/TDEM issues and concerns quickly and effectively.	
▶ Attend any scheduled state or federal audit visits.	
▶ Maintain project records.	
Final Closeout Report:	
▶ The Closeout report demonstrates that we fully implemented the approved scope of work, liquidated the obligated funds consistent with the scope of work, met all Environmental and Historic Preservation Review (EHP) compliance grant conditions, submitted required quarterly financial and performance reports, and closed out the project following federal award and sub-award provisions.	
Archive Records:	
▶ Archive hard copy and electronic files and maintain records.	
DELIVERABLES:	
▶ Final Requests for Reimbursement	
▶ Final Acceptance of Work	
▶ Program/Project Closeout Package	
▶ Any Documentation Needed to Support the Audit Process	
▶ Audit-Ready Project Files	
BENEFITS TO THE CITY OF TOMBALL:	
The City will benefit from GrantWorks’ expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA BRIC requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the equipment to make the City’s FEMA BRIC program efficient, monitored, and controlled. GrantWorks will track each project from initial development through engineering design to include the development of amendments in the event of scope changes, code and standard considerations, and change orders. At each step, we will develop consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available for amendments as necessary. The scope changes and amendments will be processed using the project files and submitted with tracking documentation included to FEMA and TDEM.	

2.8 References from Current/Past Clients

We take pride in our performance, helping implement projects on time, within budget, and compliant with state and federal requirements. The best way to evaluate our work performance is to speak to our clients. We have provided references for projects from past/present clients in **Figure 5**.

Figure 5: References



BEE COUNTY

Mike Willow
Emergency Management
Coordinator
Bee County
105 West Corpus Christi, Room 305
Beeville, Texas 78102
☎(361) 621-1567
✉mike.willow@co.bee.tx.us



WILLACY COUNTY

Aurelio Guerra
County Judge
Willacy County
576 W. Main Street, Room 152
Raymondville, Texas 78580
☎(956) 689-3393
✉aurelio.guerra@co.willacy.tx.us



CASS COUNTY

Ann Rogers
Grant Administrator
Cass County
604 Texas Highway 8 N.
Linden, Texas 75563
☎(903) 756-5067
✉arogers@casscountytexas.org



BRAZORIA COUNTY

Joe Ripple, CFM
Floodplain Administrator
Brazoria County
451 North Valasco, Suite 210
Angleton, TX 77515
☎(979) 864-1272
✉joer@brazoriacountytexas.gov



LEON COUNTY

Byron Ryder
County Judge
Leon County
130 E. St. Mary
Centerville, Texas 75833
☎(903) 536-2331
✉byron.ryder@co.leon.tx.us



TOWN OF REFUGIO

Wanda Dukes
Mayor, Town of Refugio
609 Commerce St.
Refugio, TX 78377
☎(361) 526-5361
✉trcity@tisd.net



WHARTON COUNTY

Phillip Spenrath
County Judge
Wharton County
100 S. Fulton Street, Suite 100
Wharton, TX 77488-5001
☎(979) 532-4612
✉judge.spenrath@co.wharton.tx.us

