

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("AGREEMENT") effective this **21st day of October, 2025** ("Effective Date") is entered into by and between **Hopkins County** ("CLIENT"), located at 118 Church Street, Sulphur Springs, TX, 75482, 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 Request for Proposal (RFP) for Disaster Recovery Management Services, incorporated herein as EXHIBIT A;

WHEREAS, CONSULTANT submitted a proposal to the CLIENT dated October 2, 2025, 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. 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. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS AND ACKNOWLEDGEMENT OF FEDERAL FUNDING: This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives including but not limited to those included in EXHIBIT A.
- 4. NO OBLIGATION BY FEDERAL GOVERNMENT: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the recipient or subrecipient, contractor, or any other party pertaining to any matter resulting from the contract.

- PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS: The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."
- 6. **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 (Compensation)
 - d. EXHIBIT B (Consultant Proposal)
- 7. DOMESTIC PREFERENCE FOR PROCUREMENTS: The Contractor should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products.

FOR PURPOSES OF THIS CLAUSE: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

8. PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES.

- a. Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, as used in this clause
- b. Prohibitions.
 - i. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
 - ii. Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
 - Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - Enter, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

- Enter, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- 4. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

c. Exceptions.

- i. This clause does not prohibit contractors from providing-
- ii. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
 - Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
 - By necessary implication and regulation, the prohibitions also do not apply to:
- iii. Covered telecommunications equipment or services that:
 - 1. Are not used as a substantial or essential component of any system; and
 - 2. Are not used as critical technology of any system.
 - 3. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

d. Reporting requirement.

- i. In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(ii) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- ii. The Contractor shall report the following information pursuant to paragraph (d)(i) of this clause:
 - Within one business day from the date of such identification or notification:
 The contract number; the order number(s), if applicable; supplier name;
 supplier unique entity identifier (if known); supplier Commercial and
 Government Entity (CAGE) code (if known); brand; model number (original
 equipment manufacturer number, manufacturer part number, or wholesaler
 number); item description; and any readily available information about
 mitigation actions undertaken or recommended.
 - 2. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- e. Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

- DHS SEAL, LOGO, AND FLAGS: Hopkins County must obtain written permission from DHS prior to using the DHS seals, logos, crests, reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS components (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
- 10. 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.
- 11. CONFIDENTIALITY: "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 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.

- 12. 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.
- 13. PATENTS AND INVENTIONS: CONSULTANT shall retain all rights and title to all patentable and unpatentable inventions including confidential know-how developed by CONSULTANT exclusive of the SERVICES. However, CONSULTANT hereby grants to CLIENT a royalty-free, nonexclusive, non-assignable 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.
- 14. 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.

- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.

19. 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 CURETHE 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.
- 20. 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).
- 21. 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.
- 22. **SUSPENSION AND DEBARMENT:** This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters.

This certification is a material representation of fact relied upon by TDEM/Hopkins County. If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to TDEM/Hopkins County, the Federal

Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

- 23. 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.
- 24. 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 the period required by other applicable laws and regulations.

25. 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. In the event that 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

Hopkins County, Texas

Print Name: Robert Newsom

Title: Hopkins County Judge

Address:

118 Church Street

Sulphur Springs, Texas 75482

Phone: <u>903-438-4006</u> Fax: <u>903-438-4007</u>

Email: rnewsom@hopkinscountytx.org

CONSULTANT

GrantWorks, Inc.

By (Sign):

Print Name: Bruce Spitzengel

Title: President

Address:

2201 Northland Drive Austin, Texas 78756

Phone: 512-420-0303 Ext. 309

Fax: 800-317-9368

Email: <u>bruce@grantworks.net</u>

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- 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. In the event that 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.
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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

Hopkins County, Texas

By (Sign): Print Name: Robert Newsom

Title: Hopkins County Judge

Address:

118 Church Street

Sulphur Springs, Texas 75482

Phone: 903-438-4006 Fax: 903-438-4007

Email: rnewsom@hopkinscountytx.org

CONSULTANT

GrantWorks, Inc.

By (Sign):

Print Name: Bruce Spitzenge

Title: President

Address:

2201 Northland Drive Austin, Texas 78756

Phone: 512-420-0303 Ext. 309

Fax: 800-317-9368

Email: bruce@grantworks.net

EXHIBIT A

CLIENT PROCUREMENT

EXHIBIT B

CONSULTANT PROPOSAL

EXHIBIT C

COMPENSATION

HAZARD MITIGATION PRE-AWARD SERVICES

Consultant shall provide Pre-Award Services described in Part III of the Agreement. The Pre-Award application preparation and submission fee schedule is as follows:

Project Activity	Not-to-Exceed Pre-Award Costs
Drainage Plans/Studies	\$3,500
Warning Siren	\$4,000
Generator	\$3,500 base fee plus \$2,500 per BCA
Drainage & Other Construction	
Under \$500,000	\$6,000 BCA performed by others
\$500,000-\$2 million	\$8,000 BCA performed by others
Over \$2 million	\$10,000 BCA performed by others
Safe Room	\$3,500 base fee plus BCA performed by others
Structure Acquisition/Demolition/Elevation and Reconstruction	\$585 per structure

Pre-Award Services fees will be billed upon grant application submission to the Department. If the application is selected for funding, the Department may reimburse Client for 100% of this fee. GrantWorks will assist Client in requesting reimbursement of the Pre-Award Services fee from the Department if the project is funded, though reimbursement cannot be guaranteed. If the application is not selected for funding in this grant, we will resubmit it at the next available funding opportunity at no charge. Any further submissions for a previous project will be \$1,000 per application. Client will pay the Consultant within 30 calendar days upon receipt of an invoice indicating the completed tasks. The fee schedule shall be based upon identified contract milestones as follows:

Pre-Award Deliverables

Application Preparation and Submission to Department

Payment Terms: No administrative/management fees other than the application preparation fee shall be due from Client to Consultant. If Client does not receive a Hazard Mitigation Grant award to fund Post-Award services, the Consultant's obligation to the Client shall be limited to the Pre-Award Scope of Services specified in Part III of the Agreement. In any event, total amount due to CONSULTANT will not exceed the amounts in the fee schedule above over the term of this Agreement unless services outside the scope of Basic Services are agreed upon by both parties and approved by the Client's governing body.

POST AWARD SERVICES

Consultant shall provide Post-Award Services described in Part III of the Agreement for approved hazard mitigation project(s). Post-Award services will not commence until a Notice of Award is received by the Client from the Department. The Client agrees to pay Consultant Post-Award Fees as defined in each approved hazard mitigation project (grant award). Each grant award will result in a Task Order, which comprises the date issued, program funding source, project description, scope of services, task order schedule, not-to-exceed fee amount, and fee payment schedule, plus signature lines for Parties. The Consultant may prepare draft Task Order(s) for the Client's consideration to facilitate this process. A proposed Task Order or Task Order Amendment shall not exceed the administrative Post-Award Cost caps listed in the table below, which are established by the Federal Emergency Management Agency (FEMA) and are subject to change.

Project Activity	Not-to-Exceed Post-
riojectricanity	Award Costs
Drainage Dlans/Studios	5% of grant and match
Drainage Plans/Studies	amounts
Warning Siron	5% of grant and match
Warning Siren	amounts
Generator	5% of grant and match
Generator	amounts
Drainage & Other Construction	
Hadar \$500,000	5% of grant and match
Under \$500,000	amounts
¢E00 000 ¢2 million	5% of grant and match
\$500,000-\$2 million	amounts
Over \$2 million	5% of grant and match
Over 32 million	amounts
Safe Room	5% of grant and match
	amounts
Structure Acquisition/ Demolition/	5% of grant and match
Elevation and Reconstruction	amounts plus 3% *PPF

^{*}NOTE: PPF is a Per Parcel Fee for additional items outside of project management, such as property verification, supplemental property management, property financial examinations, insurance liaising, etc. This is part of the project cost and is covered at 75%.

Payment Terms: CONSULTANT will bill Client for any tasks and/or milestones as they are completed. Client will pay the Consultant within 30 calendar days upon receipt of an invoice indicating the completed tasks. The invoice shall be based upon completion of identified contract milestones as follows or as outlined in the Task Order. In the event of a conflict between the milestones below and the Task Order, the Task Order prevails:

Milestones – Phased Projects Phase 1 (if applicable)	Percent of Fee
Phased project services, Kick Off Meeting – Phase 1	50%
Phased project services complete – Phase 1	50%

Milestones – Single Phase Projects or Phased Projects Phase 2 (as applicable)	Percent of Fee
Client Kick Off Meeting	10%
Establish record keeping, reporting and financial management systems	15%
Complete construction procurement review	20%
Complete construction contract review	15%
Pre-construction conference	10%
50% construction complete	10%
Construction complete	10%
Closeout paperwork submitted	10%

Milestones – Housing Elevation or Buyout/Acquisition Projects	Percent of Fee
Client Kick Off Meeting	10%
Establish record keeping, reporting and financial management systems	10%
Complete procurement for elevation contractors OR complete acquisition*	20%
Pre-construction/demolition conference*	20%
50% construction complete*	15%
Construction complete*	15%
Closeout paperwork submitted	10%

^{*} Milestones billed pro rata, as individual units meet the specified condition

PUBLIC ASSISTANCE RATE SCHEDULE

LABOR CATEGORY	HOURLY RATE - REMOTE	HOURLY RATE - FULLY BURDENED (INCLUDING TRAVEL)
Principal	\$250.00	\$284.00
Project Manager	\$160.00	\$194.00
Subject Matter Expert	\$195.00	\$229.00
Senior Grant Specialist	\$145.00	\$179.00
Grant Specialist	\$125.00	\$159.00
Junior Grant Specialist	\$115.00	\$149.00
Application Specialist	\$115.00	\$149.00
Senior Planner	\$140.00	\$174.00
Planner	\$120.00	\$154.00

Request for Proposal (RFP) for Disaster Recovery Management Services - Cover Letter

9-17-2025

Re: Proposed FEMA Public Assistance (PA)/Hazard Mitigation Assistance (HMA) Program Funding Support

Dear Management Service Providers:

Attached is a copy of the Hopkins County Request for Proposals for FEMA PA/HMA pre-award and post-award disaster recovery management services for recovery and mitigation grant(s), if awarded, from the Federal Emergency Management Agency, Texas Division of Emergency Management (TDEM) if applicable, Texas Water Development Board (TWDB) if applicable or other funding sources.

Hopkins County is eligible for and may consider applying for funding of eligible activities under the following programs:

- Public Assistance (PA)
- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance Grant Program (FMA)
- Other mitigation funding sources used in conjunction with the programs above.

Multiple contracts may be awarded as a result of this solicitation. The Hopkins County will consider 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.

The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Please submit a proposal of services and statement of qualifications to:

Shannon Pennington, Assistant Auditor

Hopkins County, P.O. Box 288, 118 Church St Courthouse, Sulphur Springs, Texas 75482

The deadline for submission of proposals is October 2, 2025 by 4:00 p.m. Hopkins County reserves the right to negotiate with any and all persons or firms submitting proposals.

Hopkins County is an Affirmative Action/Equal Opportunity Employer. The Hopkins County reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Sincerely,

Shannon Pennington Assistant Auditor

RFP for Disaster Recovery Management Services

Hopkins County is seeking proposals from competent service provider(s) to assist with pre-award and post-award management in support of eligible recovery and mitigation activities (see Section II) if funded under one or more of the following programs:

- Public Assistance (PA)
- Hazard Mitigation Grant Program (HMGP)
- Flood Mitigation Assistance Grant Program (FMA)
- Other related mitigation funding sources, if not separately procured

The following outlines the request for proposals. Any work done prior to the award of a Disaster Recovery Management Services Agreement is considered "at risk" and Entity is under no obligation to fund or pay for such work.

- I. <u>Scope of Work</u> –The successful respondent(s) is to provide disaster recovery management services that may include but are not limited to the following:
 - a. Public Assistance Projects
 - Comprehensive administration of FEMA programs and projects contemplated by Project Worksheets (PWs);
 - Attend meetings with FEMA, FHWA, other Federal Agencies, and/or State Relief Programs in conjunction with and on behalf of the local government.
 - Collaborate with local government on project formulation, including damage assessments (field team assessment of damages including a comprehensive list of damaged structures, contents, etc.); Information gathering (photo-document damages, gather records, drawings, insurance policies, historical photos/videos, etc.); project development (define both small and large projects' scope, size, and damages, including cost estimating that will be the basis of each PW); project submittals (draft and submit small and large project PWs to FEMA/FHWA);
 - Proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation Section 406 funding within the current regulatory framework;
 - Provide ongoing guidance to maximize FEMA Public Assistance funding;
 - · Coordinate and manage deliverables with FHWA and FEMA;
 - Assist with FEMA, FHWA and/or other federal grants quarterly reporting;
 - Generate time extension requests to FEMA and/or other federal grants and FHWA when necessary, so that eligibility is not
 forfeited:
 - Assist with insurance claim submission and tracking in relation to projects submitted to FEMA to avoid duplication of benefits and document final amount of insurance proceeds applied to each project;
 - Assist in getting the necessary legal documents for proper filing;
 - Advise on document retention strategies;
 - Coordinate with local government staff to obtain all cost and necessary backup documentation to develop, revise, and submit PWs;
 - Track status of FEMA and other agency reimbursement and serve as a co-liaison between FEMA/other agencies and local government;
 - Assist in responding to Requests for Information from FEMA/other agencies;
 - Assist with the submission of appeals to FEMA;
 - Provide detailed and periodic management reports on the status of PWs including developments, revisions, submissions/approvals, open issues, financial overview, etc.;
 - Provide Cash Management reports showing the projected schedule for reimbursement requests and the actual status of reimbursements received;
 - Preparing public procurement documentation and providing additional procurement assistance, including but not limited to
 preparing and writing requests for qualifications, requests for proposals, or other applicable procurements for identified
 projects that align with PWs, other public assistance projects, and federal and state requirements;
 - Development of database/electronic system for tracking and management of project worksheets, claims, grant applications
 and status, and associated information to facilitate effective documentation, management of grant management and funding
 programs, and information sharing;
 - Developing program guidelines, policies, procedure, implementation plans, or other pertinent documents;
 - · Research, development, and prepare grant applications and other applicable public assistance documents;
 - · Review data and records for compliance with federal requirements;
 - · Advise on the management of the closeout process; and
 - Researching, monitoring, reporting, documenting, managing, analyzing, assessing, designing, and other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

 Mitigation Projects – Construction¹ other than Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

Pre-Award²

Services associated with developing and requesting funding assistance, including:

- Application development and submission which may include:
 - o Collecting project information.
 - Compiling site photos and location maps.
 - o Researching hazard information.
 - o Assisting with development of scope of work, alternative actions, cost estimate, and grant schedule.
- Coordinate responses to funding agency requests for information (RFI)
- Provide guidance regarding project feasibility and effectiveness.
- Act as liaison between State, FEMA, contractors, and project engineer.
- Coordinate with engineer(s) and/or local staff for Benefit-Cost Analysis (BCA) development.
- · Review preliminary EHP data and assist with agency consultation, as applicable.
- Coordinate workshops and/or meetings related to the development and submission of the application, as necessary.
- Facilitate public outreach efforts on behalf of the sub applicant(s), as applicable. E.g. advertising, public meetings.
- Other such work which may reasonably be associated with pre-award support of proposed mitigation projects.

Post-Award Management

Services associated with administering funding assistance, including, but not limited to:

- Record keeping and financial management.
- Geocoding mitigation projects identified for further review by funding agency.
- Delivery of technical assistance (e.g., plan reviews, BCA reviews, EHP data gathering, outreach, training) to support the implementation of mitigation activities.
- Managing awards (e.g., quarterly reporting, reimbursement requests, scope/budget modifications, closeout)
- Project monitoring and evaluation of the mitigation activity in accordance with the approved SOW and budget, administrative requirements of 2 CFR Part 200 and applicable State requirements.
- · Such other work as may reasonably be associated with management activities in support of mitigation projects.
- Project closeout in accordance with 2 CFR Sections 200.344. The project file should document that:
 - The approved SOW was fully implemented.
 - All obligated funds were liquidated and, in a manner, consistent with the approved SOW.
 - o All EHP compliance grant conditions were implemented and documented as required.
 - o The project was implemented in a manner consistent with the Federal award or subaward agreement.
 - o The pass-through entity submitted the required quarterly financial and performance reports.
 - The Federal award and subaward were closed out in accordance with the provisions outlined in Part VI, E and F (subaward and Federal award closeout).
- c. Mitigation Projects Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

The service provider(s) will be responsible for meeting the requirements and timeframes in 44 CFR Section 80.13 and for providing the information that is necessary for the Entity, State, and FEMA to determine the eligibility of the project as described in the sub application requirements. The sub application must contain property and project information, including the project description and EHP information. FEMA may request additional information after the sub application has been submitted to ensure that all necessary information is received.

Pre-Award²

Services associated with developing and requesting funding assistance, including:

- Application development and submission which may include:
 - o Collecting project information (site coordinates, Voluntary Participation Agreements, Duplication of Benefits affidavits).
 - Compiling site photos, property acquisition photos, and location maps.
 - o Researching hazard information.
 - Preparing property inventory and reviewing appraisal determinations.
 - Assisting with development of scope of work, alternative actions, cost estimate, and grant schedule.
- · Act as liaison between State, FEMA, contractors, and project engineer.
- Provide guidance regarding project feasibility and effectiveness.
- Coordinate with engineer(s) and/or local staff for BCA development or cost effectiveness review.

- Review preliminary EHP data and assist with agency consultation, as applicable.
- · Coordinate workshops and/or meetings related to the development and submission of the application, as necessary.
- Facilitate public outreach efforts on behalf of the sub applicant(s), as applicable. E.g. advertising, public, household, and virtual
 meetings.
- Assisting with initial evaluation of structural elevation or reconstruction.
- Other such work which may reasonably be associated with pre-award support of proposed mitigation projects.

