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June 25, 2026

City of Tomball
401 Market St.
Tomball, TX 77375

RE: Grant Administration Services Amendment No. 2 for the City of Tomball – Community Project
Funding grant B-24-CP-TX-2139, B-24-CP-TX-2140, and B-24-CP-TX-2141

Dear Ms. Mageo,

Considering the additional funding awarded to complete the Persimmon and Timkin project (currently in design phase under grant B-24-CP-TX-2140), we are proposing an amendment to the current Contract for Administration Services to include construction phase services. The Construction phase work will be funded under HUD CPF award B-26-CP-TX-2076.

GrantWorks is also proposing a division of the administrative fees for grants B-24-CP-TX-2139, B-24-CP-TX-2140, and B-24-CP-TX-2141 to be listed per project in order to clearly organize each projects' grant financial record.

Enclosed is an amendment to GrantWorks' administration services agreement to divide the fee by each project, and add construction phase services for the Persimmon and Timkin project.

Upon the City's approval, please sign and return these documents to me. Please contact me directly if you have any further questions on this, or if I may be of further assistance.

Thank you!

A handwritten signature in black ink, appearing to read "Kat White".

Kat White
Senior Project Manager

Amendment No. 2
For GRANT ADMINISTRATION SERVICES
Related to CPF Contract Numbers B-24-CP-TX-2139, B-24-CP-TX-2140, and B-24-CP-TX-2141, and B-26-CP-TX-2076

THIS AMENDMENT, MADE THIS ___ OF _____ 2026 BY AND BETWEEN THE CITY OF TOMBALL, hereinafter referred to as the Client, and GRANTWORKS, INC., Austin, Texas, hereinafter referred to as the Consultant.

In summary, this amendment is designed to facilitate clear records of each project fee and add construction phase services for the Persimmon and Timkin project to be completed under CPF award B-26-CP-TX-2076.

Description of Amendment

1. Part I. Fee Division by Grant

Administrative Services Milestones	Total Fee	Percent	Fee Per Project		
			2139	2140	2141
Application Approval for U.S. Department of Housing & Urban Development	\$44,205.00	15%	\$14,735.10	\$14,734.95	\$14,734.95
Environmental Notice to Proceed	\$29,470.00	10%	\$9,823.40	\$9,823.30	\$9,823.30
Environmental Review Record Complete – Authority to Use Grant Funds Issued	\$73,675.00	25%	\$24,558.50	\$24,558.25	\$24,558.25
Preliminary Design Compliance Review and HUD Document Submission	\$44,205.00	15%	\$14,735.10	\$14,734.95	\$14,734.95
Schematic Design Compliance Review and HUD Document Submission	\$44,205.00	15%	\$14,735.10	\$14,734.95	\$14,734.95
Final Design Compliance Review and HUD Document Submission	\$44,205.00	15%	\$14,735.10	\$14,734.95	\$14,734.95
Closeout Documents Submitted	\$14,735.00	5%	\$4,911.70	\$4,911.65	\$4,911.65
ADMINISTRATION SUBTOTAL	\$294,700.00	100%	\$98,234.00	\$98,233.00	\$98,233.00

2. Part II. Addition of Construction Phase Services for the Persimmon and Timkin project under CPF award B-26-CP-TX-2076

Grant Administration for B-26-CP-TX-2076

- i. Continue all existing grant administration services under this contract for B-26-CP-TX-2076.
 - ii. Complete Application for project in Disaster Recovery Grant Reporting System (DRGR) for B-26-CP-TX-2076.
 - iii. Complete Action Plan in DRGR for B-26-CP-TX-2076.
- a) Environmental Re-Evaluation Services
- i. Assist detailed scope of services
 - a) Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;

- b) Prepare, complete and submit HUD required forms for environmental re-evaluation and provide all documentation to support environmental findings;
- c) Consult and coordinate with oversight/regulatory agencies to facilitate any additional environmental clearance;
- d) Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- e) Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- f) Prepare and submit for publication all public notices needed for re-evaluations including, but not limited to the Notice of Finding of No Significant Impact (FONS!), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- g) Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- h) Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- i) Prepare and submit Monthly Status Report; and
- j) Participate in regularly scheduled progress meetings.

Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in HU D's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet HUD program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of HU D's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the HU D's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet HUD program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. Reassignment scope alignment (if necessary).

Labor and procurement duties:

- i. Provide all Labor Standards Officer (LSO) Services.
- ii. Ensure compliance with all relevant labor standards regulations (CPF grant exempt from payroll review)
- iii. Ensure compliance with procurement regulations and policies.
- iv. Maintain document files to support compliance.

3. Part III. Compensation for Services for B-26-CP-TX-2076

For and in consideration of the foregoing, Client agrees to pay Consultant a fixed fee of Two Hundred and Ten Thousand and no/100 Dollars, (\$210,000.00) in accordance with the following schedule. The fee schedule shall be based upon identified contract milestones, as follows:

Milestone Description	Budget %	Amount
Project Kick-Off and Startup Package - signatory form; audit certification; labor standards designations; direct deposit form; acquisition report submitted if applicable	15%	\$31,500.00
Environmental Notice to Proceed	15%	\$31,500.00
Environmental Re-Evaluation Site Coordination Complete	5%	\$10,500.00
Re-Evaluation Agency Letters Sent	5%	\$10,500.00
Re-Evaluation Submission	5%	\$10,500.00
Authority to Use Grant Funds issued	5%	\$10,500.00
Bid Advertised	10%	\$21,000.00
Construction Notice to Proceed	25%	\$52,500.00
25% Construction Complete	2.50%	\$5,250.00
75% Construction Complete	2.50%	\$5,250.00
Construction Complete, Final Wage Compliance Report issued	5%	\$10,500.00
Closeout Packet Submitted and Approved	5%	\$10,500.00
TOTAL	100%	210,000

4. Part IV. Contract Extension

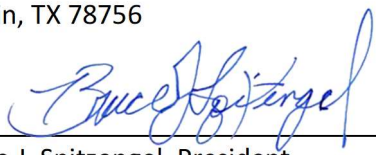
In any event, Consultant shall use commercially reasonable efforts to perform all services required and performed hereunder within either 730 calendar days of this amendment or the administrative closure date for grant award B-26-CP-TX-2076, as defined by HUD, whichever is later.

All other terms and conditions of the Agreement between the Client and GrantWorks will remain in full force and effect.

City of Tomball
401 Market St.
Tomball, TX 77375

By: _____
City Manager

GrantWorks, Inc.
2201 Northland Drive
Austin, TX 78756

By: 
Bruce J. Spitzengel, President