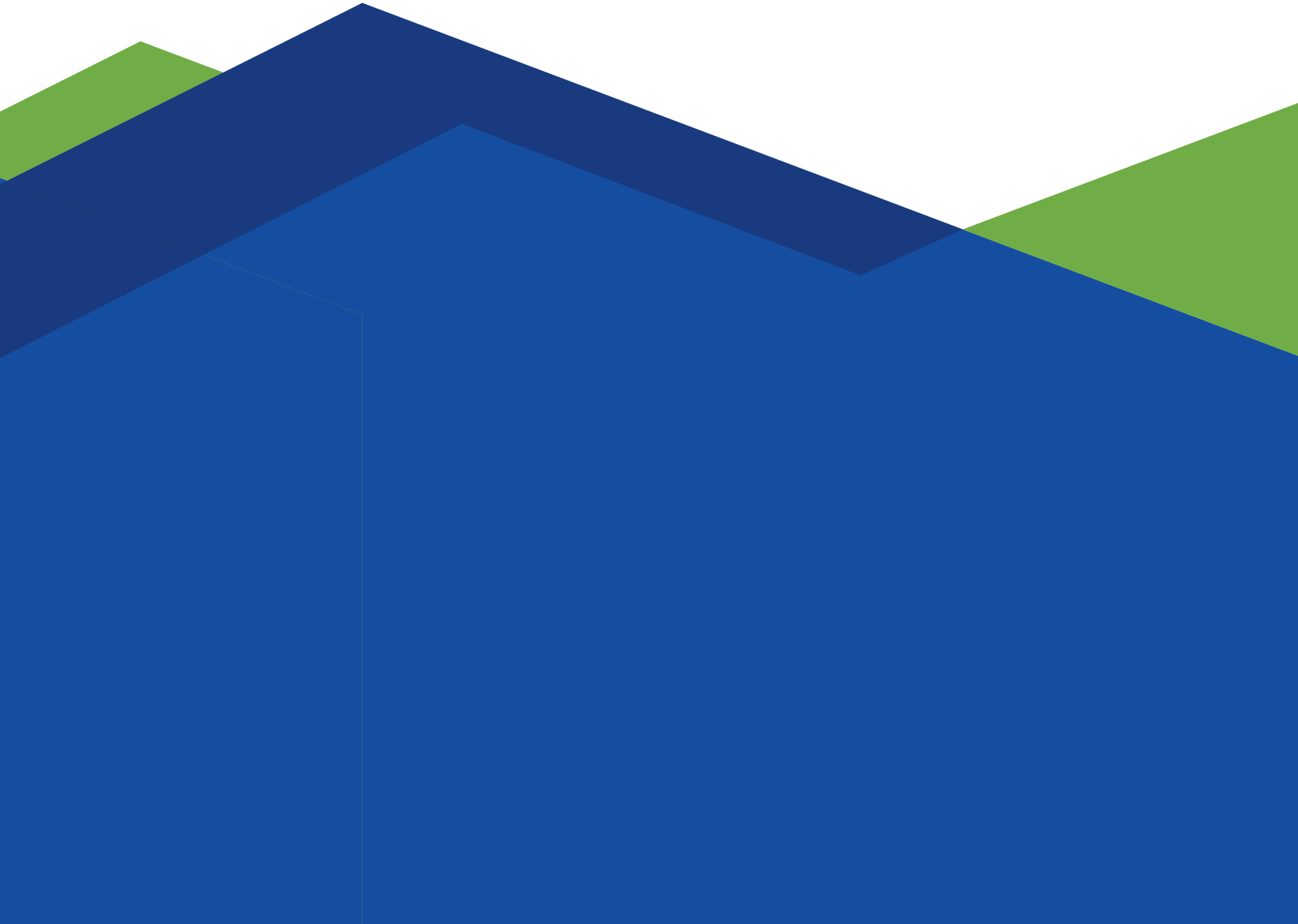


CITY OF JOSEPHINE

Patti Brooks
City Secretary
City of Josephine
108 Hubbard Street
Josephine, TX 75173
☎(972) 843-8282
✉pbrooks@cityofjosephinetx.com

SECTION 3

CAPACITY TO PERFORM



SECTION 3 – CAPACITY TO PERFORM

As one of the largest Texas-based firms principally dedicated to grant management for local governments, GrantWorks has the staff and capacity to mobilize quickly to complete multiple simultaneous large- and small-scale projects and scopes of work.

Figure 6: Why City of Tomball Should Select GrantWorks

KEY STRENGTHS AND BENEFITS: Why Should the City of Tomball Select GrantWorks?	
Over 25 years of experience providing planning and management services.	✓
Experience with water, sewer, streets, housing reconstruction, and planning	✓
Experience with planning, housing, and infrastructure grant programs, including those for sewer, street, and water system improvements.	✓
Former FEMA and TDEM employees with first-hand experience managing BRIC, HMGP HMA, FMA, and other mitigation grant funds	✓
Knowledge of FEMA PA and HMA grant programs and familiarity with FEMA and TDEM tracking and reporting systems.	✓
Work regularly with local codes and ordinances (subdivision, mobile home, floodplain, building code)	✓
A Texas-based team that understands state and federal statutes and regulations (Stafford Act, 2 CFR 200, Local Government Code)	✓

Our capacity extends to the number and the quality of staff we bring to the table. Our team has administered FEMA and other community development programs for over 46 years. The many state and federal programs we have worked with include FEMA BRIC, FEMA Public Assistance (PA), FEMA Individual Assistance (IA), and FEMA Hazard Mitigation (HMGP). The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills.

GrantWorks’ local presence means that we can act quickly and complete all activities promptly and efficiently. Our Texas roots enable us to support local governments and relevant state agencies and effectively and efficiently implement programs within the federal and Texas statutory framework. Our team’s experience with nearby communities gives us familiarity with the people and procedures we will follow. Our knowledgeable staff works closely with all stakeholders to satisfactorily complete each project as required.

GrantWorks believes in hiring and retaining skilled and experienced employees. Many of our employees hold a master’s degree in city planning, engineering, construction management, public administration, or related fields relevant to implementing federal grant projects. More than a dozen joined us after successful state and local government careers or related work. We encourage mobility among our staff and routinely promote from within when training and experience warrant. GrantWorks’ broad-based quality and capacity to enhance our performance and spread effective decision-making across our organization.

3.1 An Experienced Team

We have provided an organization chart for the GrantWorks Team in **Figure 7**. Maria Bedia will identify the specific staffing needs and assign a Hazard Mitigation Project Manager to work with the City of Tomball to prepare and submit a BRIC application and work with the City and any participating jurisdictions upon a GLO contract award.