Management Activities

Services associated with administering funding assistance, including, but not limited to:

- Coordination of title clearance with all appropriate parties.
- Coordination and documentation of the Statement of Voluntary Participation and Acknowledgement of Conditions forms.
- Coordination of final mitigation offer:
 - o Inform each property owner of the market value (pre-event or current) of the property in writing.
 - o Include the method used to determine the final mitigation offer.
- Verify that all required subaward activities have been accomplished in accordance with all programmatic guidance and proper grants management practices and 44 CFR Section 80.21.
- Verify that all properties identified in the sub application have been acquired, and that the Model Deed Restriction language was recorded with each corresponding deed.
- Ensure that each successful respondent shall provide the following property information:
 - o A photograph of the property site after project implementation.
 - A copy of the recorded deed and attached deed restrictions for each property.
 - Latitude and longitude coordinates of the property.
 - A signed Statement of Voluntary Participation by the owner of each property identified in the sub-award SOW (refer to Addendum Part A.6.5.1- Hazard Mitigation Assistance Guidance Addendum).
 - A completed FEMA Form AW-501 documenting the completion of mitigation action for each FEMA Repetitive Loss property.
 - o Final Elevation Certificate for elevations and reconstructions.
- · Record keeping and financial management.
- Geocoding mitigation projects identified for further review by funding agency.
- Delivery of technical assistance (e.g., plan reviews, BCA development as applicable³, EHP data gathering, appraisal coordination, planning workshops, training) to support the implementation of mitigation activities.
- Managing awards (e.g., quarterly reporting, reimbursement requests, scope/budget modifications, closeout)
- Project monitoring and evaluation of the mitigation activity in accordance with the approved SOW and budget, administrative requirements of 2 CFR Part 200 and applicable State requirements.
- Facilitate public outreach efforts on behalf of the sub applicant(s), as applicable. E.g. advertising, public meetings.
- Project closeout in accordance with 2 CFR Sections 200.344. The project file should document that:
 - The approved SOW was fully implemented.
 - o All obligated funds were liquidated and, in a manner, consistent with the approved SOW.
 - o All EHP compliance grant conditions were implemented and documented as required.
 - o The project was implemented in a manner consistent with the Federal award or subaward agreement.
 - o The pass-through entity submitted the required quarterly financial and performance reports.
 - The Federal award and subaward were closed out in accordance with the provisions outlined in Part VI, E and F (subaward and Federal award closeout).
- Other such work which may reasonably be associated with pre-award support of proposed mitigation projects.

Notes:

- 1. Construction projects with specialized or complex technical scope such as a drainage project will require two phases of FEMA review. Phase 1 may include development of a Hydrologic and Hydraulics (H&H) study, feasibility studies, environmental compliance, final engineering design, and other technical studies. A new BCA must be performed during Phase 1 development, and any necessary changes will be made to the SOW and budget. The management activities outlined above occur throughout Phase 1 and Phase 2 of a project, and Phase 1 subrecipient management costs should be awarded by TDEM and FEMA. Phase 2 management activities will be established based on the opinion of probable construction costs refined during Phase 1 of a project and are subject to additional approval with the Phase 1 deliverables.
- 2. Pre-Award costs to be reimbursed by FEMA must have been incurred after the date of declaration (HMGP) or grant opening announcement. FMA pre-award costs directly related to developing the grant application or sub application that are incurred prior to the date of the grant award are subject to FEMA approval at time of award. Pre-award management costs may be eligible for consideration towards the subrecipient management costs for all programs. Pre-award costs 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, eligible pre-award costs will not be reimbursed by FEMA. Pre-award costs may be reimbursed when the project is approved and funded based on the sub-application award.

3. For the purposes of this RFP, assume all parcels are located within the Special Flood Hazard Area (SFHA) and/or come under the threshold amounts of \$323,000 for acquisitions and \$205,000 for elevations and are deemed cost-effective.

Mitigation related services under this RFP may include any combination of the following activities:

ELIGIBLE ACTIVITIES	нмдр	FMA
Capability- and Capacity Building	·	
New Plan Creation and Updates	٧	٧
PLANNING-RELATED ACTIVITIES	٧	
PROJECT SCOPING/ADVANCED ASSISTANCE	٧	٧
FINANCIAL TECHNICAL ASSISTANCE		٧
DIRECT NON-FINANCIAL TECHNICAL ASSISTANCE		
Partnerships		٧
CODES AND STANDARDS	٧	
Innovative Capability- and Capacity Building	٧	٧
Mitigation Projects		
PROPERTY ACQUISITION	٧	٧
STRUCTURE ELEVATION	٧	٧
MITIGATION RECONSTRUCTION	٧	٧
LOCALIZED FLOOD RISK REDUCTION	٧	٧
Non-Localized Flood Risk Reduction	٧	٧
STABILIZATION	٧	
DRY FLOODPROOFING NON-RESIDENTIAL BUILDING	٧	٧
TSUNAMI VERTICAL EVACUATION	٧	
Safe Room	٧	

ELIGIBLE ACTIVITIES	HMGP	FMA
WILDFIRE MITIGATION	٧	
Retrofit	٧	٧
SECONDARY POWER SOURCE	٧	
Warning System (excluding earthquake early warning system)	٧	
EARTHQUAKE EARLY WARNING SYSTEM	٧	
AQUIFER RECHARGE, STORAGE, AND RECOVERY	٧	٧
INNOVATIVE MITIGATION PROJECT	٧	٧
MANAGEMENT COSTS	V	٧

Note: To be eligible, activities listed in the table above must meet all requirements referenced in the HMA Program and Policy Guide.

- II. <u>Statement of Qualifications The</u> Entity is seeking to contract with well-qualified service provider(s) experienced in grants/contracts application, management, and administration including the above Scope of Work. Please provide the following information:
 - A brief history of the proposing entity, including general background, knowledge of and experience working with relevant agencies.
 - Related experience in applying for and managing federally funded local public works construction projects including FEMA Public Assistance.
 - Offeror shall demonstrate successful experience in coordinating with Federal, State and Local emergency agencies, citing
 disaster event, project scope of its referenced engagement and funding outcomes for the affected local government including
 a list of at least three references from past local government, private non-profit, or Tribal clients.
 - Describe the proposing entity's capacity to perform as well as resumes of all employees who will or may be assigned if your firm is awarded this management services contract.
 - A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested.
- III. Project Approach Each respondent shall prepare a focused and detailed plan outlining the primary tasks, responsibility, major deliverables and timing, with a confirmation of response time required by respondent when services are requested.
- IV. <u>Proposed Cost of Services</u> Please provide hourly rates per the below schedule that may be required to accomplish any of the programmatic support detailed in the Scope of Work above. Firms must submit hourly rates for remote and on-site work for each job classification.

Labor Category	Hourly Rate (Remote)	Hourly Rate (On-site w/travel)
Principal		
Project Manager		
Subject Matter Expert		
Senior Grant Specialist		
Grant Specialist		
Junior Grant Specialist		
Application Specialist		
Senior Planner		
Planner		

The Entity will consider 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. As such, proposers may specify any maximum

limit to the number or total value of Additional Suggested Positions they are able and willing to manage. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract. Contract pricing for services under this RFP will be adjusted if the final number and value of Additional Suggested Positions differ from the current estimate.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used.

Percentage of Profit:	(please indicate if profit varies by Project Activity)
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V. <u>Evaluation Criteria</u> - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

	<u>Maximum</u>
Criteria	<u>Points</u>
Experience	30
Work Performance	25
Capacity to Perform	25
Proposed Cost	20
Total	100

VI. Submission Requirements

- A copy of your current Certificate of Insurance for professional liability.
- 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 Entity may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- System for Award Management. Service Providers <u>must have an active registration</u> in the System for Award Management (https://www.sam.gov/SAM/). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). This clearance information should be included in the service provider's Proposal. The clearance in the Service Provider's proposal must be re-verified prior to award. Enclose a printout of the search results that includes the record date.
- Form CIQ, (Texas Only- 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. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
- Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included
 in the RFP and must be submitted with the response.
- Form 1295, (enclosed). Effective January 1,2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court 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 at time of signed contract submission. 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 representative signing the form.
- Required Contract Provisions. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.
- VII. Contracting with HUB, small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

If the awarded vendor (prime) uses subcontractors, small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms **must** be included in the solicitation. The following affirmative steps are required of the prime contractor:

- 1) Placing qualified small and minority businesses, women's business enterprises and veteran-owned businesses on solicitation lists;
- 2) Assuring that small and minority businesses, women's business enterprises and veteran-owned businesses are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises and veteran- owned businesses;

- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises and veteran-owned businesses;
- 5) To ensure a wide distribution and potential participation to as many administrator firms as possible, refer to https://lsadata.org/ when you develop your administrator email list.
- VII. <u>Deadline for Submission</u> —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 firm.

Please electronically submit your proposal in .pdf format via email at spennington@hopkinscountytx.org AND submit 06 copies of your proposal of services and a statement of qualifications for the proposed services to the following address: Attn: Shannon Pennington, Assistant Auditor, 118 Church St. Courthouse, Sulphur Springs, Texas 75482. Proposals must be received by Hopkins County no later than 4:00p.m. on October 2, 2025 to be considered.

Failure to comply with these instructions or the submission requirements may result in disqualification of the response.

Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) Disaster Recovery Management Services – Program Description

The mission of the Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) Programs is to provide assistance to State, Local, Territorial, or Tribal (SLTT) governments, and certain types of private nonprofit (PNP) organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. The PA/HMA Programs foster resilience against the effects of disasters that provide funding for hazard mitigation activities including mitigation projects and capability- and capacity-building. FEMA provides this assistance based on authority in statutes, executive orders (EOs), regulations, and policies. The following programs are covered:

- Public Assistance (PA). PA provides supplemental Federal grant assistance for emergency protective measures, and the
 restoration of disaster-damaged, publicly owned facilities and specific facilities of certain PNP organizations. The PA program
 also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation
 measures directly in the project applications for the damaged facilities.
- 2. Hazard Mitigation Grant Program (HMGP). HMGP ensures that state, local, tribal and territorial governments have the financial opportunity to plan for and implement mitigation measures that reduce the risk of loss of life and property from future natural disasters during the reconstruction process following a presidentially declared disaster. HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and implemented in regulations at 44 Code of Federal Regulations (CFR) §§ 206.430-440.
- 3. Flood Mitigation Assistance (FMA). FMA is a competitive program that provides funding to states, local governments, federally recognized tribes, and territories. Funds can be used for projects that reduce or eliminate the risk of repetitive flood damage to structures insured by the National Flood Insurance Program (NFIP).

Recipient: Hopkins County	
Anticipated Program	FEMA PA/HMA

Disaster Recovery Management Services Rating Sheet

Grant Recipient	Program(s) FEMA PA/HMA
Name of Respondent	-
Evaluator's Name	Date of Rating

Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services will be scored only on those services.

Exper	ience		
	<u>Factors</u>	Max. Pts.	Score
1.	Related experience / background with federally funded projects	5	
2.	Related experience/background with specific project type (debris, emergency measures, permanent restoration) or grant type (drainage, generators, safe rooms, etc.)	5	
2		5	
3.	Related experience / background specific to Public Assistance / Hazard Mitigation,		
	a. Working directly with FEMA and TDEM/TWDB	5	
	b. Environmental review	5	
4.	References from current/past clients	5	
	Subtotal, Experience	30	
Work	<u>Performance</u>		
	Factors	Max. Pts.	Score
1.	Facilitates completion of activities on schedule related to Federal Agencies, and/or State	10	
	Agencies, and/or client requests	-	
2.	Work product is consistently of high quality with low level of errors	5	
3.	Past client/FEMA, FHWA, TDEM other Federal Agencies, and/or State Relief Programs projects have low level of monitoring findings/concerns	5	
4.	Manages projects within budgetary constraints	5	
	Subtotal, Performance	25	
Canad	city to Perform		
cupuc	Factors	Max. Pts.	Score
1.	Qualifications / experience of staff	10	
2.	Present and Projected Workloads	5	
3.	Demonstrated understanding of scope of the FEMA PA/HMA Project(s), as appropriate	10	
3.		25	
Prono	Subtotal, Capacity to Perform <u>osed Cost</u>	25	
11000		Max. Pts.	Score
	<u>Factors</u>	IVIAX. 1 CS.	<u>30010</u>
	Proposed cost is in line with independent estimate and compared with all cost proposals received	20	
	A = Lowest Proposal \$ A ÷ B X 20 = Respondent's Score		-
	B = Respondent's Proposal \$	20	
TOTAL			
	<u>Factors</u>	Max. Pts.	Score
	Experience	30	
	Work Performance	25	
	Capacity to Perform	25	
	Proposed Cost	20	
	Total Score	100	

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.	OFFICE USE ONLY
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).	Date Received
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.	
Name of vendor who has a business relationship with local governmental entity.	
Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
Name of local government officer about whom the information is being disclosed.	
Name of Officer	
Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attack CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to the than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable local governmental entity? Yes No Describe each employment or business relationship that the vendor named in Section 1 members of the vendor named in Section 1 members.	the local government officer. In additional pages to this Form kely to receive taxable income, income, from or at the direction income is not received from the
other business entity with respect to which the local government officer serves as an o ownership interest of one percent or more.	fficer or director, or holds an
Check this box if the vendor has given the local government officer or a family member as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(
7	
Signature of yendor doing business with the governmental entity)ate

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015

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.

<u>Local Government Code § 176.001(1-a):</u> "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;
 - (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.

Certification Regarding Lobbying

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

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

- (a) 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 an 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 contract, the making 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.
- (b) 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 Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

certification and disclosure, if any	, certifies or affirms the truthfulness and accuracy of each statement of it y. In addition, the Contractor understands and agrees that the provisions of 3 s certification and disclosure, if any.
Signature of Contractor's Authori	zed Official
Printed Name and Title of Contra	ctor's Authorized Official

Date

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

This disclosure form shall be completed by the reporting entity, whether sub awardee 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.

- 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.
- Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up 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 sub awardee, e.g., the first sub awardee 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 "Sub awardee," 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

Approved by OMB 0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal A a. bid/offe b. initial a c. post-aw	er/application award	Report Type: a. initial filing b. material change
Name and Address of Reporting Entity:			in No. 4 is Sub awardee, Enter Name
Prime Sub awardee Tier, if Known	n:	and Address of Pri	
Congressional District, if known:			District, if known: m Name/Description:
Federal Department/Agency: Federal Action Number, if known: 10. a. Name and Address of Lobbying F (if individual, last name, first name, M	11):	9. Award Amount	pplicable: i, if known: forming Services (including address if 10a)
11. Information requested through this for title 31 U.S.C. section 1352. This disclosure activities is a material representation of fac reliance was placed by the tier above when was made or entered into. This disclosure is to 31 U.S.C. 1352. This information will be r Congress semi-annually and will be available inspection. Any person who fails to file the shall be subject to a civil penalty of not less not more than \$100,000 for each such failu	of lobbying It upon which It this transaction Is required pursuant reported to the Ile for public required disclosure Is than \$10,000 and	Signature: Print Name: Title: Telephone No.:	
Federal Use Only			norized for Local Reproduction andard Form - LLL (Rev. 7-97)

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 of identify and provide a description of the services, goods, or other property to be provided upon the contract. entify the contract, 4 lature of Interest (check applicable) City, State, Country Name of Interested Party (place of business) Controlling Intermediary St. WWW.et

ADD ADDITIONAL PAGES AS NECESSARY

(street)
penalty of perjury that the foregoing is true and correct.

(city)

(state)

Signature of authorized agent of contracting business entity (Declarant)

(zip code)

(country)

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. *Language as of October 8, 2024

THRESHOLD	PROVISION	CITATION
>\$250,000 (Simplified Acquisition Threshold)	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. Although not required for contract at or below the SAT, FEMA suggests including a remedies provision. The NFE should consult their servicing legal counsel to determine whether and how remedies for breach of contract are permissible under applicable state, local, or tribal laws or regulations.	2 CFR 200 APPENDIX II (A)
>\$10,000	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. FEMA suggests including a termination for cause and for convenience in all contracts even when not required. The NFE should consult their servicing legal counsel to determine whether and how termination provisions are permissible under applicable state, local, or tribal laws or regulations.	2 CFR 200 APPENDIX II (B)
None	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:	2 CFR 200 APPENDIX II (C) and 41 CFR §60- 1.4(b)

(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 administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

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.

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.

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.

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.	
	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 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	2 CFR 200 APPENDIX II (D); 40 U.S.C. §§ 3141- 3144 and 3146-
>\$2,000	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.	3148; supplemented by 29 C.F.R. Part 5; 40 U.S.C. § 3145; supplemented by 29 C.F.R. Part 3
	FEMA PA and HMGP do not require these clauses unless it is a requirement for matching funds by another federal program legislation such as CDBG-DR.	
	When required, prime construction contracts over \$2,000 awarded by NFEs must include a provision for compliance with the Davis-Bacon Act.	
	If applicable per the standard described above, the NFE must include the provisions at 29 C.F.R. § 5.5(a)(1)-(10) in full into all applicable contracts, and all applicable contractors must include these provisions in full in any subcontracts.	
	In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback" Act. Sample contract clauses are provided in the <u>FEMA Contract Provisions Guide</u> .	
> \$100,000+ Mechanics or Laborers	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where 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	2 CFR 200 APPENDIX II (E); 40 U.S.C. §§ 3701 3708; supplemented by 29 C.F.R. Part 5

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.

Applicability

This required contract provision applies to all procurements over \$100,000 that involve the employment of mechanics, laborers, and construction work. These requirements *do not* apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Required Language

Compliance with the Contract Work Hours and Safety Standards Act.

- Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- 2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
- 3. Withholding for unpaid wages and liquidated damages. The (insert name of grant recipient or subrecipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

>\$150,000	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	2 CFR 200 APPENDIX II (G); 42 U.S.C. §§ 7401- 7671q; 33 U.S.C. §§ 1251-1387
	This provision does not apply to all FEMA grant and cooperative agreement programs including PA and HMGP as awards under these programs do not meet the definition.	
None	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 subrecipient 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 subrecipient 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.	2 CFR 200 APPENDIX II (F); Funding Agreement; definition found under 37 C.F.R. § 401.2(a).
	 Records to be maintained under this provision shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Federal Emergency Management Agency, and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job. 	
	subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section. For contracts that are only subject to Contract Work Hours and Safety Standards Act and are not subject to the other statutes in 29 C.F.R. § 5.1 where an additional contract provision is required, FEMA suggests including the language below. Suggested Language Further Compliance with the Contract Work Hours and Safety Standards Act. 1. The contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.	

be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Suggested Language: Clean Air Act The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 The contractor agrees to report each violation to the (insert name of nonfederal entity entering into the contract) and understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA. Federal Water Pollution Control Act The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq. The contractor agrees to report each violation to the (insert name of the nonfederal entity entering into the contract) and understands and agrees that the (insert name of the non-federal entity entering into the contract) will, in turn, report each violation as required to assure notification to the (insert name of the pass-through entity, if applicable), Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA. 2 CFR 200 Debarment and Suspension (Executive Orders 12549 and 12689) - A contract APPENDIX II (H); award (see 2 CFR 180.220) must not be made to parties listed on the 2 C.F.R. Part 180 governmentwide exclusions in the System for Award Management (SAM), in (implementing accordance with the OMB guidelines at 2 CFR 180 that implement Executive **Executive Order** Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 12549, Debarment Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the and Suspension names of parties debarred, suspended, or otherwise excluded by agencies, as (1986) and well as parties declared ineligible under statutory or regulatory authority other **Executive Order** than Executive Order 12549. >\$25,000 12689, Debarment and Suspension The following provides a debarment and suspension clause. It incorporates an (1989)); 2 C.F.R. optional method of verifying that contractors are not excluded or disqualified. Part 3000 (Department of Suggested Language: Homeland Security Suspension and Debarment regulations for This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 Non-procurement C.F.R. Part 3000. As such, the contractor is required to verify that none of the Debarment and

contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at

Suspension,

The contractor must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.	
,	
This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the federal government may pursue available remedies, including but not limited to suspension and/or debarment.	
The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.	
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. If applicable, contractors must sign and submit the following certification to the NFE with each bid or offer exceeding \$100,000.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303; (citing 31 U.S.C. § 1352); 44 C.F.R. § 18.110
Required Certification: CERTIFICATION REGARDING LOBBYING (APPENDIX A, 44 C.F.R. PART 18)	
See 2 CFR §200.323.	2 CFR 200 APPENDIX II (J)
See 2 CFR §200.216.	2 CFR 200 APPENDIX II (K)
See 2 CFR §200.322.	2 CFR 200 APPENDIX II (L)
A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	2 CFR 200.323; Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962)
	C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions. 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, 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. If applicable, contractors must sign and submit the following certification to the NFE with each bid or offer exceeding \$100,000. Required Certification: CERTIFICATION REGARDING LOBBYING (APPENDIX A, 44 C.F.R. PART 18) See 2 CFR §200.323. See 2 CFR §200.323. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part

	Suggested Language: In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
	Competitively within a timeframe providing for compliance with the contract performance schedule;
	Meeting contract performance requirements; or
	At a reasonable price.
	Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage: https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.
	The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.
	§135.38 Section 3 clause All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):
	A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
>\$100,000	B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
	C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
	D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of

in this section 3 clause, upon a finding that the subcontractor is in violation of

the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b). Section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA) and 2 C.F.R. § 200.216, as implemented by FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), prohibit the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to: Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to: (1) Procure or obtain; None; All FEMA (2) Extend or renew a contract to procure or obtain; or declarations and awards 2 CFR 200.216 (3) Enter into a contract (or extend or renew a contract) to procure or issued on or after obtain equipment, services, or systems that uses covered November 12, 2020. telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). For the purpose of public safety, security of government (i) facilities, physical security surveillance of critical

infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision

declarations and awards issued on or after November 12, 2020.	that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Contracting with HUB, small and minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms.	2 C.F.R. § 200.321(b)(1)-(5)
None; All FEMA	Suggested Language: If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) listed below to ensure	
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	(d) See also § 200.471. 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
	Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See Public Law 115-232, section 889 for additional information.	
	Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Telecommunications or video surveillance services provided by such entities or using such equipment. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or	

	(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:	
	(1) Placing qualified small and minority businesses and women's business	
	enterprises on solicitation lists;	
	(2) Assuring that small and minority businesses, and women's business	
	enterprises are solicited whenever they are potential sources;	
	(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;	
	(4) Establishing delivery schedules, where the requirement permits, which	
	encourage participation by small and minority businesses, and women's	
	business enterprises;	
	(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	
	(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.	
	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 subrecipient. 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:	
	(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.	
	(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.	
	(c) Records for real property and equipment acquired with Federal funds must	
	be retained for 3 years after final disposition.	2 CFR 200.334; and
None	(d) When records are transferred to or maintained by the Federal awarding	200.337
	agency or pass-through entity, the 3-year retention requirement is not	200.557
	applicable to the non-Federal entity.	
	(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.	
	(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).	
	(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.	

	(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. Suggested Language for All Procurements: a. The Contractor agrees to provide (insert non-federal entity), the Texas Division of Emergency Management (TDEM), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.	
	 The FIRM agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. 	
	c. The CONTRACTOR agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.	
	d. In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the (insert name of the non-federal entity) and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.	
None	CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental Corporation may not enter into a governmental contract with a company that is identified on a list prepared and maintained by the U.S. Department of Treasury under Executive Order 13224. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such a term in Section 8 U.S.C. 1189(a)(1) of the United States Code.	United States Code 19 U.S.C. 2511
>\$100,000	PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that: (1) is between a governmental entity and a company with 10 or more full-time employees; and (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity. (b) A governmental Corporation 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: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.	(Adhere to your State's Local Government Code)
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
Awaiu	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

Suggested Language:	
The CONTRACTOR shall comply with the 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 (Pub. L. 94-163, 89 Stat. 871).	
The Firm agrees that no otherwise qualified individual with disabilities shall,	Section 504 of the
solely by reason of his/her disability, be denied the benefits of, or be subjected	Rehabilitation Act
to discrimination, including discrimination in employment, under any program	of 1973, as
or activity receiving federal financial assistance.	amended.
Pursuant to the Violence Against Women Act Reauthorization of 2022, the Grant	
Recipient must certify that local policies do not interfere with the residents'	
Right to Report Crime and Emergencies from One's Home. The certification will	
confirm that no ordinances, local regulations, or policies adopted by the local	Pub. L. 117-103,
government and currently in effect contain any financial or regulatory penalty	136 Stat. 49
imposed on property owners or residents as a result of any use of emergency	
services, or that the Grant Recipient is actively addressing such local	
regulations.	

PROVISION	APPLICABILITY	REGULATORY CITATION	SAMPLE LANGUAGE?	CONTRACT LANGUAGE
	ADDITION	AL REQUIRED CONTRA	ACT PROVISIONS	
Civil Rights Act of 1964		Civil Rights Act	Yes.	Suggested Language: Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
Prohibition on Contracting for Covered Telecommunications Equipment or Services	All FEMA declarations and awards issued on or after November 12, 2020.	2 C.F.R. Part 200, Appendix II, § K (citing 2 C.F.R. § 200.216).	Yes.	Suggested Language: Prohibition on Contracting for Covered Telecommunications Equipment or Services (a) Definitions. As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause— (b) Prohibitions. (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons. (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant,

	accounting agreement land as land
	cooperative agreement, loan, or loan guarantee funds from the Federal
	Emergency Management Agency to:
	zmergeney menegement regency to
	(i) Procure or obtain any equipment,
	system, or service that uses covered
	telecommunications equipment or services
	as a substantial or essential component of
	any system, or as critical technology of any system;
	system,
	(ii) Enter into, extend, or renew a contract
	to procure or obtain any equipment,
	system, or service that uses covered
	telecommunications equipment or services
	as a substantial or essential component of any system, or as critical technology of any
	system;
	(iii) Enter into, extend, or renew contracts
	with entities that use covered
	telecommunications equipment or services as a substantial or essential component of
	any system, or as critical technology as part
	of any system; or
	(: \
	(iv) Provide, as part of its performance of this contract, subcontract, or other
	contractual instrument, any equipment,
	system, or service that uses covered
	telecommunications equipment or services
	as a substantial or essential component of
	any system, or as critical technology as part
	of any system.
	(c) Exceptions.
	(1) This clause does not prohibit
8	contractors from providing— (i) A service
	that connects to the facilities of a third-
	party, such as backhaul, roaming, or
	interconnection arrangements; or
	(ii) Telecommunications equipment that
	cannot route or redirect user data traffic or
	permit visibility into any user data or packets that such equipment transmits or
	otherwise handles.

the prohibitions also do not apply to: (i) Covered telecommunications equipment of services that: i. Are not used as a substantial or essential component of any system; and ii. Are not used as critical technology of an system. (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services (d) Reporting requirement. (1) In the event the contractor identifies	(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.	22		i. Are not used as a substantial or essential component of any system; and ii. Are not used as critical technology of any system. (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services that are not considered covered telecommunications equipment or services (d) Reporting requirement. (1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information. (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause: (i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation
	paragraph (a)(1) or this clause.	(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation		covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information. (2) The Contractor shall report the following information pursuant to

			(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services. (e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.
			Suggested Language: Domestic Preference for Procurements As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.
Domestic Preferences for Procurements	2 C.F.R. § 200.322	Yes.	For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
			Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

ADDITIONAL FEMA CONTRACT PROVISIONS

Appendix II to Part 200 authorizes FEMA to require or recommend additional provisions for NFE contracts. Therefore, FEMA recommends the following:

			No suggested language.
Contract Changes or Modifications	2 C.F.R. § 200.403	No. It depends on nature of contract and end-item procured.	FEMA recommends that all contracts include a changes clause that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may depend on the nature of the contract and the procured item(s) or service(s). The NFE should also consult their servicing legal counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.
DHS Seal, Logo, and Flags	Department of Homeland Security	Yes.	Suggested Language: CONTRACTOR shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The contractor shall include this provision in any subcontracts.
Compliance with federal Law, Regulations and Executive Orders	(DHS) Terms and Conditions	Yes.	Suggested Language: This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The CONTRACTOR will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.
No Obligation by Federal Government	2 C.F.R. § 200.318(k)	Yes.	Suggested Language: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federa entity, CONTRACTOR, or any other party pertaining to any matter resulting from the contract.
Program Fraud and False or Fraudulent Statements or Related Acts	31 U.S.C. §§ 3729- 3733.	Yes.	Suggested Language: The CONTRACTOR acknowledges that 33 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to

				the Contractor's actions pertaining to this
				contract.
				Suggested Language:
				License and Delivery of Works Subject to Copyright and Data Rights
Copyright	All procurements that may involve creation of copyrightable material.	2 C.F.R. § 200.315	Yes.	The Contractor grants to the (insert name of the non-federal entity), a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Contractor will identify such data and grant to the (insert name of the non-federal entity) or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Contractor will deliver to the (insert name of the non-federal entity) data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the (insert name of the non-federal entity).
	ADDITION	AL FEDERAL & STATE	REQUIREMENTS	-
Conflicts of Interest	All	24 C.F.R. 570.489(g) and Uniform Grant Management Standards (UGMS) of the Texas Comptroller of Public Accounts, 2	Yes.	Required Language: a) Governing Body. No member of the governing body of the CITY and no other officer, employee, or agent of the CITY, who exercises any functions or responsibilities in connection with administration,

		0.5.5		
		C.F.R. 200.318(c)(1)		construction, engineering, or implementation of FEMA award between FEMA and the CITY, shall have any personal financial interest, direct or indirect, in the CONTRACTOR or this Contract; and the CONTRACTOR shall take appropriate steps to assure compliance. b) Other Local Public Officials. No other public official, who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the FEMA award between TDEM and the CITY, shall have any personal financial interest, direct or indirect, in the CONTRACTOR or this Contract; and the CONTRACTOR shall take appropriate steps to assure compliance. c) The CONTRACTOR and Employees. The CONTRACTOR warrants and represents that it has no conflict of interest associated with the FEMA award between FEMA and the CITY or this Contract. The CONTRACTOR further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the FEMA award between FEMA and the CITY or in any business, entity, organization or person that may benefit from the award. The CONTRACTOR further agrees that it will not employ an individual with a conflict of interest as described herein. Suggested Language:
Age Discrimination Act of 1975	j.	Age Discrimination Act of 1975.	Yes.	The CONTRACTOR shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any

				program or activity receiving federal financial assistance.	
	ADDIT	TONAL REQUIRED P	ROVISIONS		
	TDEM reviews HM	MGP contracts for th	e following pro	visions:	
Pre-Award Contingency	Pre-Award Contingency Contracts			This provision is applicable for projects in the application phase prior to grant award. Suggested Language: The contract award is contingent upon the receipt of HMGP funds. If no such funds are awarded, then the contract shall terminate.	
Findings Confidential	-	-	Yes	Yes contract are confidential and agrees that they shall not be n to any individual or organization prior written approval by the 0	All reports, information, data, etc., prepared or assembled by CONTRACTOR under this contract are confidential and CONTRACTOR agrees that they shall not be made available to any individual or organization without the prior written approval by the CITY.
Local Program Liaison	TDEM	-		Suggested Language: For purposes of this Agreement, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Contractor. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.	
Resolution of Program Non- compliance	-	-	Yes	Sample Language: In the event of any dispute, claim, question, or disagreement arising from or relating to determining the party responsible for any disallowed costs as a result of noncompliance with federal, state, or program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to	

the other, all disputes, claims, questions, or
differences shall be finally settled by
arbitration administered by the American
Arbitration Association in accordance with
the provisions of its Commercial Arbitration
Rules.



Designation of Subrecipient Agent (DSA) Form

Subrecipient:	Hopkins Cou	nty				
Public Assista	ince 🗆	Hazard Mitigation	V	Mutual Aid	□ O	ther \square
Other:			ster Nu	ımber(s): 4332, 4	416,4586, 457	2, 4485, 4705, 4781, 4798, 5552
*Leave Disaster Number(s) blank if only selecting Mutual Aid						
		Primary I				
Serves as the primary point of contact for projects. Cannot be a contractor.						
Name:	Beth Wisenbake	r		Office Numb	er: 903	3-438-4006
Position/Title:	Special Projects			Cell Number	r: 903	3-348-1614
Email:	grants.bethw@h	opkinscountytx.org		Fax Number	903	3-438-4007
Organization:	Hopkins County					
	Th	e Primary Agent will have	e full a	cess to GMS.		
		Secondary				
	Serve	es as the secondary p	oint of c			
Name:	Judge Robert Ne	ewsom		Office Numb	er: 903	3-438-4006
Position/Title:	Hopkins County	Judge		Cell Number	r:	
Email:	rnewsom@hopki	inscountytx.org		Fax Number	r: 903	3-438-4007
Organization:	Hopkins County					
	The	Secondary Agent will ha	ave full	access to GMS.		
		Primary Fina				
	Serves as	s the primary point of	contact			
Name:	Shannah Aulsbro	ook		Office Numb	oer: 903	3-438-4010
Position/Title:	County Auditor			Cell Number	r:	
Email:	shannah@hopki	nscountytx.org		Fax Number	r: 903	3-438-4099
Organization:	Hopkins County					
	The Pri	imary Finance Agent wi	ll have fu	III access to GM	S.	
		Certifying	Official			
Serves as the official representative of the organization. Must possess the authority to obligate funds and enter into contracts for the organization.						
Name:	Robert Newsom			Office Numb	er: 90	3-438-4006
Position/Title:	County Judge Cell Number:					
Email:	rnewsom@hopkinscountytx.org Fax Number			_	3-438-4007	
Organization:	Hopkins County			-		
	ess (pick 1):		Contri	butor 🗆	Read-C	Only 🗆
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(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)

Print Name

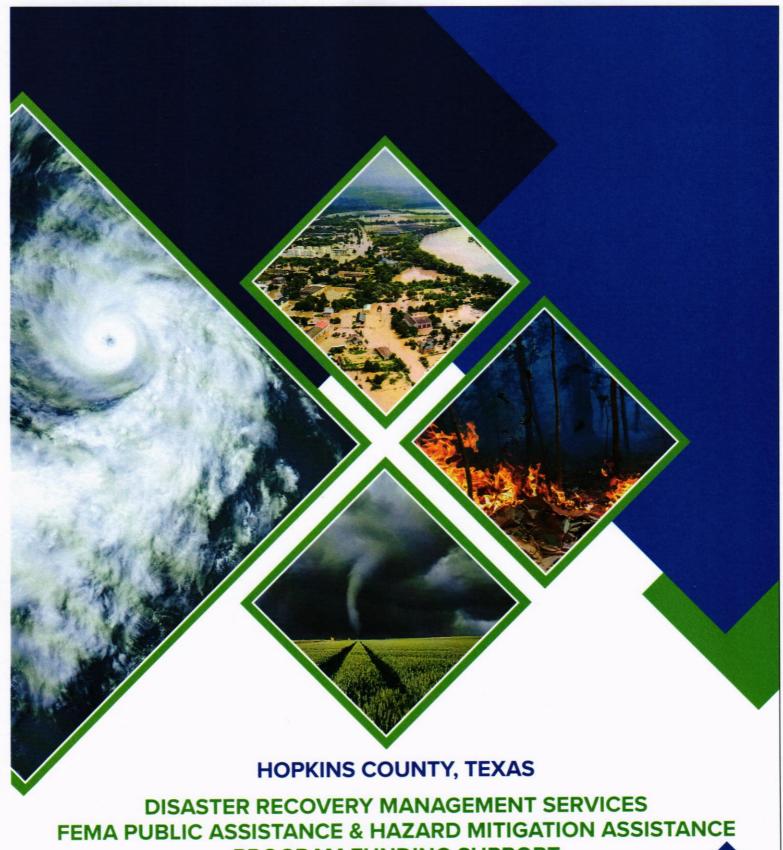
Date



Designation of Subrecipient Agent (DSA) Form

ROTE STATE			Alterna	ate Contact				
Name:	Rebecca Whitlo	ck			Office Number:		346-471-5828	
Position/Title:	Senior Director of FEMA Services			Cell Number:				
Email:	rebecca.whitloc	k@grantwo	rks.net		Fax Number:			
Organization:	GrantWorks							
GMS Acces	ss (pick 1):	Full	✓	Contributor		Re	ad-Only	
			Alterna	ate Contact				
Name:	Carly Castro				Office Numb	er:	346-471-5845	
Position/Title:	Director of FEM	A Services			Cell Number		512-230-8781	
Email:	carolina@grant	works.net			Fax Number	:		
Organization:	GrantWorks							
GMS Acces	ss (pick 1):	Full	7	Contributor		Re	ead-Only	
			Alterna	ate Contact				
Name:	Maria Bedia				Office Numb	er:	346-471-6114	
Position/Title:	Associate Direc	ctor of FEM	A Services		Cell Number:		361-585-6568	
Email:	maria.bedia@g	rantworks.r	net		Fax Number:			
Organization:	GrantWorks							1 1
GMS Acces	s (pick 1):	Full	7	Contributor		Re	ead-Only	
			Alterna	ate Contact				
Name:	Carly Castro		7110111		Office Numb	er:	346-471-5845	
Position/Title:	Director of FEM	A Services			Cell Number		512-230-8781	
Email:	FEMAServices				Fax Number			
Organization:	GrantWorks	<u> </u>						
GMS Acces		Full	V	Contributor		Re	ead-Only	
	(1 /							
			Altern	ate Contact				
Name:	Shannon Penni	ington	Alteill	ats contact	Office Numb	er:	903-438-4096	
Position/Title:	Assistant Auditor			Cell Number:		903-951-2902		
Email:	SPennington@hopkinscountytx.org				Fax Number:			
Organization:	J. Ommigistice		, , , , , ,			0.5	1	
GMS Acces	ss (pick 1):	Full		Contributor		Re	ad-Only	4
			755-211					25
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Signature of C	ertifying	fficial	Print I	Name			Date	

(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)



PROGRAM FUNDING SUPPORT

OCTOBER 2, 2025

GrantWorks



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

October 2, 2025

Shannon Pernnington
Assistant Auditor
Hopkins County
118 Church Street Courthouse
Sulphur Springs, Texas 75482

Subject:

Hopkins County, Texas Request for Proposal:

Disaster Recovery Management Services: FEMA Public Assistance and Hazard

Mitigation Assistance Program Funding Support

Dear Ms. Pennington:

GrantWorks, Inc. appreciates the opportunity to respond to your Request for Proposals for Disaster Recovery Management Services. We aim to free Hopkins County 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 County seeks a competent consultant to coordinate and mobilize experienced personnel to provide Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) resources to facilitate damage assessments, project management, scope development, cost estimating, quality assurance, reporting, and assist with Project Worksheet (PW) and application development for grant reimbursement.