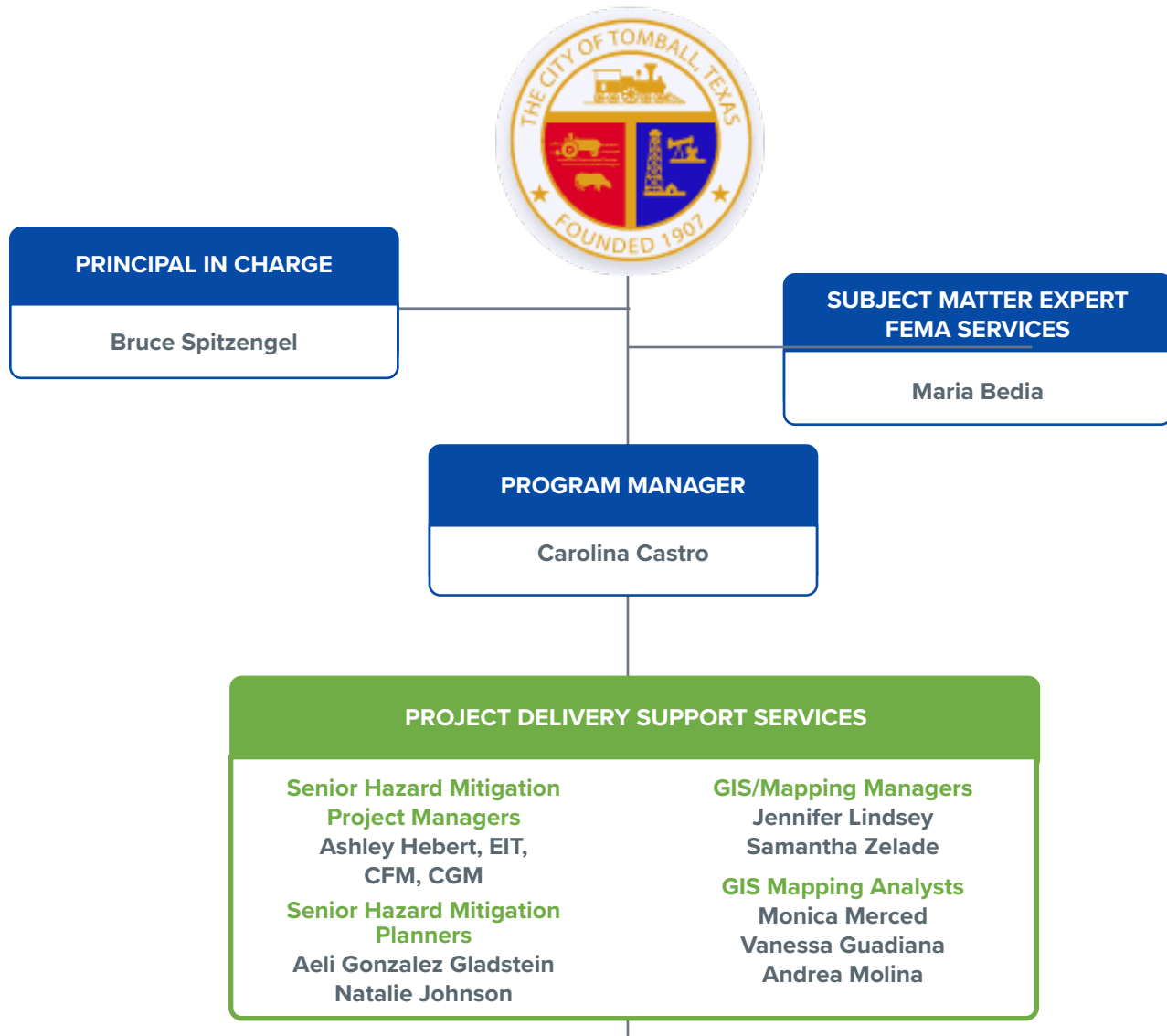


Figure 7: The GrantWorks Team Organization Chart.

As determined by the project’s needs, we will designate fully trained support staff to assist the assigned Hazard Mitigation Planner with expert/specialty services such as GIS/mapping support.

3.1.1 Project Management and Planning Services

Maria Bedia - Subject Matter Expert



Maria Bedia is an experienced leader in FEMA Hazard Mitigation Assistance (HMA) programs, with expertise in the development, administration, and management of federally funded mitigation initiatives, including HMGP, BRIC, and FMA. She has a strong record of coordinating complex projects across multiple stages of implementation, from application development through project closeout. Maria has successfully prepared and submitted HMGP applications that resulted in awarded funding and has led efforts related to project implementation, management, reporting, and closeout. She is proficient in both FEMA’s Grants Portal and TDEM’s Grants Management System (GMS), allowing her to effectively navigate federal and state systems throughout the grant lifecycle. Maria provides strategic guidance to state and local clients on mitigation planning and funding opportunities, while also serving as a key liaison with FEMA and other stakeholders.

Carolina Castro, Program Manager



Carolina “Carly” Castro is the Director of the GrantWorks Hazard Mitigation team. Carly has extensive experience working with communities to manage their approved mitigation projects. She joined GrantWorks as a Hazard Mitigation Project Manager in 2019, was promoted to Senior Hazard Mitigation Project Manager in May 2022, and was named Director of Hazard Mitigation in April 2023. As a Project Manager, she facilitates conversations between stakeholders, technical professionals, and state and federal agents. She works with community representatives to identify their needs and suitable paths through available hazard mitigation assistance programs. Carolina earned her BS in Bioenvironmental Science from Texas A&M University in College Station.

Ashley Hebert, EI, CFM, CGM - Senior Hazard Mitigation Project Manager



Ashley Hebert has extensive FEMA PA and HMA training and experience. He worked as a FEMA Cadre of On-Call Response/Recovery (CORE) employee for 16 years in positions ranging from Project Officer to Lead Hazard Mitigation Grant Program Specialist. During his tenure with FEMA, Ashley served the State of Louisiana as a point of contact for project technical assistance. In 2013, he transferred into a contractor position and served the State of New York as a Lead in preparing BCAs for projects. Ashley has worked on five major disasters, including hurricanes Katrina, Rita, and Sandy. Ashley has a BS in Mechanical Engineering from the University of Louisiana at Lafayette.

Aeli Gonzalez Gladstein, Senior Hazard Mitigation Planner



Aeli Gonzalez Gladstein is a Senior Hazard Mitigation Planner with expertise in resiliency planning. He joined the Community Development Team as a Project Manager in April 2021 and transferred to the Hazard Mitigation Team in May 2022. He has managed projects totaling over \$55 million, funded through various agencies. Aeli focuses on building relationships with his clients and works to achieve total satisfaction on every project. He uses his experience to manage technical and financial aspects of projects, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting efficiently and effectively in developing bid packages, and assuring compliance with state and federal regulations. He has an MS in City and Regional Planning and an MS in Sustainable Environmental Systems from the Pratt Institute. He also has a BA in Arts and Humanities from the University of Maryland.

Natalie Johnson, Senior Hazard Mitigation Planner



Natalie Johnson joined GrantWorks in 2022 with five years of Hazard Mitigation Planning experience at the Texas Division of Emergency Management (TDEM), where she served as a liaison between local jurisdictions and FEMA, provided expertise in hazard mitigation planning, and facilitated the approval of Local Hazard Mitigation Plans by FEMA. Natalie earned an MS in Geological Resource and Environmental Studies and a BS in Resource and Environmental Studies from Texas State University.

3.1.3 GIS/Mapping

Jennifer Lindsey, GIS Co-Manager



Jennifer Lindsay manages the GIS team in partnership with Samantha Zelade. She came to GrantWorks as a GIS Intern responsible for editing parcel data, creating annotations, collecting aerial imagery, and creating template maps for active comprehensive plans. She was promoted to a full-time GIS position in May 2017 and has since collected, purchased, organized, and created geodatabases for GIS data of all new comprehensive plans. She assists the GIS Analysts with Hazard Mitigation Plan maps.

Samantha Zelade, GIS Co-Manager



Samantha Zelade manages the GIS team in partnership with Jennifer Lindsey. Her responsibilities include creating databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. Samantha earned a BA in Anthropology and Latin American Studies from the University of Texas at Austin and holds a Level I Certification in GIS from Austin Community College.

Monica Merced, GIS Coordinator



Monica Merced has eight years of GIS/Mapping experience. Her areas of expertise include map production, data conversion, creating and editing metadata, data entry and maintenance, and GIS analysis. In addition to managing spatial data, Monica collects population, housing, land use, and drainage data from Texas's rural communities for comprehensive plans. She is skilled in ArcGIS, ArcFM, and ArcPro. Before GrantWorks, she worked as a GIS Technician with One Gas, digitizing gas system facilities and

performing data entry in Maximo. She holds a BS in Psychology from Texas State University and a GIS Level I Certificate from Austin Community College.

Vanessa Guadiana, GIS/Mapping Analyst



With one year of GIS experience, Vanessa Guadiana is a GIS Analyst and an independent-thinking problem solver with a proactive approach to solution-based ideas. With experience in government and transportation, she has honed communication skills to cater to multiple audiences, including executives and the public. Her most recent accomplishment includes developing a comprehensive plan for the City of Jonestown and a complete GIS hub providing citizens with relevant GIS data.

Andrea Molina, GIS/Mapping Analyst



As a GIS/Mapping Analyst with GrantWorks, Andrea Molina manages geospatial data and maps for multiple and diverse client accounts. In addition to geodatabase management, Andrea collects Census, FEMA, TxDOT, and TNRIS data, adheres to cartographic design principles, and implements effective communication and time management skills. Andrea provides mapping services to all GrantWorks Departments, including Planning, Community Development, Hazard Mitigation, Buyout, Texas HOME, and Client Services.

3.3 Adequacy of Resources and Ability to Carry Out the Scope of Work in a Timely Manner

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping cities, counties, and water supply corporations like the City apply for and manage grants. Over the years, we built a reputation as a trusted partner with a long history of working with Texas communities. Our deep and mutually respectful relationship with our clients is the key to our success. We understand each client’s internal capacity and the impact each project will have on their community. We work closely with key stakeholders and understand how each task impacts the project team’s ability to complete it on schedule.

Our leadership team is actively engaged in every project that GrantWorks undertakes. They meet with project managers for biweekly portfolio reviews during which they evaluate project progress and assess potential project risks. They make staffing adjustments, as needed, to address any challenges and maintain sufficient and appropriate resources are available across the project manager’s portfolio (**Figure 8**).

Through ongoing management and team support, we help our project managers provide the highest service quality by balancing their workloads. We also consider each project manager’s tenure and capacity.

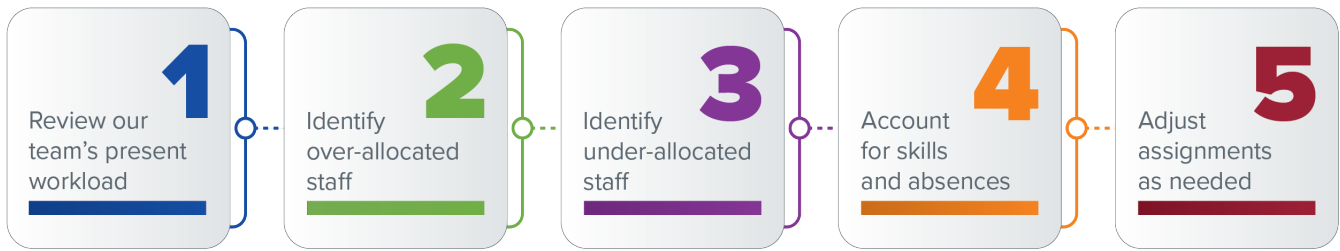


Figure 8: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.

The project management team also holds weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. These team meetings also provide a forum for discussing and evaluating project management-related challenges and solutions. We have the resources to commit to the project.