GrantWorks is Texas' foremost application and grant management services provider, with a history of securing and administering more than \$10 billion in assistance. Our team's bench of 250+ disaster recovery and grant management professionals are available to support Hopkins County with all of your disaster response, recovery, hazard mitigation, and resiliency needs.

This proposal demonstrates that GrantWorks has deep experience managing every aspect of FEMA PA and HMA implementation—from project formulation, application development, project submittal, preliminary environmental review, compliance with state and federal regulations, implementation of funded construction projects, reimbursement requests, compliance monitoring, and closeout and audit processes. We believe we are the most qualified bidder to provide the services associated with the County's FEMA PA and HMA projects for the following reasons:

Established Team – GrantWorks has a dedicated FEMA Services department that includes PA and HMA project managers and a talented hazard mitigation planning group. This specialized team has extensive experience working for and with FEMA, Texas Division of Emergency Management (TDEM), Texas Water Development Board (TWDB), and other state and local government entities. Our primarily Texas-based team operates from 2 primary offices and 79 field locations throughout the state and is immediately available to provide detailed technical assistance and effective project management services to support the County's goals.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 30% of our staff hold advanced degrees in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy, including former FEMA and TDEM employees. 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 has managed all aspects of disaster recovery grant administration, including Public Assistance, and Post-Disaster Mitigation Section 406 and 404 programs. Our specialists have a strong track record of helping municipalities secure and manage FEMA PA and HMA funding including grants from the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and other funding sources.

Implementation Excellence – FEMA Services is fortified by a Project Support Services team which 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 PA and HMA project managers to focus on project implementation.

Commitment – GrantWorks is known for our commitment to responsive and collaborative administration and implementation services—a practice that is reflected in the long-standing relationships we enjoy with many of our local-government clients. We extend this pledge to Hopkins County, and we look forward to continuing to deliver high-quality disaster recovery, planning, mitigation, and resiliency support to your community.

GrantWorks can help you create well-run, efficient, and successful disaster recovery and hazard mitigation programs that comply with all TDEM, FEMA, and TWDB requirements. We have the resources and expertise to assist with your current disaster recovery needs immediately following contract signing, and we are ready to help generate and implement projects that satisfy the County's disaster recovery, mitigation, and resiliency goals throughout the duration of this contract and beyond. Thank you for your consideration.

Yours sincerely,

GRANTWORKS, INC.

Bruce J. Spitzengel

President

HOPKINS COUNTY, TEXAS

DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT

OCTOBER 2, 2025

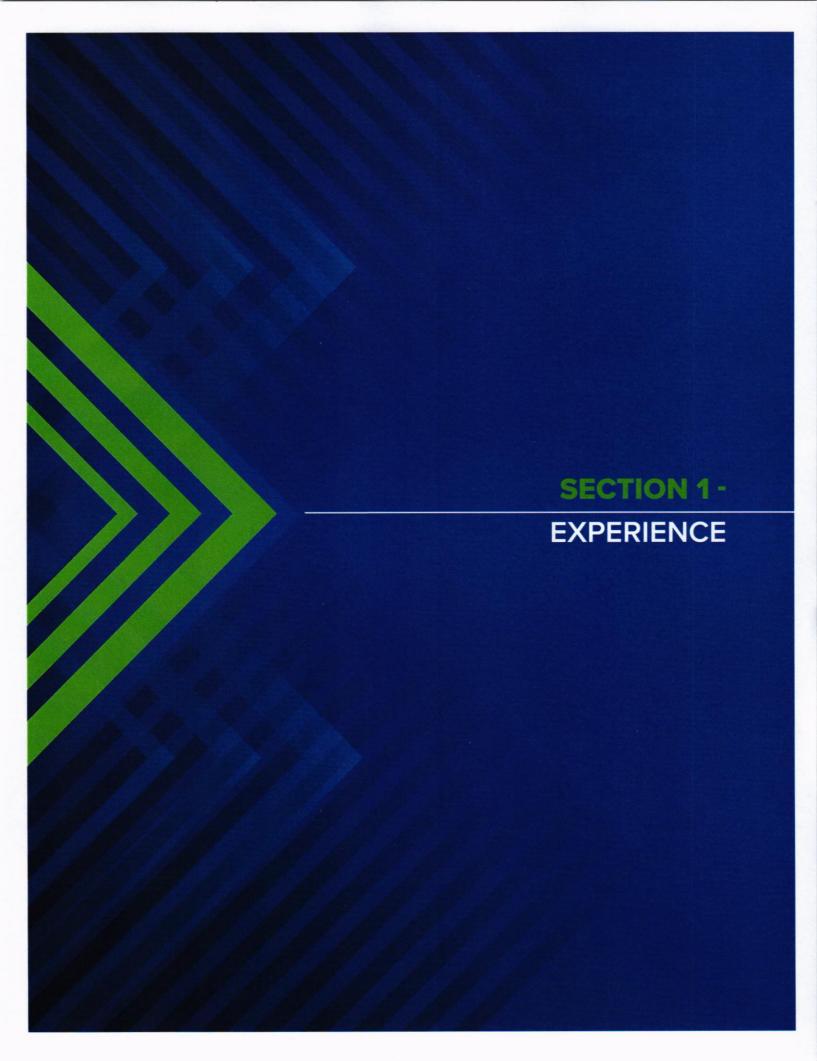


Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns.

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.

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SECTION 1 – EXPERIENCE

1.1 Brief History

GrantWorks

GrantWorks' mission is to help communities become stronger,

smarter, and more resilient. We achieve this by helping our clients maximize the transformation potential of grant funding. Founded in 1979, GrantWorks is the leading provider of disaster recovery, hazard mitigation, community development, housing, economic development, transportation, and coastal grant program management for Texas local governments. We have helped over 720 city, county, and state governments design and deliver a wide range of grant-funded projects and programs.

Over our 45-year history, we have successfully leveraged a proven combination of people, processes, and tools to secure and manage over \$10 billion in federal and state grants, including nearly \$6 billion in disaster recovery assistance.

GrantWorks aims to provide the best service and meet the highest standards in all that we do. Our firm is financially stable, well capitalized, and can perform the functions this Request for Proposal (RFP) requires.

1.2 Program/Project Experience

1.2.1 FEMA Expertise

GrantWorks has extensive experience helping local governments secure and manage disaster relief and hazard mitigation funding through FEMA's HMGP, PDM, BRIC, FMA, and PA programs. Effective disaster recovery consulting requires not only the capability to secure funding on the front end, but also the expertise to provide compliant administration and management to protect funding from clawback due to negative audit findings, non-compliance, insufficient documentation, or inadequate eligibility justifications.



1.2.2 FEMA Public Assistance and Hazard Mitigation Assistance Services and Expertise

GrantWorks has been helping communities successfully navigate the complexities of federally funded projects, programs, and requirements since 1979. We offer Hopkins County a proven partner with nearly two decades of financial and grant administration experience specific to disaster recovery and mitigation and the following additional key benefits:

▶ A dedicated FEMA Disaster Recovery and Response team led by both Valarie Philipp, PE—a licensed Professional Engineer with a 20-year record of helping local governments navigate the complexities of disaster response and recovery, and Rebecca Whitlock—a seasoned program and project manager who oversees mitigation and resiliency client support.

- Specialized administration and implementation teams comprised of dedicated Public Assistance Project Managers, Hazard Mitigation Project Managers, Hazard Mitigation Planning Professionals, Grant Writers, a cadre of Disaster Response and Recovery professionals, and CDBG-DR and MIT Grant Managers available to assist with unmet needs further down the recovery process.
- Established relationships with FEMA Region VI and TDEM staff that advance our organizational proficiency with grant management regulations, policies, and processes.
- GrantWorks has aligned our Disaster Recovery, Hazard Mitigation, Community Development, Economic Development, and Planning expertise to facilitate the combination of complementary funding opportunities among grant sources with shared program objectives.

The administration of FEMA assistance requires an understanding of the agency's unique and often complex processes and procedures. GrantWorks maintains expert proficiency in emerging FEMA policy and guidance, regulatory requirements, evolving legislation, and compliance with a wide range of government agency and disaster-related grant program specifications. Our staff features former government employees from TDEM, FEMA, HUD, and other federal and state agencies who bring valuable perspectives on agency-specific grant programs. We are experienced in the four phases of disaster recovery—Mitigation, Preparedness, Response, and Recovery—and our team routinely demonstrates competence in the codes, systems, and services shown in **Figure 1** and **Figure 2**.

UNDERSTANDING OF GOVERNING CODE **FEMA/STATE GRANT MANAGEMENT SYSTEMS** √ 2 CFR 200 √ FEMA Grants Portal for PA Funding √ FEMAGO - FEMA Grant Outcomes √ Robert T. Stafford Disaster Relief & Emergency Assistance Act √ eGrants √ Sandy Recovery Improvement Act of 2013 √ NEMIS - National Emergency Management √ Disaster Recovery Reform Act of 2018 Information System √ FEMA BCA Toolkit √ National Flood Insurance Program √ FEMA GIS - FEMA Geospatial Resource Center √ GLO TIGR - Texas Integrated Grant Reporting √ TDEM GMS - Grants Management System

Figure 1: FEMA Technical Competence

FEMA SERVICES CAPABILITIES			
Preliminary Damage Assessments (PDAs)	√ Hazard Mitigation Planning		
Damage Inventory (DI) formulation	 Requests for Reimbursement 		
✓ Project Worksheet (PW) Development	✓ Appeals & Audits		
Essential Elements of Information (EEI)	✓ Section 406 PA Mitigation		
Damage Description & Dimension Assessments	 Section 428 PA Alternative Procedures (PAAP) 		
 ✓ Scope of Work Development ✓ Cost Estimating 	 Repetitive Loss (RL) and Severe Repetitive Loss (SRL) 		
Environmental & Historic Preservation (EHP)	✓ 50% Rule		
✓ Benefit-Cost Analysis (BCA)	✓ Closeout		
✓ Insurance Claims Recovery			

Figure 2: FEMA Services

1.2.3 Active FEMA Public Assistance Projects

GrantWorks has multiple projects related to past disaster declarations from 2017 through 2024, including Hurricanes Harvey, Florence, Laura, Beryl, Helene, and Milton (**Figure 3**). The projects are in various stages of completion from additional version preparation, time extensions, reimbursements, and closeout.

Figure 3: Active FEMA PA Contracts

Client	Contract
Florida Division of Emergency Management (sub to KPMG)	DR-4834 Hurricane Milton DR-4828 Hurricane Helene
City of Bay City, TX	DR-4798 Hurricane Beryl
Town of Bayside, TX	DR-4332 Hurricane Harvey
Charlotte County, FL	DR-4834 Hurricane Milton DR-4828 Hurricane Helene DR- 4806 Hurricane Debby DR-4734 Hurricane Idalia DR-4673 Hurricane Ian
Eckerd College, FL	DR-4834 Hurricane Milton DR-4828 Hurricane Helene
Edgewater, FL	DR-4834 Hurricane Milton
Englewood Area Fire Control District, FL	DR-4834 Hurricane Milton DR-4828 Hurricane Helene
Flamingo Isles Municipal Utility District, Hitchcock, TX	DR-4572 Hurricane Laura
La Marque, TX	DR-4798 Hurricane Beryl
Milam County, TX	DR-4332 Hurricane Harvey
New Bern Housing Authority, New Bern, NC	DR-4393 Hurricane Florence
City of Patton Village, TX	DR-4798 Hurricane Beryl DR-4332 Hurricane Harvey
Town of Refugio, TX	DR-4332 Hurricane Harvey
City of Seadrift, TX	DR-4332 Hurricane Harvey
Town of Woodsboro, TX	DR-4332 Hurricane Harvey
Venice, FL	DR-4834 Hurricane Milton DR-4828 Hurricane Helene

1.2.4 FEMA Hazard Mitigation Assistance Experience

The GrantWorks Team has successfully facilitated numerous state and federal HMA grants under FEMA's HMGP, BRIC, PDM, and FMA programs. GrantWorks provides full-service grant administration, project development, application assistance, implementation, and planning services. **Figure 4** demonstrates our experience across various FEMA hazard mitigation project types.

Figure 4: FEMA Hazard Mitigation Experience by Project Type

Client	Mitigation Measures
Brazoria County, TX	HMGP Homeowner elevations & reconstructions
Galveston County, TX	HMGP & FMA Homeowner elevations
Critical Facility Generators	, 31 projects, \$12+ million
Client	Mitigation Measures
City of Bay City, TX	Generators to support Hurricane Staging Center, City Hall, public works building, airport, and water and wastewater facilities
City of Hughes Springs, TX	Generator to support wastewater treatment plant
City of Josephine, TX	Generator to support the water system
City of Mineral Wells, TX	Generators to support the water system
City of Palacios, TX	Generators to support the water system
City of Point Comfort, TX	Generators to support the Police Department, Hurricane Staging/Distribution Center community center, and water and wastewater facilities
City of Port Lavaca, TX	Generators to support the water system
City of Seadrift, TX	Fixed and portable generators to support the fire station, justice center, and water system
City of Victoria, TX	Generators to support the Police Department and community center
City of Wharton, TX	Generators to support the water system
City of Woodsboro, TX	Generators to support the water and wastewater systems
City of Zavalla, TX	Generators to support water wells
Bee County, TX	Generators to support the Courthouse, Communications HUB, and municipal offices
Jim Wells County, TX	Fixed and portable generators to support the Courthouse and emergency communication towers
Matagorda County, TX	Fixed and portable generators to support the water system
Refugio County, TX	Generator to support the Courthouse
Hazard Mitigation Plans, 4	5 projects, \$3.7 million
8 Single Jurisdiction and 37	Multi-jurisdiction Plans with 210+ participating entities.
Community Safe Rooms, 3	projects, \$6.8 million
Calhoun County Independe	nt School District, Calhoun County, TX
Refugio County, TX	

Figure 4: FEMA Hazard Mitigation Experience by Project Type

rigule 4. I LIVIA Huzulu I	willigation Experience by Project Type			
Infrastructure and Drainag	ge, 3 projects, \$6.2 million			
Clients	Mitigation Measure	Mitigation Measure		
City of Bay City, TX	Cottonwood Creek Diversion Channel			
City of Rockport, TX	Enterprise & Maple Community Stormwater All	eviation Project		
Hopkins County, TX	Infrastructure Improvements			
Warning Siren Systems, 8	projects, \$428,489			
City of Avenger, TX	City of Nash, TX			
City of Hughes Springs, TX	City of Rosser, TX			
City of Kemp, TX	Cities of Atlanta and Queen City, TX			
City of Linden, TX	Anderson County and City of Elkhart, TX			
Successful Building Resilie	ent Infrastructure and Communities (BRIC) Sub	applications		
Clients	Mitigation Measure	Award Disposition		
Kenedy County, TX	Sarita Drainage Master Plan	Funded		
Kenedy County, TX	Multi-Hazard Mitigation Plan	Funded		
City of Santa Fe, NM	Cerillos Road Stormwater Project	Further Review/Award Pending		
City of Santa Fe, NM	Critical Infrastructure Microgrids	Further Review/Award Pending		
Town of Combes, TX	Nixon Road Drainage Project	Selected for National Competition		

1.2.5 Non-FEMA Disaster Recovery and Mitigation Program Experience

GrantWorks also supports non-FEMA disaster recovery and mitigation programs. This expertise allows us to help clients consider and apply for additional funding that might be available for community needs that are not met by FEMA assistance. GrantWorks provides grant application, administration, and project management services for the following HUD-funded disaster recovery and mitigation programs:

- ▶ Sarasota County, Florida CDBG-DR Resilient SRQ Program: \$201.5 million
- ▶ Volusia County, Florida CDBG-DR Staff Augmentation Program: \$329 million
- ▶ CDBG-DR 2015 Floods Program: 24+ local government projects, \$180+ million
- ▶ CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:
 - > 50+ local government projects funded, \$454 million
- ▶ CDBG-DR 2018 South Texas Floods and 2019 Lower Rio Grande Floods Program:
 - > State-level Housing Assistance and Reimbursement Program in South Texas, \$79.9+ million
- CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:
 - > 65+ local government projects funded, \$183+ million
 - > 25+ State-level projects and oversight of major subrecipient programs, \$3.2+ billion
 - > State-level Housing Assistance Program (Rehabilitation/Reconstruction/Elevations), \$565+ million
- CDBG-DR 2016 Floods Program:
 - > 12+ local government projects funded, \$43 million
- CDBG-DR 2015 Floods Program:
 - > 24+ local government projects funded, \$180+ million

- CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:
 - > 90+ local government projects funded, \$436 million, including:
 - > City of Galveston infrastructure, \$212 million
 - Salveston Housing Authority Multifamily Rebuild, \$155 million
 - > City of Houston infrastructure, \$26 million
 - > Galveston Rental Housing Replacement Programs, \$26 million

CDBG-CV Community Resiliency Program:

5 local government projects funded, \$17.7 million

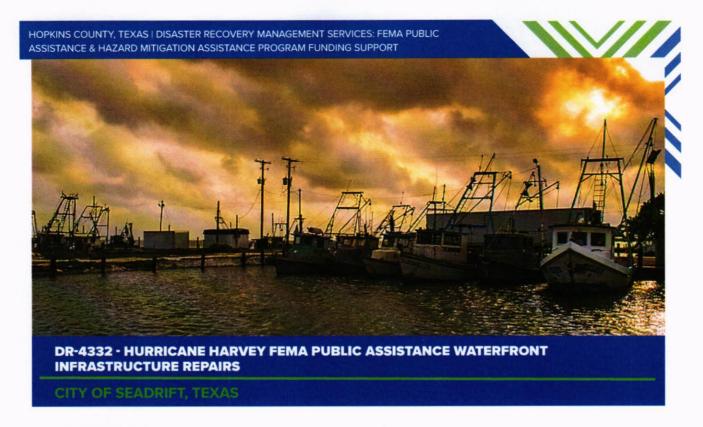
Texas HOME Non-Rental Housing Program:

► Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance, 700+ contracts, \$220+ million, 3,500+ substandard houses rehabilitated or reconstructed

1.3 Project Examples

The GrantWorks Team is pleased to provide the following project examples demonstrating our experience in FEMA PA and HMA. We include detailed project descriptions on the following pages.