3.4 Adequacy of Resources to Commit to the Project

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping cities and counties like the City of Tomball apply for and manage grants for over 46 years. Over the years, we built a reputation as a trusted partner with a long history of working with many Texas communities. Our deep and mutually respectful relationship with our clients is the key to our success. We understand each client’s internal capacity and the impact each project will have on their community. We work closely with key stakeholders and understand how each task impacts the project team’s ability to complete it on schedule.

GrantWorks employs 250+ staff members who work out of our Austin and Paris offices and 79 field locations strategically situated throughout Texas (**Figure 9**). Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Beeville/Sinton, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, League City, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, Newton, New Ulm, Odessa, Pearland, Pearsall, Palacios, Pflugerville, Richmond, Rockport, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Seadrift, Spring, Temple, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.

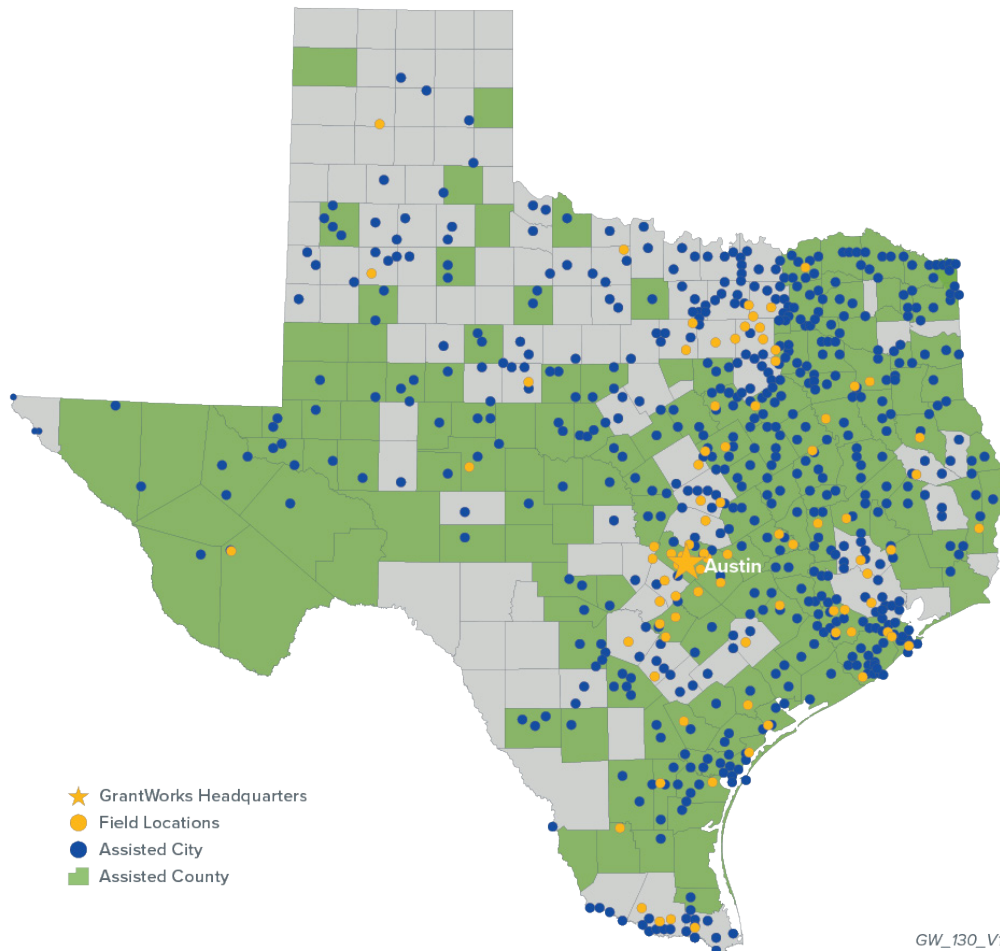
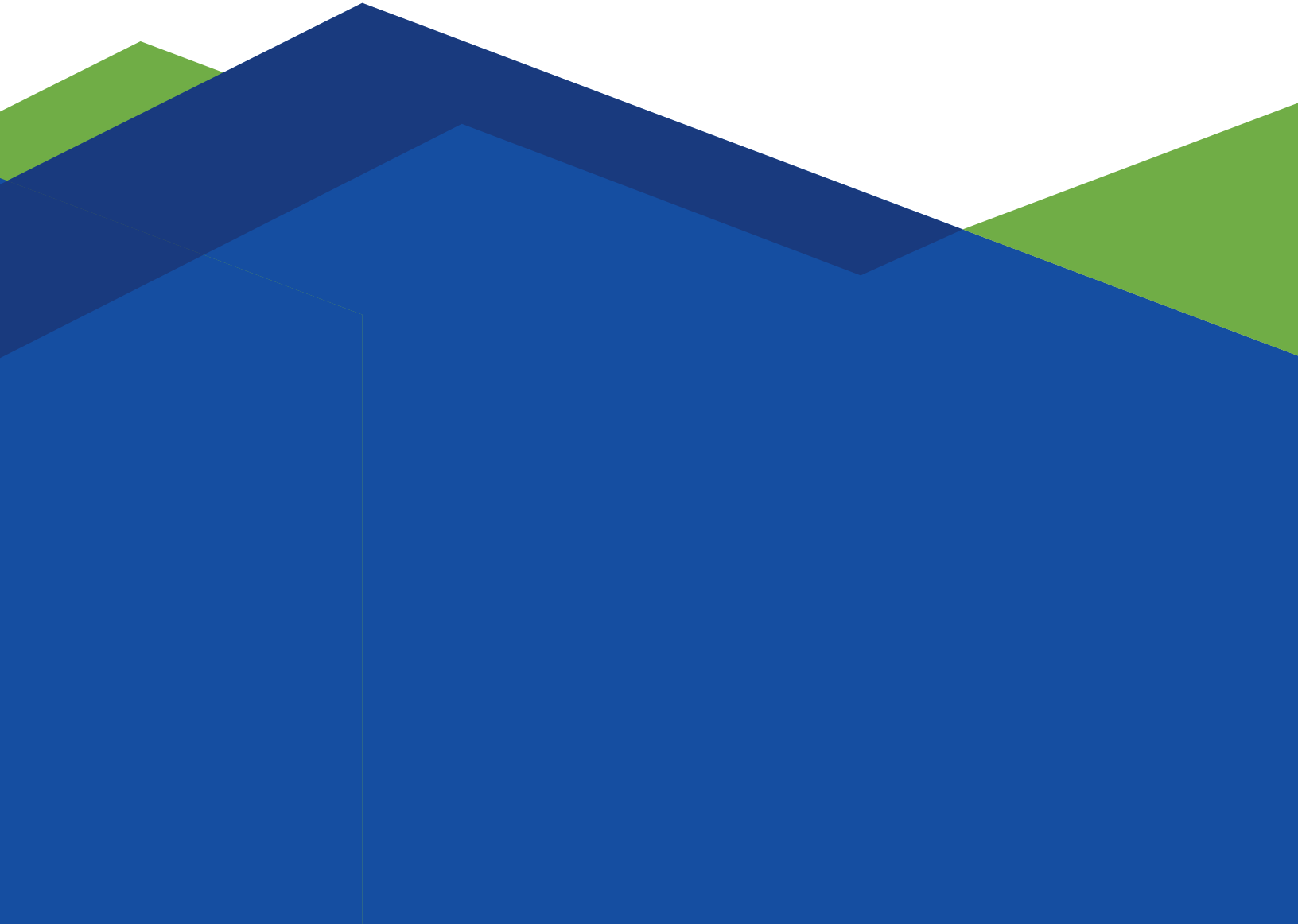


Figure 9: GrantWorks Offices Across Texas

SECTION 4

PROPOSED FEE



SECTION 4 – PROPOSED FEE

4.1 Cost of Services

4.1.1 Mitigation Projects - Construction

GrantWorks will adjust fees if project costs vary from the original estimate based on the fee schedule shown in **Figure 10**.

Figure 10: GrantWorks Fee Schedule

PROJECT ACTIVITY	PROPOSED PRE-AWARD COST (\$)*	PROPOSED POST-AWARD COST
Generators	\$3,500+\$500 BCA per generator	5% of grant and match amounts
Warning Sirens	\$4,000	5% of grant and match amounts
Mitigation Construction & Drainage		
Under \$500,000	\$3,080 + \$3,500 BCA**	5% of grant and match amounts
\$500,000 - \$2million	\$6,160 + \$3,500 BCA**	5% of grant and match amounts
Over \$2 million	\$12,320 + \$3,500 BCA**	5% of grant and match amounts
Structure Aquisition/ Demolition/Evaluation and Reconstruction	\$899 per structure	5% of grant and match amounts

***Note:** Proposed pre-award fees are set in combination with post-award services and are only applicable to contract awards, including pre- and post-award services. Pre-award services include completing the preliminary Environmental and Historic Preservation Review (EHP). An engineer will complete the EHP Reviews under post-award services, if applicable.

****Note:** BCA Fee will be charged if revisions are necessary to original submission

GrantWorks will assist the City in requesting reimbursement of the pre-award services fee from the State if the project is funded, though reimbursement cannot be guaranteed. We will not charge post-award fees unless a grant award is made to the City.

BRIC reimburse management costs at 100% per the Disaster Recovery Act of 2018 (up to 5% of the total grant). Any costs over 5% will be out of pocket unless TDEM/FEMA authorizes the overage to be counted as part of your match.

4.1.2 Mitigation Projects - Property Acquisition/Structure Demolition, Elevation, and Reconstruction

Should the City decide to pursue funding for property acquisition, structure demolition, elevation, and/or reconstruction, GrantWorks is happy to negotiate the cost and scope of services before the final selection based on the number of households served.

STRUCTURE ELEVATION

► **Pre-Award Services:** \$899* per structure

► **Post Award Management Services:** 5% of the total project cost. The 5% management fee will include the cost of pre-award services to develop grant applications and is covered at 100% for HMGP. Additionally, there is a per-parcel fee of 3% for additional items outside project management, such as property verification, supplemental property management, property financial examinations, milestone inspections,

assist corrective action implementation, monitoring and reporting, windstorm verification, insurance liaising, etc. This is part of the project cost and is covered at 75%.

PROPERTY ACQUISITION AND STRUCTURE DEMOLITION

▶ **Pre-Award Services:** \$899* per structure

▶ **Post Award Management Services:** 5% of the total project cost. The 5% management fee will include the cost of pre-award services to develop grant applications and is covered at 100% for HMGP. Additionally, there is a per-parcel fee of 3% for additional items outside project management, such as property verification, supplemental property management, property financial examinations, milestone inspections, assist corrective action implementation, monitoring and reporting, windstorm verification, insurance liaising, etc. This is part of the project cost and is covered at 75%.