- ▶ DR-4332 Hurricane Harvey Marine and Waterfront Infrastructure Repairs, City of Seadrift, Texas
- ▶ DR-4332 Hurricane Harvey FEMA PA, Town of Refugio, Texas
- DR-4572 Hurricane Laura Marine Bulkhead Repairs and FEMA PA Technical Assistance, Flamingo Isles Municipal Utility District, Hitchcock, Texas
- DR-4332 Hurricane Harvey FEMA PA Road Repairs, City of Patton Village, Texas
- ▶ DR-4332 Hurricane Harvey Single Family Home Elevations & Reconstructions, Brazoria County, Texas
- ▶ FEMA HMGP Critical Facilities Generators, Town of Woodsboro, Texas
- ▶ FEMA HMGP Regional Emergency Operations Center, Victoria County, Texas
- ▶ FEMA HMGP and Hurricane Harvey CDBG-DR Drainage Improvements, City of Bay City, Texas



THE CHALLENGE

The City of Seadrift suffered heavy damage during Hurricane Harvey and now holds a FEMA Public Assistance portfolio of 20 projects, with \$9.5 million obligated for recovery. Additionally, Seadrift applied for funding from the FEMA Hazard Mitigation Grant Program to harden its infrastructure. Grantworks is the primary management consultant assisting with eight large infrastructure projects and two mitigation grants.

THE SOLUTION

GrantWorks provides start-to-finish consulting services to assist with FEMA projects for the City. Our scope includes assisting with damage inventories, project scoping, coordination with FEMA and TDEM, site visits, and implementing FEMA PA and HMA projects that address damages sustained during Hurricane Harvey and resiliency going forward. GrantWorks reviewed procurement documents for compliance and attended dozens of site visits to identify projects eligible for FEMA PA, including opportunities to use 406 Hazard Mitigation funds. PA projects include:

PW 0443 Municipal Harbor Rehabilitation: \$534,000 for replacement of rip rap, removal and replacement of 65 timber pilings, replacement of select fill behind the existing bulkhead, and repair of asphalt pavement.

PW 5298 Debris Removal: \$55,500 funded a side scan survey of the areas and debris removal.

CLIENT:

City of Seadrift, Texas

GRANT PROGRAMS:

FEMA Public Assistance FEMA Hazard Mitigation Grant Program

GRANT AMOUNT: \$9.876,000

PROJECT DATES:

March 2018 - Present

SERVICES PROVIDED:

Grant Writing
Grant Administration
Project Management
Damage Assessment
Project Scoping
PW Development
Claim Negotiation
2 CFR 200 Compliance
Procurement
Construction Management
Cost Estimating
QA and Inspections
Cost Tracking
Project Closeout

PW 3228 Seawall Repairs and Improvements: With 3,600 LF of seawall damaged from the storm, FEMA helped fund a \$6.4 million project to repair/improvement 1.2 miles of seawall. The scope includes the construction of a concrete bulkhead with a concrete cap, anchors, filter fabric, armor rock, and 2,170 LF of storm drainage infrastructure.

PW 3840 Pier Restoration: The end one-third of a municipal fishing pier was damaged, including T-head, pylons, planks, railings, and lighting. \$120,000 was obligated for repairs.

PW 3993 Shoreline Erosion/Street Repairs: Surge, wave action, and surface flooding damaged the roadway adjacent to an unprotected span of shoreline. \$323,000 will fund the street repairs and the addition of a concrete erosion mat to fortify the shoreline.

PW 4200 Harbor Lift Stations: Electrical service interruption caused the failure of two lift stations. Replacement pumps and associated controls were installed for \$151,673, using \$136,000 in FEMA PA funds.

PW 4157 Bayfront Park Restroom: The 9-ft storm surge eroded the foundation and structure of the restroom facilities at a waterfront park, damaging all interior fixtures. \$250,000 was used to replace the restroom and add a retaining area to mitigate erosion during future storms.

THE RESULTS

GrantWorks reviewed and finalized FEMA project worksheets for each of the projects, ensured compliance with 2 CFR 200 for all competitive procurements, and assisted with funding advance and reimbursement requests as well as budget under and over-runs, ensuring the City was correctly and fully reimbursed for each recovery effort.

Apart from the seawall, the largest project included is the rehabilitation of the City's municipal harbor moorings and jetty, which is used as their commercial fleet harbor. This project's scope of work included repairing the pier, installing a replacement restroom in Bayfront Park, removing debris in the harbor, and repairing two critical lift stations.

GrantWorks also assisted with the award, administration and closeout of two successful HMGP applications that included braiding CDBG-DR funding into the process to fund and complete the storm shutter projects. The successful completion of these projects showcases Grantworks' expertise in infrastructure project administration.

HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT



DR-4332 - HURRICANE HARVEY FEMA PUBLIC ASSISTANCE

TOWN OF REFUGIO, TEXAS

THE CHALLENGE

The Town of Refugio, with a population of 7,000, was hit hard by the storm, and nearly every structure in Refugio sustained some damage. Wind and water had caused extensive damage at the Volunteer Fire Station, and making matters worse, fire and rescue resources in the neighboring town of Woodsboro had also been destroyed by the storm. Restoring community safety resources was a critical starting point for this community's long-term journey to recovery.

THE SOLUTION

GrantWorks provides FEMA PA technical support to the Town of Refugio and the neighboring communities of Woodsboro and Bayside. Our scope includes assisting with damage inventories and project scoping, coordinating with TDEM and FEMA, participating in site visits, and implementing FEMA PA and HMA projects. GrantWorks reviewed procurement documents for compliance, attended hundreds of site visits with FEMA to identify the damage, reviewed project eligibility for FEMA PA and 406 Hazard Mitigation funding, and confirmed costs to repair. GrantWorks also assisted the City with combining insurance funds to help with repairs and working with a foundation to help offset costs.

THE RESULTS

GrantWorks worked within the parameters of FEMA's new PA
Delivery Model and used the Grants Manager/Grants Portal for the
first time during a major disaster. The new system had shortfalls
in developing complete site evaluations and project scopes.

CLIENT:

Town of Refugio, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$8.5 million

PROJECT DATES:

September 2017 - Present

SERVICES PROVIDED:

Grant Administration
Technical Assistance
Project Management
Damage Assessment
Project Scoping
PW Development
Application Assistance
Coordination with Insurance
Procurement
QA and Inspections
Cost Tracking
Project Closeout

GrantWorks coordinated the effort to bring together the FEMA Site Inspectors, Program Delivery Managers, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant applications.

Regarding large projects, there were disconnects between what was developed at the field level within FEMA and their regional processing center, confusing the appropriate policy for evaluating each project's scope of work. In each case, we formulated the project scopes with local engineering consultants to present to FEMA at the regional level for approval.

Town of Refugio Volunteer Fire Station

The Town used FEMA funds to build a new station replicating its pre-disaster design, function, and capacity within the existing footprint. The Town incorporated updates to meet current codes and standards and ADA compliance. Applicable FEMA SOPs:

- ▶ 50% Rule
- Public Assistance Alternative Procedures for Direct Administrative Costs
- Cost Estimating Format (CEF) for Large Projects



Town of Refugio Volunteer Fire Station

HOPKINS COUNTY, TEXAS I DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT



DR-4572 HURRICANE LAURA MARINE FEMA PUBLIC ASSISTANCE BULKHEAD REPAIRS

FLAMINGO ISLES MUNICIPAL UTILITY DISTRICT, HITCHCOCK, TEXAS

THE CHALLENGE

Following the landfall of Hurricane Laura during the COVID-19 pandemic, Flamingo Isles MUD was subject to tidal flows, which devastated waterways and marine bulkheads. Due to the COVID-19 epidemic, FEMA attempted to perform virtual site visits and project formulation, which produced mixed results, leaving the MUD with poorly developed projects.

THE SOLUTION

The MUD contracted with GrantWorks to assist with FEMA PA project formulation for reimbursement. Our scope included assisting the MUD with a review of project worksheets developed previously, reviewing any denied projects on the damage inventory, and then coordinating with TDEM and FEMA to establish scopes of work.

In particular, the project to dredge the waterways had been moved prematurely into the FEMA environmental review queue before the U.S. Army Corps of Engineers issued a permit, which resulted in FEMA denying the project. GrantWorks worked with the client to file an appeal, and FEMA reinstated the project. Then, GrantWorks moved the project back into the design and permitting phase to develop a dredging package.

THE RESULTS

GrantWorks has moved forward with processing the three marine bulkhead repair project worksheets, reviewing documentation for the reimbursement of repairs, and assisting in preparing the project packages with the design engineers and contractors.

CLIENT:

Flamingo Isles MUD, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$672,700

PROJECT DATES:

January 2023 - January 2025

SERVICES PROVIDED:

Grant Administration Technical Assistance Project Management Project Scoping Project Closeout HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT



DR-4332 HURRICANE HARVEY FEMA PUBLIC ASSISTANCE ROAD REPAIRS

CITY OF PATTON VILLAGE, TEXAS

THE CHALLENGE

Following Hurricane Harvey, GrantWorks provided comprehensive disaster recovery consulting services to the City of Patton Village, Texas.

THE SOLUTION

Our scope included coordinating with project engineers, TDEM, and FEMA to review project worksheets to repair roadways damaged by flooding, including scoping and providing project management guidance. This included site visits to help define the intention of the original draft of the project worksheets developed before GrantWorks' involvement. We worked within the parameters of FEMA's new PA Delivery Model and used the Grants Manager/Grants Portal for the first time during a major disaster. Despite some complications with the new system, GrantWorks coordinated the effort to bring together TDEM, FEMA, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant applications.

THE RESULTS

GrantWorks coordinated efforts to work with TDEM and FEMA to develop clear scopes for the road repairs in Patton Village. GrantWorks found that the original construction cost for the repairs had omissions in the scope. GrantWorks worked with the local engineers to develop a new design package that reflected a 34% increase in the project's value. We then submitted a scope change request to FEMA for review and a new obligation of funds.

CLIENT:

City of Patton Village, Texas

GRANT PROGRAM:

FEMA Public Assistance

GRANT AMOUNT:

\$1.4 million

PROJECT DATES:

August 2020 - August 2023

SERVICES PROVIDED:

Grant Administration Technical Assistance Project Management Project Scoping Project Closeout



GrantWorks' administration of the FEMA HMGP grant program in Brazoria County, Texas, for single-family home elevations and reconstructions demonstrates the team's disaster recovery and hazard mitigation proficiency. The program focuses on raising flood-prone homes to help them withstand future storms and floods. This initiative is part of long-term resilience efforts following Hurricane Harvey.

THE SOLUTION

The County engaged GrantWorks to provide pre-award grant application assistance, post-award grant administration, and project management services to mitigate damage exposure during future disaster events.

THE RESULTS

GrantWorks worked closely with the County to identify and select eligible at-risk properties and to obtain all documentation and data required to apply for funding, which resulted in a \$60 million FEMA HMGP award to elevate and reconstruct 300 flood-prone homes.



Upon award, our experienced staff helped procure contractors, draft necessary contracts and agreements, and manage the grant scope, schedule, and budget. GrantWorks produces and manages project-related documentation and oversees the prompt and accurate report submission of required

SCAN ME

SCAN TO SEE THE IMPACT OF OUR WORK

CLIENT:

Brazoria County, Texas

GRANT PROGRAM: FEMA HMGP

GRANT AMOUNT: \$60 million

PROJECT DATES:

November 2018 - May 2026

SERVICES PROVIDED: Application Assistance

Grant Administration Project Management Financial Management **Eligibility Determination** Case Management 2 CFR 200 Compliance Record Keeping Procurement Construction Management Labor Standards Monitoring Data Management & Reporting Closeout

reports. The project management team confirms that homes meet FEMA's pre-approved Benefit-Cost Effectiveness standard of \$175,000 and conducts Benefit-Cost Analysis for properties outside the FEMA parameter. We guide homeowners and contractors on eligibility considerations and proactively coordinate with local permitting and code enforcement entities. To date, we have elevated 72 homes and reconstructed 7. Another 136 are in various stages of the approval process.

on eligibility considerations and proactively coordinate with local permitting and code enforcement entities. To date, the program has elevated 54 homes and reconstructed 7. Another 136 are in the approval process.

JOE K. RIPPLE, CFM Administrator Floodplain/Building Permits



Phone: (979) 864-1272 (979) 388-1272 (281) 756-1272

BRAZORIA COUNTY

oodplain/Building Permits Department 451 North Velasco, Suite #210 Angleton, Texas 77515

October 24, 2024

Dear GrantWorks Team.

I would like to extend my heartfelt thanks for your exceptional Grant Administration services in managing our Brazoria County's S60M HMGP Elevation and Reconstruction Program. Your expertise, attention to detail, and commitment to however have been vital to the success of this program. From overseeing complex regulatory requirements to ensuring a seamless experience for both the County and residents, your team's professionalism has been invaluable.

We look forward to continuing our partnership and thank you for the outstanding service you've provided.

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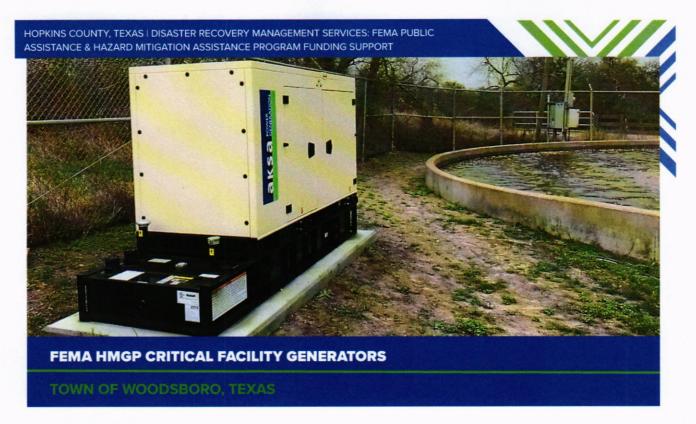
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Pre-Elevation

Post-Elevation



COC 002 V2



The coastal Town of Woodsboro sought to improve community resilience by installing three permanent generators at the water and wastewater treatment plants. Providing a back-up power source for these critical facilities enable the Town to continue to carry out essential functions during and following severe weather events, mitigate potential equipment damage caused by power outages, and prevent system failures that could result in harmful health impacts.

THE SOLUTION

The Town of Woodsboro selected GrantWorks to assist with preparing applications and subsequent implementation of the awarded grant based on its experience with critical facility-related construction projects.

THE RESULTS

Extended turnaround times for agency reviews challenged this project. Recognizing that delays could result in increased costs due to supply chain issues and the uncertain procurement environment during the COVID-19 pandemic, GrantWorks worked diligently with the project engineers to expedite required modifications to the scope of work to deliver the project on time and under budget. The Town also benefited from a reimbursement structure that enabled the community to reallocate reimbursed funds to other project costs, as needed. The successful implementation of this project was demonstrated by the ability to maintain continuity of service during Hurricane Harvey and Winter Storm Uri.

CLIENT:

Town of Woodsboro, Texas

GRANT PROGRAM:

FEMA HMGP

GRANT AMOUNT:

\$570,023

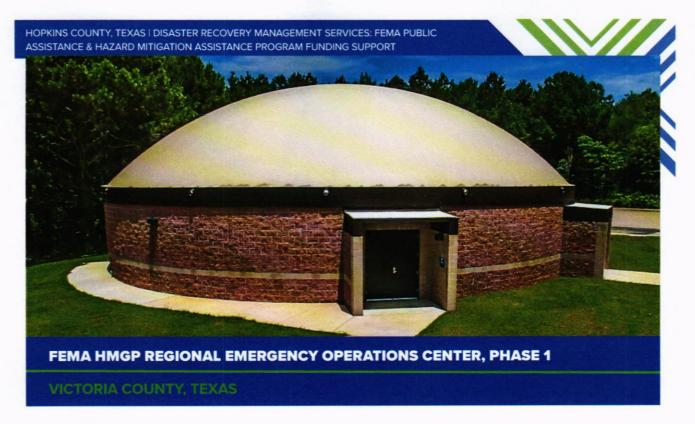
PROJECT DATES:

April 2019 - May 2022

SERVICES PROVIDED:

Application Preparation
Grant Administration
Project Management
Financial Management
2 CFR 200 Compliance
Procurement
Record Keeping

Data Management & Reporting
Construction Management
Closeout



A safe room is a storm shelter designed to meet FEMA Funding Criteria and provide near-absolute protection in extreme wind events, including tornadoes and hurricanes. Victoria County had previously secured funding to develop a FEMA safe room to function as a Regional Emergency Operations Center. The County sought technical support and assistance to manage the often complex FEMA funding process.

THE SOLUTION

The County selected GrantWorks to provide FEMA HMA consulting services, including grant administration and project management for designing and delivering the safe room project.

THE RESULTS

GrantWorks is coordinating with the County to revise and update program documentation to meet FEMA funding standards, including:

- Revise SOW with construction considerations for Phase II
- Revise Cost Estimate and BCA for consistency with design and engineering requirements
- Revised Work Schedule to update timeline for completing Phase II construction

GrantWorks will also perform Phase 1 responsibilities, including securing signed and sealed Construction Design Plans, completing the Peer Review Report, EHP clearance activities, and delivering a Technical Recommendation Report.

CLIENT:

Victoria County, Texas

GRANT PROGRAM: FEMA HMGP

GRANT AMOUNT:

Phase 1 - \$295,789 + \$32,865 match

PROJECT DATES:

November - Present

SERVICES PROVIDED:

Grant Administration

Cost Estimates

Benefit-Cost Analysis

Project Management

Scope Development

Financial Management

Environmental and Historic

Preservation (EHP)

Record Keeping

Data Management & Reporting



The City of Bay City built the Cottonwood Creek Diversion Channel to prevent downtown flooding, but design deficiencies plagued the project. Applications for grant assistance to improve the channel had been unsuccessful. Hurricane Harvey tested the channel's vulnerability, and as predicted, debris quickly accumulated on the existing bar screens, inhibited the water flow into the channel, and resulted in extensive flooding in the central business district.

THE SOLUTION

GrantWorks helped develop the scope and prepared the FEMA HMGP application for this project. Phase I included engineering design of improvements for the diversion channel and outflow facilities, procurement of a hydraulic study, environmental consultation, and updating BCA. Phase II of the project included the construction of an automatic bar screen cleaner and flap gates to prevent future debris accumulation during severe weather events.

THE RESULTS

The project helps mitigate the risk of flooding the area's streets, businesses, residences, and critical facilities. The most significant challenge faced with this project stemmed from funding contingencies related to the completion of an upstream CDBG-DR project. Since GrantWorks also provided administration services for the CDBG-DR project, we overcame this obstacle by communicating the shared goals of the community, state, and federal stakeholders.