Note: Fees shown do not include costs for services that must be furnished by a third-party professional, including but not limited to an accountant, appraiser, archaeologist, architect, attorney, auditor, biologist, or other natural scientist, engineer, historic preservationist, or surveyor.

GrantWorks will bill pre-award services fees in two phases – 25% will be due upon commencement of the application process, and the remaining 75% will be due upon grant application submission to the state. GrantWorks will assist the City in requesting reimbursement of the pre-award services fee from the state if the project is funded, though reimbursement cannot be guaranteed. GrantWorks will not charge post-award fees unless a grant award is made to the City.

We may bill extraordinary and unexpected services as additional services at a rate of \$95.00 per hour as approved by the client. These services include but are not limited to amendment processing, environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.). GrantWorks pays for civil rights/fair housing advertising, final public hearing, and initial environmental review.

The federally approved proposal format the City of Tomball used allows us to clearly provide our value and expertise in grant management services with multiple agencies and programs. The criteria provided in your RFP with scoring considerations include the following:

- ▶ Experience of the Firm (35 points)
- ▶ Work Performance/Program Implementation (30 points)
- ▶ Capacity to Perform (30 points)
- ▶ Proposed Fee (5 points)
- ▶ **Total: 100 points**

As with all proposals, the cost is one factor to be considered. Our fee contains the level of staffing needed to deliver the services required in the contract. The final cost of our agreement can be subject to negotiation based on request.

4.2 Affirmative Action

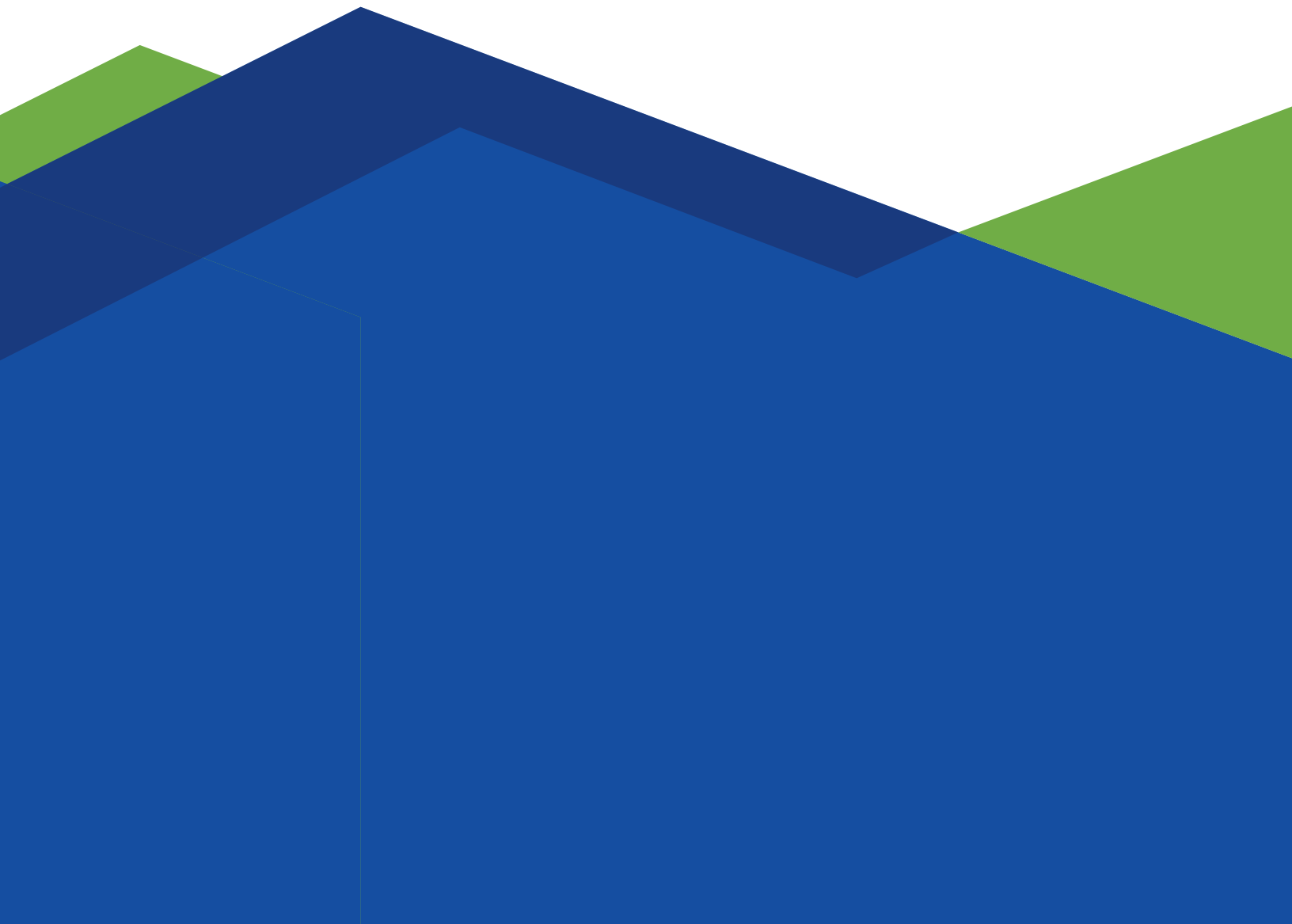
GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

4.3 Equal Employment Opportunity

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.