CLIENT:

City of Bay City, Texas

GRANT PROGRAM:

FEMA HMGP and Hurricane Harvey CDBG-DR

GRANT AMOUNT:

Phase 1: \$96,500

Phase 2 (pending): \$727,545

PROJECT DATES:

February 2020 - April 2023

SERVICES PROVIDED:

Application Assistance
Project Scoping
Grant Administration
Financial Management
Damage Assessments
Stakeholder Coordination
2 CFR 200 Compliance
Procurement
Record Keeping
Environmental Services

Labor Standards Monitoring
Data Management & Reporting
Closeout

HOPKINS COUNTY, TEXAS I DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC
ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT

FEMA BRIC RENEWABLE MICROGRIDS TO POWER CRITICAL INFRASTRUCTURE

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 an FY 2022 FEMA Building Resilient Infrastructure and Communities (BRIC) application to fund a stand-alone solar power generation systems capable of powering critical infrastructure facilities. Each facility will have a power generation system, including solar array panels, a power storage bank, and a distribution system. Specific infrastructure envisioned for this program includes water and wastewater facilities, emergency operations centers 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 sub-applications 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

PROJECT DATES:

2021 - Present

SERVICES PROVIDED:

Project Scoping Grant Writing Technical Assistance

1.4 References

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



CITY OF SEADRIFT

Ranier Brigham Former Mayor Pro Tem City of Seadrift 501 S. Main Street Seadrift, TX 77983 (361) 785-2251 redfishroundup@aol.com



FLAMINGO ISLES MUNICIPAL UTILITY DISTRICT

Elizabeth S. Shields President Flamingo Isles MUD 201 Harborwalk Boulevard Hitchcock, Texas 77563 (713) 850-9000 eshields@flamingoislesmud.com



BEE COUNTY

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



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



TOWN OF REFUGIO

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



TOWN OF BAYSIDE

Connie Cramer City Secretary City of Bayside 909 1st Street Bayside, TX 78340-0194 (361) 529-6520 baysidecityoffice@att.net



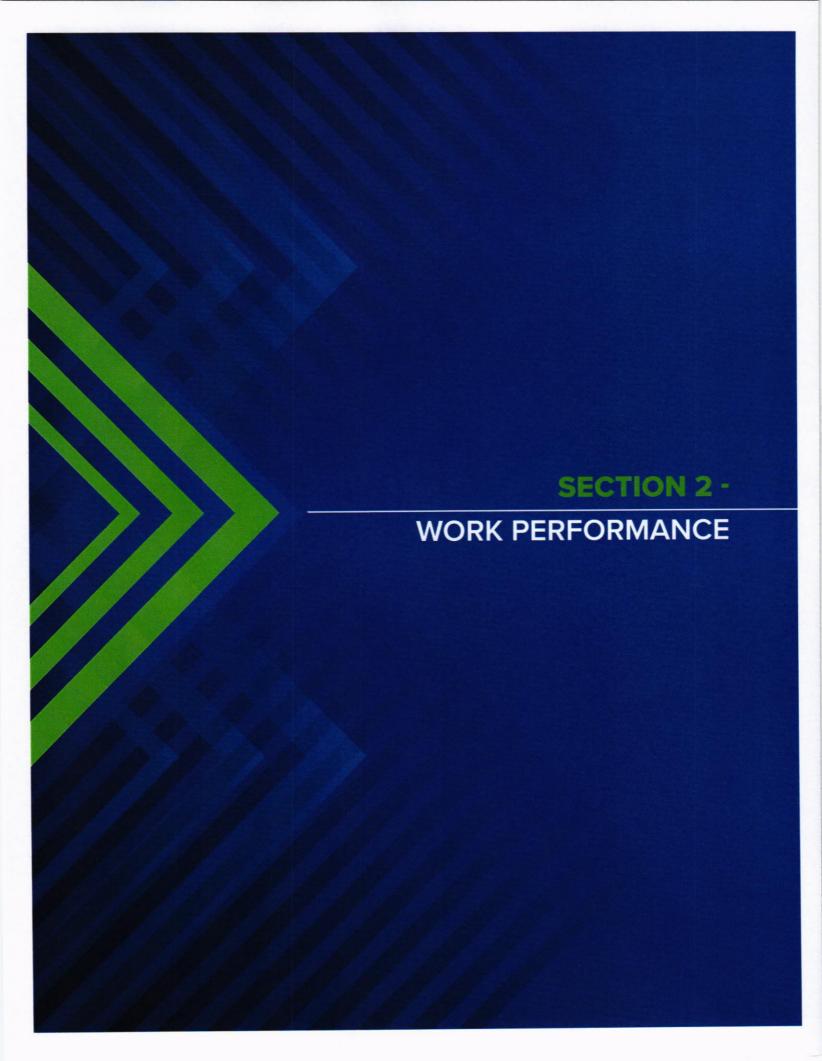
BRAZORIA COUNTY

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



CITY OF JOSEPHINE

Patti Brooks City Secretary Josephine City of Josephine 108 Hubbard Street Josephine, TX 75173 (972) 843-8282 pbrooks@cityofjosephinetx.com HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT



SECTION 2 – WORK PERFORMANCE

We provide a broad base of resources to empower local governments as they navigate complex federal and state grant processes to prepare for, respond to, and mitigate against the impact of disaster events. Our project managers use powerful strategies such as those listed in **Figure 6**, to deliver fully compliant projects on time and within budget.



Utilization of Experienced Program/Project Managers:

Keeping projects on schedule starts at the top. Project leaders can make or break success. Thus, selecting the best project manager for your specific project is the key to success for any project. Our experienced project managers can simplify the tasks required to deliver projects on schedule, making it easier for our project teams to understand and execute them.



Establish a Thorough Understand Project Goals and Objectives:

Our project managers take the time needed on the front end to coordinate with all relevant parties (i.e., County staff, engineers and/or architects, and state agencies), to ask questions about the goals and objectives of the project, identify potential risks and issues, consider alternative project activities, and incorporate this input into the project plan.



Focus on the Critical Path:

GrantWorks understands that the secret to success is focusing on the critical path. We focus on tasks that:

- 1. Are integral to project progression,
- 2. Consistently produce excellent results, and
- 3. Satisfy the contractual requirements of the funding agency and the client's needs.



Monitor Metrics:

We identify milestones, keep a close eye on critical path tasks, and continuously monitor progress toward successful project completion. For critical milestones, we develop interim checkpoints to assess progress along the way and adjust the schedule as needed.



Communicate Schedule Milestones and Progress:

Communication is essential for keeping projects on track. The project will likely stay on schedule if all team members, supporters, sponsors, and clients are aligned. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all team members informed and updated on project progress.



Follow up with Task Owners:

Following up with task owners ensures success. Our project managers check in with task owners to remind them of upcoming accountabilities, especially critical path tasks. They do a quick check-in to ensure the owner is prepared to start on time and has all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.

GW_123_V4

Figure 6: Project Management Strategies

2.1 Communication

Communication is key to effective grant administration. At the onset of each engagement, GrantWorks will work with the County to develop communication policies and procedures designed to keep the County, the project team, funding agencies, and stakeholders apprised of project status, progress, and priorities. Throughout the term of the grant contract, we serve as a liaison between the County and governing agencies.

Grant managers are empowered with sophisticated tools such as tracking systems, checklists, and email management protocols to keep the project team connected and on track. They maintain detailed project calendars with key dates for submittals of project documentation, reporting, and milestone targets. These measures facilitate timely response to client and TDEM/FEMA requests and ensure that we do not overlook tasks and that no request goes unanswered.

Weekly staff meetings offer a forum for discussing project challenges, seeking programmatic guidance, and brainstorming solutions. Management and/or relevant subject matter experts provide updates to state and federal regulations and grant program guidance. Regulatory and program changes are contextualized so that staff fully understand any implications of the change and can apply that knowledge effectively.

Grant managers also participate in one-on-one portfolio management reviews with GrantWorks leadership. These meetings cover all aspects of project performance. They discuss upcoming tasks and deliverables, review key performance indicators, and assess each manager's portfolio to balance workloads with the capacity to provide efficient and responsive client support.

2.2 Responsiveness

Our responsiveness is fortified by the extensive experience of our project teams. Our specialized PA and HMA grant specialists and project managers have an expert-level understanding of FEMA practices and procedures and PA, HMGP, FMA, and BRIC program requirements. This broad knowledge base enables GrantWorks to address client and agency issues and requests for information quickly and accurately.

2.3 Timeliness

Over four decades of project management experience has given us an unrivaled ability to chart critical paths that lead to on-time project delivery. We deeply understand the myriad risks and hazards that can upset the project timeline, and we have built meaningful mitigation measures into our Standard Operating Procedures (SOPs) that help predict and prevent delays. Examples of these practices include:

- ▶ Each project is launched with a discussion among the project team to delineate client goals and objectives, identify potential risks and issues, and consider alternative project activities.
- We identify and obtain necessary permits, easements, and rights-of-way early in the project timeline to minimize the impact of unforeseen delays due to scope/design changes, acquisition complications, procurement challenges, environmental/historical review considerations, or any outside factors that could hinder project progress.
- We carefully track milestones, key metrics, and critical path tasks to conform with expected performance conventions and to adhere to the project schedule.
- When changes in project scope, design, or schedule are needed, we work closely with the project engineers, clients, and agency staff to evaluate options and quickly mobilize to prepare and submit

- proposed contract amendments and implement the changes within the terms of the grant agreement.
- GrantWorks has an in-house team of project delivery specialists that it can tap to provide expedited support with mapping/GIS production, environmental and historic preservation consultation, procurement assistance, and cost estimating and construction management.

2.4 Quality Management

From best practices from hundreds of successful grant applications, to our organizational goal of maintaining fully supported, audit-ready project files throughout each grant contract, we reflect our pursuit of quality and continuous improvement in everything we do. GrantWorks' systematic approach to quality management is grounded in our commitment to client satisfaction and deeply embedded in our operating conventions. **Figure 7** outlines how we implement quality management measures in the project management process.

QUALITY MANAGEMENT IMPLEMENTATION

- 1. Establish a clear understanding of client needs and requirements.
- Incorporate project-specific quality management and measurement criteria into the project work plan. Using the client's Scope of Work as a reference allows us to build client objectives and expectations directly into project workflows.



- 3. Map QA/QC requirements for all project activities.
- 4. Align operational activities with systematic monitoring and quality checks at appropriate intervals.
- 5. Monitor project data and metrics for conformity with previous/like project performance.
- 6. Track compliance with contracts, guidelines, applicable federal/state laws, and program policies and procedures.
- 7. Analyze any data anomalies to determine associated causes, risks, opportunities, and alternative activities/solutions.
- 8. Validate accuracy of program data and documentation.
- 9. Implement corrective actions and process improvements to address performance deficiencies.
- 10. Document lessons learned.

Figure 7. GrantWorks' Approach to Quality Management

Project debriefs have also become an important part of the quality management process. When GrantWorks completes a project, the team takes time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. They evaluate the challenges faced and discuss the management of any difficult situations. These debriefs become a part of an extensive library of client and project records. This important resource documents our experience managing a wide range of challenges, risks, threats, and opportunities and helps grant managers anticipate and address problems based on past performance.

2.5 Technical Competence

More than 720 government entities have trusted GrantWorks with grant management and administration, and the quality of our performance is consistently demonstrated by a low incidence of monitoring findings or concerns from state and federal agencies. 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 County 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 costs, and recordkeeping. Our team uses this experience to implement and monitor any project developed with the County. We will work with the County 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 Managing Budgetary Constraints

As shown in **Figure 8**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

We train grant managers to proactively address areas where a project could face challenges and propose solutions to clients and the project team. GrantWorks provides project management training on strategies to help grant managers proactively address such constraints.

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.

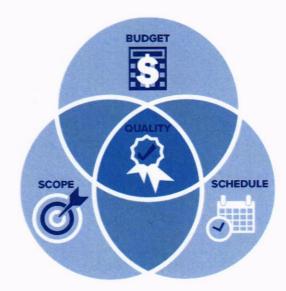


Figure 8: Project Management Constraints.

When faced with budget constraints, our Project
Managers know how to adjust schedules and
scopes to keep quality high.

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 Capacity to Facilitate Public Meetings, Hearings, and Workshops

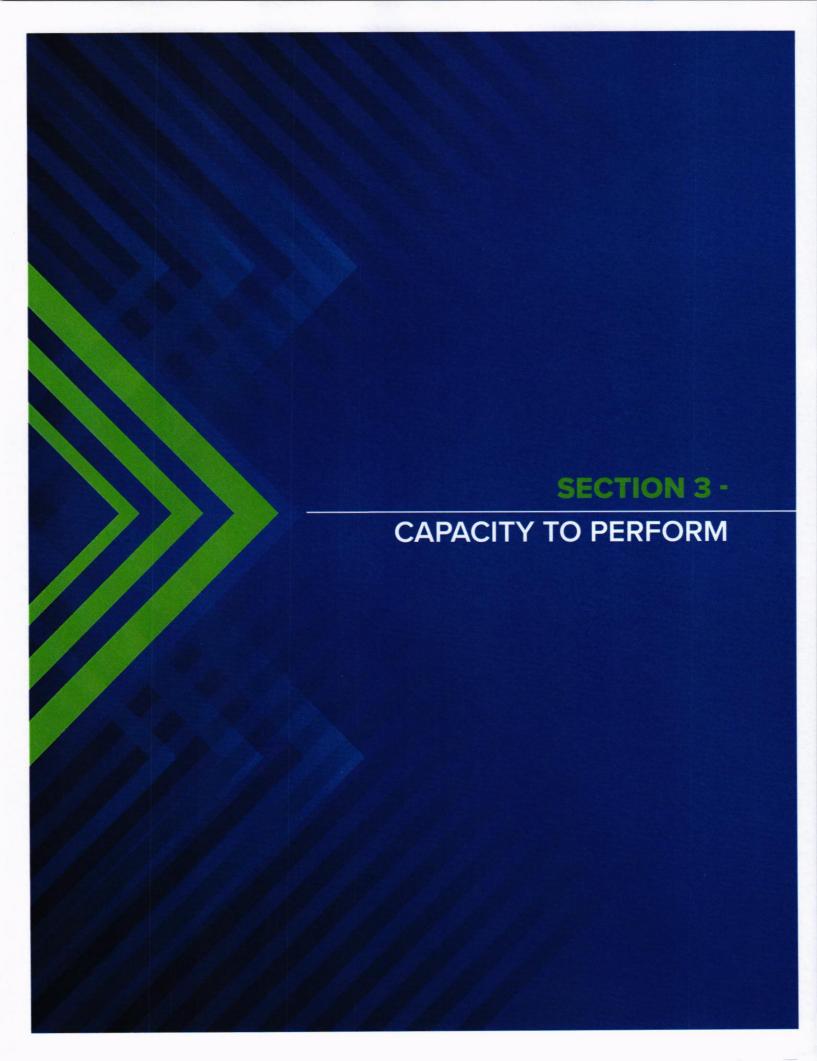
A critical aspect of many projects is public input about and, more importantly, public acceptance of project goals and approaches. GrantWorks will coordinate and host at least one workshop to discuss community needs and determine goals and objectives during the planning process. We will also make at least one presentation to the local public official body, with a final public hearing when the work is substantially complete. We focus our public meeting support on facilitating successful outcomes for all.

Our meeting support services include:

- Planning/facilitating public meetings and hearings
- Developing presentations and handouts
- Helping to anticipate and prepare effective responses to difficult questions from the public
- Presenting risk communication information
- Preparing meeting announcements and notices of public comment periods
- Providing meeting support, such as room selection, set up, sign-in/greeting, and preparation of minutes or record transcripts
- Providing follow-up, such as responsiveness summaries or responses to information requests

GrantWorks has the resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program to optimize your project's success.

HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT



SECTION 3 – CAPACITY TO PERFORM

As the largest Texas-based firm 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 9**).

Figure 9: Why Hopkins County Should Select GrantWorks

KEY STRENGTHS AND BENEFITS: Why Should Hopkins County Select GrantWorks?	
Dedicated FEMA Services team with specialized Public Assistance and Hazard Mitigation Grant Managers skilled in project worksheet development, project formulation, qualification, and grant application development for FEMA HMGP, BRIC, FMA, and other mitigation grant programs.	✓
Highly experienced Hazard Mitigation Planners with diverse application, planning, and management experience that enables to approach each community's issues and solutions from various perspectives.	1
In-house project support professionals specializing in GIS/Mapping, Environmental Services, Procurement, Labor Standards, URA/Acquisition, Construction Management, and Business Technology.	✓
Knowledge of FEMA PA and HMA programs and extensive experience working with state agencies, including TDEM, TWDB, and GLO, to facilitate funding, manage necessary changes to scope and schedule, and deliver fully compliant administration and documentation support.	1
Extensive disaster recovery and mitigation experience that spans infrastructure, housing, and planning projects.	✓
Skilled at incorporating local codes and ordinances (zoning, floodplain, permitting, building codes) into project plans, schedules, and processes.	1
A Texas-based team that understands federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, local government codes).	✓

3.1 Qualifications and Experience of Staff

GrantWorks has an experienced staff of 250+ full-time employees skilled in administering state and federal grant programs. Over 30% of our team hold advanced degrees in grant-relevant disciplines such as public administration, city planning, engineering, business administration, environmental science, and construction management. Over two dozen team members have joined the company after successful careers with federal agencies, local and state government, and grant-related consultancy (including FEMA and TDEM). As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunities for professional development and growth. Nearly half hold professional accreditations and certifications, including those illustrated in **Figure 10**.



Figure 10: GrantWorks Staff Certifications

Our Texas roots enable us to support local governments and relevant state agencies in implementing programs within federal and State of Texas statutory frameworks. GrantWorks' local presence also means that we can act quickly and complete all activities promptly and efficiently. Our knowledgeable staff work closely with all stakeholders to satisfactorily complete each project as required. Our highly skilled staff can quickly and effectively implement the services described in this RFP. We are confident that we can add the capacity needed to execute these services quickly and efficiently.

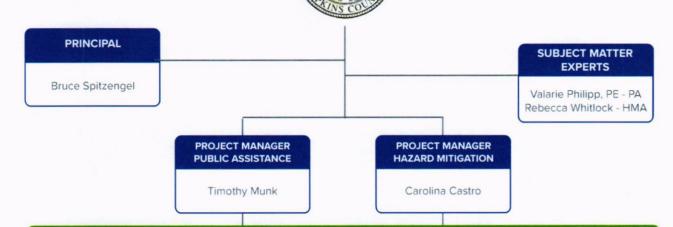
Dedicated FEMA Services Team

As an organization, GrantWorks has administered FEMA and other disaster recovery and hazard mitigation programs for over 20 years. Our dedicated FEMA Services team has secured grants under HMGP, BRIC, FMA grant programs, and other mitigation funding sources. They have managed broad-scale PA and recovery programs, have extensive experience working for and with both FEMA and TDEM, and possess an advanced understanding of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills. GrantWorks FEMA Services also includes an accomplished planning team focused on building community resiliency.



3.1.1 FEMA Services Organization Chart

We have provided an organization chart for the GrantWorks' FEMA Services Project Management Team in Figure 11.



FEMA SERVICES

SENIOR GRANT SPECIALISTS PUBLIC ASSISTANCE

Vincent Gradney Gary LaForge, PE

GRANT SPECIALISTS PUBLIC ASSISTANCE

Joseph Berman Lynne Storz

SENIOR GRANT SPECIALISTS HAZARD MITIGATION

Maria Bedia Ashley Hebert, El, CFM, CGM Patrick Kelley

SENIOR HAZARD MITIGATION PLANNERS

Aeli Gonzalez-Gladstein Natalie Johnson

HAZARD MITIGATION GRANT SPECIALISTS, ELEVATIONS

Jay Francis Margarita Garza

PROJECT DELIVERY SUPPORT SERVICES

In-house experts and specialists in grant-relevant disciplines such as GIS/Mapping, Environmental Services, Procurement, Labor Standards, URA/Acquisition, Construction Management, and Business Technology support GrantWorks Project Management teams. This approach to project delivery promotes efficiency across our operations—allowing project managers and field teams to focus on technical and administrative grant complexities with confidence that we will execute deliverables to GrantWorks' exacting standards for quality.



STAKEHOLDER ENGAGEMENT



PROCUREMENT



ENVIRONMENTAL



GIS/MAPPING



LABOR STANDARDS



CONSTRUCTION



CQUISITION/U



BUSINESS

Figure 11: The GrantWorks' FEMA Services Team Organization Chart.

3.1.2 Program Management and Leadership



Bruce Spitzengel - Principal in Charge MA, Geography, Kansas State University, Manhattan, KS BA, Liberal Arts, Kansas State College, Manhattan, KS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City then as CDBG Manager for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. In the last 45 years, Bruce has cultivated a winning combination of people, processes and tools to become one of the nation's leading providers of grant services. Under Bruce's leadership, GrantWorks has become a full-service project management firm specializing in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance.



Valarie Philipp, PE - Subject Matter Expert, Public Assistance ME, Structural Engineering, University of Florida, Gainesville, FL BS, Civil Engineering, University of Florida, Gainesville, FL

Valarie Philipp's mission is to lead, consult, and provide expertise to governmental entities through the cycle of emergency preparedness, response, recovery, and mitigation to secure successful recovery from disaster events and ensure resilience in the future. She has more than 20 years of experience supporting clients through the FEMA disaster recovery process and has managed over \$1 billion in FEMA Public Assistance grant funding from over 25 declared disasters. Valarie is a licensed engineer registered in Florida and Georgia.



Rebecca Whitlock - Subject Matter Expert, Hazard Mitigation BA, General Studies, Austin Community College, Austin, TX

Rebecca Whitlock is a talented and creative program manager with a can-do attitude and a passion for problem-solving and process improvement. Rebecca appreciates the opportunity to apply her 23 years of management experience to help fellow Texans. "This work can be heartbreaking and inspiring at the same time," she said. "These homeowners demonstrate incredible resilience in the face of hardship. It is my privilege to help them complete this leg of their disaster recovery journey."



Timothy Munk - Project Manager, Public AssistanceBS, Mechanical Engineering, Lamar University, Beaumont, TX

Tim Munk has over 20 years of experience in engineering, construction, and disaster recovery. He has prepared and overseen the preparation of Project Worksheets for all categories of work. Tim has worked with local, county, and state governments, including road departments, utilities, school boards, emergency responders, and private nonprofit entities. Tim has written plans, evaluated risks, and conducted exercises for counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, and California. He excels in providing comprehensive all-hazard planning services in all FEMA PA disaster recovery phases. He has vast knowledge of federal regulations, policies, and laws applicable to the PA program. Tim has also been involved in several hazard mitigation planning projects.



Carolina Castro - Project Manager, Hazard Mitigation
BS, Bioenvironmental Science, Texas A&M University, College Station, TX

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.



Vincent Gradney - Senior Grant Specialist, Public Assistance BBA, Business Administration, Texas Southern University, Houston, TX

Vincent Gradney has six years of experience as a Senior Grant Specialist for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, and recovery program delivery and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.



Gary LaForge, PE - Senior Grant Specialist, Public Assistance BA, Agricultural Science, University of Illinois, Champaign-Urbna, IL

Gary LaForge has 19 years of experience providing grant-related technical support and subject matter expertise. He has served as a FEMA Public Assistance Consultant for the City of Troy, Alabama, and has supported FEMA response to a wide variety of disasters including Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria. Gary is a licensed Professional Engineer.



Joseph Berman - Grant Specialist, Public Assistance BS, Risk Management, University of Florida, Gainesville, FL

Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph has written FEMA Project Worksheets for over \$100 million in FEMA Public Assistance grant funding from disasters declared since 2005. He has provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years and has assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina.



Lynne Storz - Grant Specialist, Public Assistance
MS, Urban & Regional Planning, Portland State University, Portland, OR
BS, Sociology, Portland State University, Portland, OR

Lynne Storz has been in emergency and disaster preparedness, response, and recovery for over 19 years. During this time, she has provided technical assistance in support of the FEMA Public Assistance Program to numerous state, county, and municipal governments. Lynne is a subject matter expert in grants management, cost recovery, FEMA disaster closeouts, and procurement compliance. Lynne also has experience in project management for debris monitoring operations and disaster debris management planning and training. She has worked on FEMA projects in Florida, California, Georgia, Louisiana, New Jersey, North Carolina, and Pennsylvania.



Maria Bedia - Senior Grant Specialist, Hazard Mitigation

MBA, Business Administration, University of the Incarnate Word, San Antonio, TX

BBA, Business Administration, University of the Incarnate Word, San Antonio, TX

Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations where she witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria has experience with and knowledge of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs and is skilled working in FEMA GO and TDEM's Grants Management System portals. Maria has supported projects throughout the entire grant life cycle, from application and/or project worksheet development, through grant administration, project management, reporting, and closeout.



Ashley Hebert, El, CFM, CGM - Senior Grant Specialist, Hazard Mitigation BS, Mechanical Engineering, University of Louisiana, Lafayette, LA

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.



Patrick Kelley - Senior Grant Specialist, Hazard Mitigation NCO Leadership School, Elmendorf AFB, AL

Patrick Kelley has 40+ years of experience and a demonstrated emergency management and public safety history. He is skilled in emergency operations, crisis management, disaster planning and management, public safety standards development (emergency preparedness and emergency services), and budgeting and financial accounting. Patrick has overseen large projects and managed regional emergency management for a major non-profit. At the state level, he was responsible for hazard mitigation activities for three regions in Texas, including 174 counties, and covered 1,000,000 residents. He established over 5,000 individual safe rooms within the Texas Tornado Belt. Patrick is a proven leader who has directed numerous military and domestic teams.



Aeli Gonzalez Gladstein - Senior Hazard Mitigation Planner
MS, City & Regional Planning, Pratt Institute, New York, NY
MS, Sustainable Environmental Systems, Pratt Institute, New York, NY
BA, Arts & Humanities, University of Maryland, College Park, MD

Aeli Gonzalez Gladstein is a Hazard Mitigation Planner with expertise in resiliency planning. He has managed projects totaling over \$55 million, funded through various agencies. Aeli focuses on building relationships with his clients and works to ensure their total satisfaction. He uses his experience to manage the 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 ensuring overall grant compliance with state and federal regulations.



Natalie Johnson - Senior Hazard Mitigation Planner

MA, Geological Resource & Environmental Studies, Texas State University, San Marcos, TX

BS, Resource & Environmental Studies, Texas State University, San Marcos, TX

Natalie Johnson is a Hazard Mitigation Planner with With seven years of planning experience. Before joining GrantWorks, she spent five years with the Texas Division of Emergency Management (TDEM) as a Hazard Mitigation Planner. In this position, her primary responsibility was to serve as a liaison between local jurisdictions and FEMA, provide expertise in hazard mitigation planning and ensure Local Hazard Mitigation Plans received FEMA approval. Natalie has completed HMPs for the City of Carl's Corner, Lamar County, Shelby County, and Willacy County.



Jay Francis - Hazard Mitigation Grant Specialist, Elevations Coursework, Business Administration, University of Texas, Austin, TX

Jay Francis is a results-driven Grant Specialist with 36 years of construction experience. Jay is committed to delivering quality projects while adhering to tight schedules and budgets. He has a history of directing multiple projects to successful completion through effective management and team collaboration. He also has an advanced understanding of customer needs with diligent attention to detail, resulting in superior customer service and high levels of client satisfaction. Jay has demonstrated expertise as a licensed professional inspector. Areas of expertise include project management, budget and finances, personnel acquisition and training, team management, design and development, customer relations, business owner and operator, multi-site management, and new business development. Jay has a Professional Home Inspection credentials from the Champion School of Real Estate and he is a TREC Licensed Professional Home Inspector.



Margarita Garza - Hazard Mitigation Grant Specialist, Elevations AAS, General Studies, Brazosport College, Lake Jackson, TX

Margarita Garza is responsible for application administration and homeowner case management. She provides customer support to homeowners, explains program policies and protocols, and keeps them abreast of project progress and developments. She coordinates contract signings, records program data, performs Duplication of Benefits reviews, and provides Deed Restriction assistance. Margarita is a Registered Notary and she is fluent in Spanish.

3.1.3 Project Delivery Support Services

In-house experts and specialists support GrantWorks Project Management teams in grant-relevant disciplines such as GIS/mapping, environmental services, procurement, labor standards, URA/acquisition, construction management, and business technology. This approach to project delivery promotes efficiency across our operations—allowing project managers and field teams to focus on technical and administrative grant complexities with confidence that they will execute deliverables to GrantWorks' exacting standards for quality.

Geographic Information Systems/Mapping



GrantWorks has an in-house team of GIS and Mapping analysts who support a range of grant administration practices, including planning, application development, needs assessment, eligibility determination, impact analysis, LMI demography, and more. We have the internal capacity to produce sophisticated and meaningful maps, graphics, and analyses that interpret data in a spatial context in support of client and project goals.

This team also produces county limits, land uses, zoning, and infrastructure maps. They conduct on-site fieldwork in communities, digitize and update existing paper maps, and create databases to consolidate client spatial information into a single system. GrantWorks will work with the County to determine the number and quality of maps needed.

Procurement



GrantWorks has a wealth of institutional knowledge on 2 CFR 200 compliant procurement. Our project team will review existing procurement policies and provide guidance on grant-compliant procurement practices. Our in-house team of procurement specialists can guide the development of detailed bid packages that not only meet program specifications and comply with local, state, and federal requirements but also facilitate proposals from qualified contractors that are well-suited for the project type. GrantWorks has drawn from 45 years of successful procurement experience to assemble a library of bid documentation to secure a variety of grant-relevant professional services, including construction, architecture, engineering, environmental science, historic preservationists, specialized environmental, IT specialists, and other disciplines.

GrantWorks' standardized approach for vetting contractors is documented in our Standard Operating Procedures (SOP) to ensure transparency throughout the project. We work backward from the construction Notice to Proceed (NTP) dates and coordinate with all parties to set milestones for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of advance bid notices. Our procurement team collects and reviews contractor qualifications to verify compliance and eligibility under the grant

guidelines and conducts debarment and SAM registry checks before contract execution.

Environmental Services



The GrantWorks Environmental Services team has performed thousands of environmental and historic preservation reviews for federally funded construction projects. Our capabilities include conducting environmental reviews (including determination of review level necessary), consultation with regulatory agencies, site visit(s), preparation and publication of public notices Finding of No Significant Impact (FONSI)/ Request for Release of Funds (RROF) completion of FEMA and TDEM required EHP forms and supporting documentation, drafting responses to public comments, and coordination of advanced environmental services when needed.

During the pre-award phase, GrantWorks will complete Preliminary Environmental and Historic Preservation reviews necessary to qualify projects under National Environmental Policy Act (NEPA) requirements. Post-award, our environmental team will monitor EHP compliance and provide ongoing support for any environmental/historic requirements not satisfied during the application process.

Real Property Acquisition



Property acquisition as hazard mitigation is increasingly popular as it provides a permanent solution to the cycle of repetitive loss associated with flood-prone properties. When weighing the benefits of an acquisition program, it is critical to account for potential responsibilities under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). GrantWorks has an in-house team of URA specialists who will work alongside application specialists and grant managers to assist with eligibility, feasibility, cost-effectiveness, BCA, and other considerations. This team can also help design and implement a URA-compliant program that follows all federal and state real property acquisition requirements for any properties acquired.

Construction Oversight



GrantWorks has curated a bench of subject matter experts to support project management teams with compliance assurance, contractor performance monitoring, problem-solving, and scope/budget modification when necessary. While grant managers will perform most construction management activities, this resource provides an additional layer of expertise to ensure the smooth delivery of client projects.

Business Technology



GrantWorks' proprietary grant management operating platform—GW 20/20—ensures the County will enjoy sound data management and programmatic transparency. Our GW 20/20 Business Technology team can customize a secure, credential-based online dashboard that provides comprehensive project and performance data insight. Grant requirements, project types, and award financials trigger powerful tools such as reporting schedules, compliance guidelines, eligibility criteria, economic impact intelligence, and

potential risks and hazards.

Labor Standards



FEMA Hazard Mitigation funding recipients sometimes braid funding streams to broaden the impact assistance. While FEMA Hazard Mitigation grants are not subject to labor standards monitoring as defined by Davis-Bacon and Related Acts (DBRA), the use of CDBG-DR, CDBG-MIT, or other grant types to fund local match requirements or expand the project scope can trigger wage compliance monitoring and reporting requirements.

GrantWorks has the in-house resources to support labor standards compliance, with a dedicated team of experienced specialists who monitor employee payrolls, coordinate and analyze on-site employee interviews, and complete all state and federal labor documentation and reporting requirements.

Stakeholder Engagement



GrantWorks can coordinate and host workshops to discuss community needs and determine goals and objectives during the planning process, and make presentations to the local public official body, and hold a final public hearing when the work is substantially complete. We focus our public meeting support services on facilitating successful outcomes for all.

Our meeting support services include:

- Planning/facilitating public meetings, hearings, and workshops.
- Developing presentations and handouts.
- Preparing talking points.
- Presenting risk communication information.
- Preparing meeting announcements and notices of public comment periods.
- Providing meeting planning and support.
- Providing follow-up surveys, responses, and summaries.

GrantWorks has the resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program to optimize your project's success.

3.2 Resumes

GrantWorks has provided resumes for its program and project management staff who may be assigned to this project in **Attachment 1 – Resumes of Key Personnel**. Our resumes describe the experience, expertise, and knowledge each person brings to the team.

3.3 Present and Projected Workloads

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping local government entities like Hopkins County apply for and manage grants. Over the years, we have 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.

Through ongoing management and team support, we help our project managers provide the highest service quality by balancing their workloads (**Figure 12**). We also consider each project manager's tenure and capacity.

Our leadership team is actively engaged in every project GrantWorks undertakes. They meet with project managers for biweekly portfolio reviews to evaluate project progress and assess potential project risks. They make staffing adjustments, as needed, to address any challenges and maintain sufficient and appropriate resources available across the project manager's portfolio.

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.

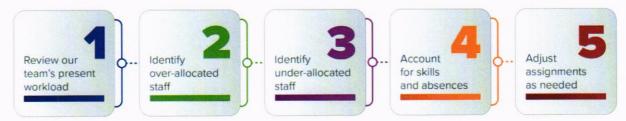


Figure 12: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects progress.

3.4 Approach to FEMA Public Assistance and Hazard Mitigation Assistance

As the County's FEMA PA and HMA provider of choice, our first task will be to determine the status of the County's projects and obtain information on the steps the County 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 County.

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 County 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 County. Our core tasks include:

- Maintain regular contact with TDEM and FEMA, as well as County stakeholders.
- Assist in processing all costs, including labor, equipment, materials, and contract documents from the County 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 County 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 County for state and federal audits, and be available to participate in future audits as necessary.

The GrantWorks Team will work with Hopkins County 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 County 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 County 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 County. 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 County 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 County so that notices to proceed can be quickly issued.

STEP 2: HOLDING TASK KICKOFF MEETINGS

Project task meetings will allow the County 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 County 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 County 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 County's requirements and following quality control procedures.

3.4.1 FEMA Public Assistance Work Plan

The GrantWorks Team will ensure that the full depth and breadth of GrantWorks' resources are available to support each disaster, and the projects implemented through FEMA Public Assistance for Hopkins County. GrantWorks' FEMA PA Work Plan details how we will perform project work for the County. Our Work Plan lists categorical tasks, proposed personnel assignments, a description of major

deliverables, and a timeline from pre-disaster through closeout and audit. A detailed outline of the GrantWorks approach to FEMA Public Assistance is included on the following pages.

Public Assistance Delivery Model

FEMA introduced an updated PA Program Delivery Model (PAPDM) starting with the 2017 disasters, including Hurricane Harvey in Texas (DR-4332), which is still being used today with various modifications. The PAPDM requires careful tracking of each step of the project process, including requests for Essential Elements of Information (EEI), site inspections, and process approvals online in the FEMA Grants Portal in the standard application process. During COVID, FEMA also implemented the Streamlined Project Application process and project self-certification options in the FEMA Grants Portal, which are also available for all disasters. Upon the occurrence of a disaster during our tenure, our priority will be to review the identified damages in coordination with property schedules and all cost-tracking mechanisms to ensure that we do not overlook any damaged elements that are required to be input into the FEMA Grants Portal for

processing and safekeeping. Task Order Management

Project Manager Tim Munk will serve as the point of contact for the County's PA services and coordinate with GrantWorks staff and subconsultant firms to provide appropriate resources and the most highly qualified personnel to meet individual project needs.

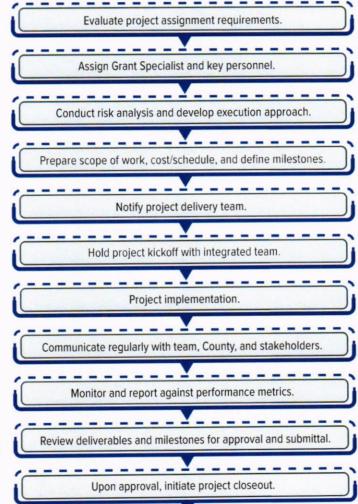


Figure 13: GrantWorks' Task Order Management Process

Our team is well-versed in responding to on-call assignments to allow for timely project kickoff and

effective project delivery. **Figure 13** shows the GrantWorks Team's task order management process.

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 County contract administrative staff to thoroughly understand all task order objectives.
- ldentifying 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.



PRE-DISASTER PHASE SCHEDULE: CONTRACT AWARD TO DAY 1 POST-DISASTER

OVERVIEW:

During the Pre-Disaster Phase, the GrantWorks Team assists the County in being prepared to respond to a disaster.

TASKS

- Develop a photographic/video database of existing conditions (including public outreach).
- ldentify areas of emphasis (e.g., low water crossings, docks, ramps, etc.)
- Conduct research and brief directors and executive-level personnel on the extent and limitations of state and federal disaster recovery/relief programs.
- Meet with principal parties to introduce Public Assistance, provide pre-event training, and orient staff to actions required to maximize state and federal program reimbursements.
- Develop a baseline inventory of assets from historical records and insurance Statement of Values data. In the event of a declaration, having this baseline will facilitate disaster recovery by starting with a full list of assets and saving time gathering the critical data required for the FEMA Damage Inventory documentation.
- Ensure the County complies with all federal and state regulations, rules, and policies related to disaster response, recovery, and program administration applicable to the Code of Federal Regulations (i.e., 2 CFR § 200, 44 CFR § 200, and any other relevant regulations).
- ▶ Train on the procurement process and review the County's procurement policies.
- ▶ Review existing or develop Interlocal, Memorandum of Understanding, and Memorandum of Agreements.
- Review of maintenance programs and historical records.
- Data management and development of file reporting.