ATTACHMENT 1

REQUIRED FORMS



ATTACHMENT 2 – REQUIRED FORMS

- ▶ Certificate of Insurance
- ▶ Statement of Conflicts of Interest
- ▶ System for Award Management (SAM) Search Results
- ▶ Certificate of Conflict of Interest (Form CIQ)
- ▶ Certification Regarding Lobbying
- ▶ Certificate of Interested Parties (Form 1295)
- ▶ Required Contract Provision

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<p>Date Received</p>	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">N/A</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">_____ Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p>_____ Signature of vendor doing business with the governmental entity</p> </div> <div style="width: 35%; text-align: right;"> <p><u>May 14, 2026</u> Date</p> </div> </div>		

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



Entity Information Search Results 1 Total Results

Filter by:		
Keyword (EXACT)	Status	
"UZ9NMVF8SGD8"	Active,Inactive	

GRANTWORKS, INC. ● Active Registration	<input type="button" value="Entity"/>	
Unique Entity ID: UZ9NMVF8SGD8	Physical Address:	Expiration Date:
CAGE/NCAGE: 5JH22	2201 NORTHLAND DR	Jul 16, 2026
	AUSTIN , TX	Purpose of Registration:
	78756 USA	All Awards



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)
"Bruce Spitzengel"

Status
Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

Physical Address:

Expiration Date:

CAGE/NCAGE: 5JH22

2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Jul 16, 2026

Purpose of Registration:

All Awards

Last updated by CECELIA JOHNSON on Jul 16, 2025 at 04:54 PM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 16, 2026	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	

Business Information

Doing Business as GRANTWORKS INC	Division Name Grantworks	Division Number (blank)
Congressional District Texas 37	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Jul 18, 2025	Submission Date Jul 16, 2025	Initial Registration Date Jun 16, 2009
--	--	--

Entity Dates

Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?
N

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types	Entity Type	Organization Factors
Entity Structure Corporate Entity (Not Tax Exempt)	Business or Organization	(blank)
Profit Structure For Profit Organization		

Last updated by CECELLA JOHNSON on Jul 16, 2025 at 04:54 PM

GRANTWORKS, INC.

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 5JH22

Points of Contact

Electronic Business

☒ Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Government Business

☒ Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States
Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States

Past Performance

☒ Cecelia Johnson, Sr Vice President	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

Disaster Response

Yes, this entity appears in the disaster response registry.
No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States	Counties	Metropolitan Statistical Areas
All of the United States	(blank)	(blank)

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																			
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">Controlling</td> <td style="text-align: center; padding: 2px;">Intermediary</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Controlling	Intermediary														
Controlling	Intermediary																		
5 Check only if there is NO Interested Party. <input type="checkbox"/>																			
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address _____, _____, _____, _____, _____. (street) (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) <div style="text-align: center; margin-top: 10px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																			
ADD ADDITIONAL PAGES AS NECESSARY																			



GrantWorks
PEOPLE FIRST. PURPOSE-DRIVEN. HEART LED.

2201 NORTHLAND DRIVE
AUSTIN, TEXAS 78756
TELEPHONE: 512-420-0303
FAX: 512-420-0302
WWW.GRANTWORK.NET

EXHIBIT C

TASK ORDER

This Task Order #BRIC-01 is issued in accordance with to the Agreement dated June 15, 2026, between the City of Tomball, hereinafter referred to as the “CLIENT”, and GrantWorks Inc., hereinafter referred to as the “CONSULTANT”. 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: June 15, 2026
End Date: June 15, 2029, or until the end of the Period of Performance of the below-referenced grant award plus any extensions granted, unless either party gives written notice of intent to terminate the Task Order
Funding Source: Federal Emergency Management Agency (FEMA), administered through the Texas Division of Emergency Management (TDEM)
Program Name: Building Resilient Infrastructure and Communities (BRIC)
Project Name: South Persimmon/Timkin Road Drainage Improvements
Project Description: Reconstruct roads, install a new storm sewer system, provide curb and gutter improvements, install or improve sidewalks, install turn lanes, remove an existing lift station, install gravity sewer lines, improve existing water and sewer lines, and all associated appurtenances
Scope of Services: Please see Exhibit B, Section 2.7 Approach to FEMA BRIC of the Agreement.

Cost Based on Level of Effort:

Milestones	Not-to-Exceed Amount
Pre-Award*	
Response(s) to Requests for Information (RFIs), requests for clarification, supplemental documentation requests, or other pre-award review activities	\$12,320.00
Benefit Cost Analysis (BCA)	\$3,500.00
Post-Award	
Client Kick Off Meeting	\$98,418.00
Establish record keeping, reporting and financial management systems	\$147,627.00
Complete construction procurement review	\$196,836.00
Complete construction contract review	\$147,627.00
Pre-construction conference	\$98,418.00
50% construction complete	\$98,418.00
Construction complete	\$98,418.00
Closeout paperwork submitted	\$98,418.00
Total for Task Order	\$1,000,000.00

*Pre-award services are only billable if FEMA or TDEM require additional review activities, including RFIs, requests for clarification, supplemental documentation, or revisions to application materials.

The above costs are subject to change based on any budget modifications necessary for cost underruns or overruns during the Period of Performance. Such changes will be codified in a Task Order Amendment, numbered in sequential order, and agreed to by both parties.

City of Tomball

By:

Lori Klein Quinn, Mayor

Date

GrantWorks, Inc.

By:

Bruce J. Spitzengel, President

June 15, 2026

Date