DELIVERABLES:

- Documentation of existing conditions.
- Train County department staff on what constitutes Category B projects and the proper documentation needed to ensure FEMA reimbursement.

BENEFITS TO HOPKINS COUNTY:

The County is prepared to implement a disaster response and corresponding cost recovery that aligns with FEMA and the State requirements. Training ensures the timely submission of FEMA Essential Elements of Information (EEI) and Disaster Information (DI) formulation.

PHASE 1: MOBILIZATION AND POST-DISASTER DAMAGE ASSESSMENT SCHEDULE: 1 – 30 DAYS

OVERVIEW:

During this phase, the GrantWorks Team focuses on understanding the needs of the County for the event, the extent of disaster damages, and disaster-wide or "global" issues that affect most or all County project worksheets at that time. We heavily emphasize minimizing the effects on day-to-day staff operations and the economic impacts of disaster recovery efforts while maintaining visibility on the status of FEMA, TDEM, and County recovery efforts.

TASKS:

- Provide personnel within an agreed-upon time frame post-event and assist in submitting a Request for Public Assistance through FEMA.
- ▶ Schedule and hold a project assessment kickoff meeting to plan the development of the Damage Inventory.
- Work with the County, TDEM, and FEMA to identify disaster impacts and recovery priorities, focusing on-site inspections and damage by each location.
- Attend briefings and meetings with FEMA, TDEM, and other agencies in conjunction with and on behalf of the County, including the Exploratory Call, Recovery Scoping Meeting, and subsequent status meetings to update progress.
- Register to access the online grants management systems (new applicant registration or new disaster addition) with FEMA (Grants Portal) and TDEM (FloridaPA.org) to document all necessary information for the development of the grants.
- Report all disaster-related impacts and complete the development of the Damage Inventory submitted to FEMA within 60 days of the Recovery Scoping Meeting.
- Collect, evaluate, and archive program policies and procedures as needed or develop program guidelines, policies and procedures, implementation plans, and other pertinent documents.
- Develop database/electronic system for tracking and managing project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant and funding programs, and information sharing.
- Research, monitor, report, document, manage, analyze, assess, design, and perform other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

DELIVERABLES:

- Project Kickoff Meeting and Agenda
- Project Management/Implementation Plan, including Communication Plan and Document Management Plan, within 14 days from the initial date of the disaster declaration.
- Project Policies and Procedures.
- Database/Electronic Grant Management System.

BENEFITS TO HOPKINS COUNTY:

GrantWorks' experience in the FEMA Public Assistance grant program enables the County to be well-equipped for recovery. GrantWorks' ingenuity will provide the County with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

PHASE 2: PROJECT FORMULATION SCHEDULE: 1 – 60 DAYS

OVERVIEW:

Phase 2 emphasizes the actual preparation of damage summary outlines. This process jointly involves the efforts of the County, TDEM, and FEMA. These efforts are the product of the detailed field assessments in Phase 1, layered with the GrantWorks Team's comprehensive programmatic knowledge of associated regulations, policies, and statutes to maximize eligibility and expedite the administration of the County's recovery operation. This phase will necessitate coordination with County staff to identify any duplication of benefits before project formulation.

TASKS:

- Comprehensive administration of FEMA programs and projects contemplated by project worksheets.
- Collaborate with the County on project formulation, including damage assessments, information gathering, the scope of work development, and project submittals.
- Coordinate with County staff to obtain all costs and necessary backup documentation to develop, revise, and submit project worksheets.
- Proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation Section 406 funding within the current regulatory framework.
- Provide ongoing guidance to maximize FEMA Public Assistance funding.
- Research, develop, and prepare grant applications and other applicable public assistance documents.
- Review data and records for compliance with federal requirements.

DELIVERABLES:

- Document collection and organization for costs incurred to date and ongoing.
- Participate in the FEMA Recovery Scoping Meeting and complete the Damage Inventory within 60 days if not completed in Phase 1.

BENEFITS TO HOPKINS COUNTY:

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 County.

PHASE 3: PROJECT WORKSHEET REIMBURSEMENT AND MONITORING SCHEDULE: 60 DAYS – CLOSEOUT

OVERVIEW:

During this task, the GrantWorks Team will assist the County by creating project files to support closeout activity by FEMA and TDEM. Many project worksheets should have at least an initial version obligated or have been awarded in the earlier part of this stage. This phase emphasizes the execution of repair and restoration activities while pursuing project obligations and reimbursement through the Public Assistance program. Additionally, we may identify latent damages and change orders to increase or decrease eligible scope and funding.

TASKS:

- Coordinate and manage deliverables with TDEM and FEMA.
- Assist with detailed quarterly reporting for TDEM, FEMA, and/or other agency grants.
- Provide detailed periodic management reports on the status of project worksheets, including developments, revisions, submissions/approvals, open issues, financial reviews, etc.
- Provide cash management reports showing the projected schedule for reimbursement requests and the actual status of reimbursement received. Also, evaluate funding needs based on small project limits of up to \$1 million to be reimbursed upon obligation.
- When necessary, submit requests for extensions to TDEM, FEMA and/or other federal agencies in a timely manner so that eligibility is not forfeited.
- Assist with insurance claim submission and tracking of projects submitted to FEMA to avoid duplication of benefits and document the final amount of insurance proceeds applied to each project.
- Assist in getting the necessary legal documents for proper filing.
- Advise on document retention strategies.
- Track the status of FEMA and other agency reimbursements and serve as a co-liaison between FEMA, TDEM, engineering consultants, other agencies, and the County.
- Assist in responding to Requests for Information from FEMA, TDEM, or other agencies.
- Assist in submitting appeals to FEMA or entertaining arbitration, if required.
- Prepare public procurement documentation and additional procurement assistance, including preparing and writing requests for qualifications and proposals, or other applicable procurements for identified projects that align with project worksheets, other public assistance projects, and federal and state requirements.
- Review data and records for compliance with federal requirements.
- Submit amendment requests to change a project's scope of work or costs.

DELIVERABLES:

- Quarterly and Periodic Management Reports.
- Cash Management Reports.

BENEFITS TO HOPKINS COUNTY:

The County will benefit from GrantWorks' expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA Public Assistance requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the tools to make Hopkins County's FEMA Public Assistance program efficient, monitored, and controlled. GrantWorks will track each project from initial development through obligation and full reimbursement. At each step, we will incorporate consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available.

PHASE 4: FINAL RECONCILIATION AND CLOSEOUT SCHEDULE: CLOSEOUT – AUDIT

OVERVIEW:

During Phase 4, the GrantWorks Team assists the County in coordinating with TDEM to close projects upon work and reimbursement completion formally. Once all the County's projects are closed, FEMA and TDEM work together to close the Public Assistance award for the disaster.

TASKS:

- Advise the County on how to manage the closeout process.
- Provide problem resolution to address issues as they arise.
- Address federal and non-federal audit requests.
- Compile final source documentation from the document management database, which has an electronic copy of all relevant source documentation, correspondence, and grant management materials, reducing or eliminating reliance on hard copy files.
- Review data and records for compliance with federal requirements.
- ▶ Ensure proof of payment for all transactions is available and reconciled to disaster claims for closeout.
- Review all change orders, contracts, and/or Force Account records to confirm that we have captured all possible funding to maximize the grant and recognize all costs required to complete the eligible scope of work.
- Prepare the final project worksheet closeout version with FEMA and TDEM to capture the final cost reconciliation, change orders, subsequent environmental and historic preservation reviews, hazard mitigation, etc., and align the cost and scope of work.

DELIVERABLES:

- ► Final "Audit-Ready" Project Files.
- Project Completion Certification.

BENEFIT TO HOPKINS COUNTY:

GrantWorks ensures that our FEMA Public Assistance Team has completed all project work and executed all project management processes. The County receives formal recognition from FEMA and TDEM for successfully completing its projects.

3.4.2 FEMA Hazard Mitigation Work Plan

GrantWorks' FEMA HMA Detailed Project Management 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.

FEMA HMA 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 HMA program priorities to tell a meaningful and competitive project story.

TASKS:

Application Development Support:

- Coordinate with County 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 County review.
- Complete application for submittal to FEMA/TDEM
- Submittal confirmation for FEMA/TDEM

BENEFITS TO HOPKINS COUNTY:

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

FEMA HMA 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:

 Prepare agenda and schedule/facilitate meetings to identify community priorities, anticipated deliverables, schedules, communication protocols, and next steps

Program Set-Up:

- 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 capaCounty and compliance with FEMA/TDEM rules and help establish and maintain financial processes that comply with state and federal regulations.
- Advise County 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:

- 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 HOPKINS COUNTY:

GrantWorks' experience in FEMA HMA and grant space enables the County to be well-equipped to recover. GrantWorks' ingenuity will provide the County with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

FEMA HMA 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 County'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 County 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 HOPKINS COUNTY:

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 County.

FEMA HMA 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 HOPKINS COUNTY:

The County will benefit from GrantWorks' expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA HMA requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the equipment to make the County's FEMA HMA program efficient, monitored, and controlled. Grant-Works 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.

3.4.3 Adequacy of Resources to Commit to the Project

In Texas, GrantWorks employs 190+ staff members who work from our Austin headquarters, Paris branch office, and 79 field locations strategically situated throughout the State (**Figure 14**). Field locations include Abilene,

Alice, Allen, Alpine, Amarillo, Aransas Pass, Aubrey, Bastrop, Beasley, Bedias, Beeville, Belton, Big Sandy, Blum, Bonham, Bryan, Buffalo, Cedar Park, Chandler, Cleveland, Clute, College Station, Conroe, Corpus Christi, Crandall, Crawford, Cypress, Dallas, Dripping Springs, Edinburg, Floresville, Forreston, Fort Worth, Friendswood, Galveston, Georgetown, Halletsville, Harlingen, Hebbronville, Houston, Huntsville, Hutto, Jarrell, Jonestown, Katy, Kirbyville, Kyle, Lago Vista, Leander, Manor, Marble Falls, Marion, McAllen, McGregor, McKinney, Missouri City, Nacogdoches, New Braunfels, New Ulm, Newton, Paris, Pflugerville, Pharr, Reno, Richmond, Round Rock, San Angelo, San Antonio, San Marcos, Spring, Sugar Land, Temple, Tennessee Colony, Thrall, Victoria, Volente, Waco, Weatherford, Weslaco, and Whitehouse.

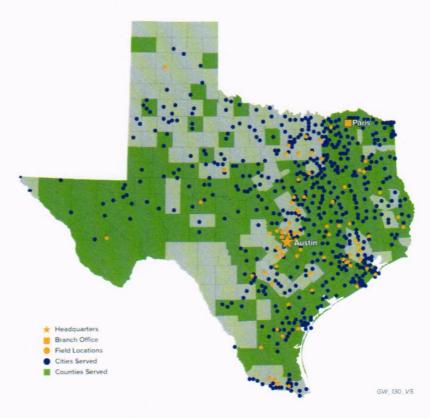
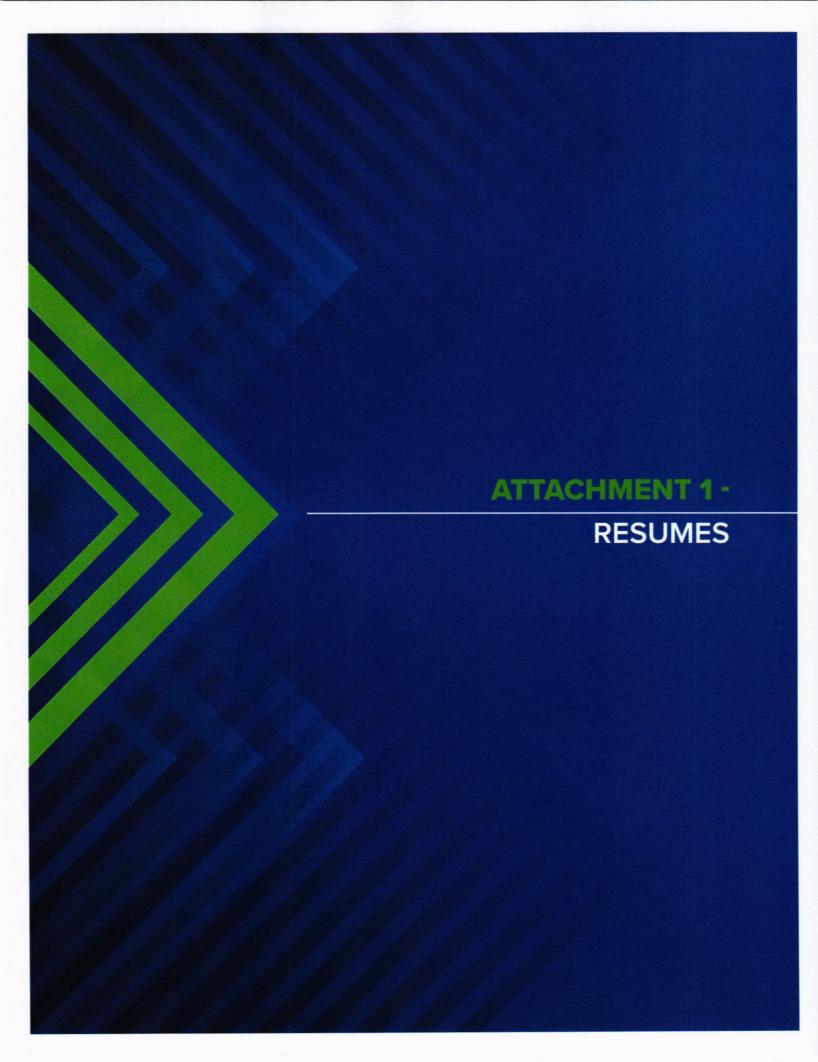
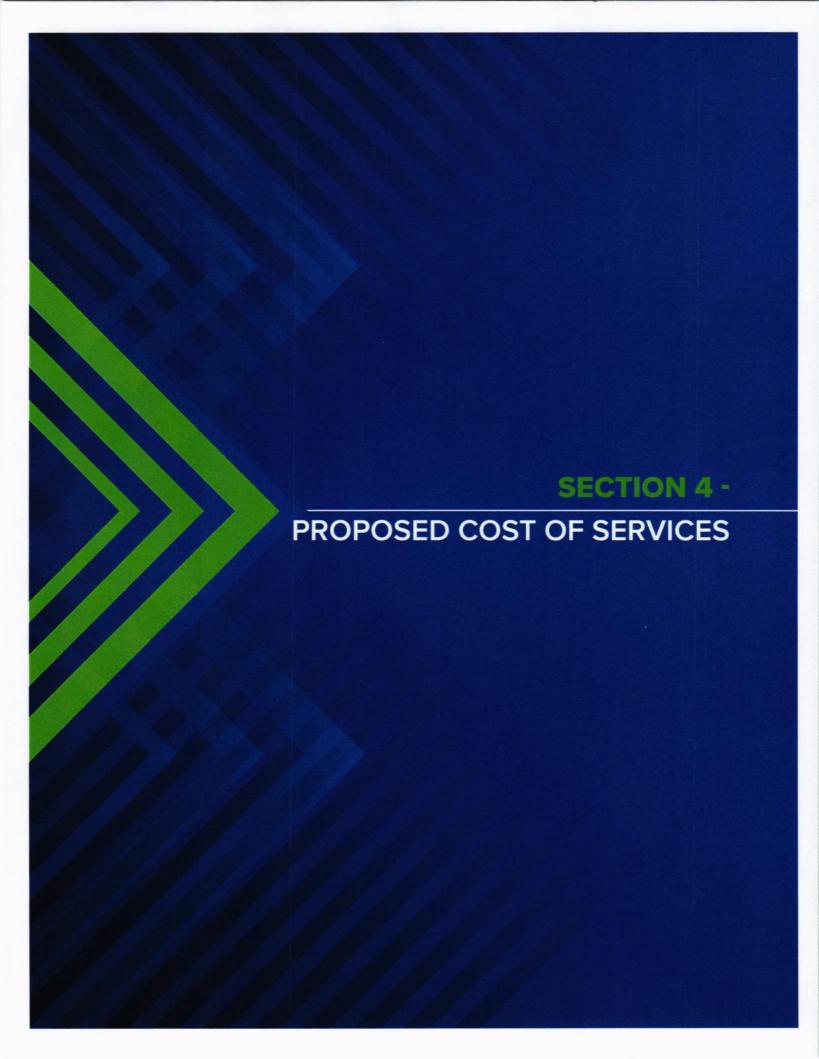


Figure 14: GrantWorks Texas Corporate, Branch and Field Office Locations





SECTION 4 – PROPOSED COST OF SERVICES

4.1 Cost of Services

GrantWorks is pleased to present the following rate schedule in **Figure 15**. These rates will apply to both FEMA Public Assistance and FEMA Hazard Mitigation Assistance support.

Figure 15: Schedule of Hourly Rates - Remote and On-Site.

LABOR CATEGORY	HOURLY RATE - REMOTE	HOURLY RATE - FULLY BURDENED (INCLUDING TRAVEL)
Principal	\$250.00	\$284.00
Project Manager	\$160.00	\$194.00
Subject Matter Expert	\$195.00	\$229.00
Senior Grant Specialist	\$145.00	\$179.00
Grant Specialist	\$125.00	\$159.00
Junior Grant Specialist	\$115.00	\$149.00
Application Specialist	\$115.00	\$149.00
Senior Planner	\$140.00	\$174.00
Planner	\$120.00	\$154.00

As part of the procurement process, administrators must disclose and certify the profit percentage for professional administrative service costs over \$50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2019 gross revenue and net profit.

4.1.1 Hazard Mitigation Assistance Cost Structure

The proposed pre-award fees in **Figure 16** below are established based on the complexity of each project type which may result in either a non-phase or phased project. We may submit mitigation construction or drainage projects under one application for design and construction; however, they may be awarded as Phase 1 and Phase 2 projects. We will base post-award fees on the obligated amounts under Phase 1 and Phase 2 of these projects.

Figure 16: Proposed Pre-Award and Post-Award Fee

PROJECT ACTIVITY	PROPOSED PRE-AWARD COST (\$)*	PROPOSED POST-AWARD COST (\$)
Drainage Plans/Studies	\$3,500	5% of grant and match amounts
Public Information/Mitigation/ Outreach	\$3,500	5% of grant and match amounts
Generators	\$3,500 + \$500 per generator for BCA	5% of grant and match amounts
Warning Sirens	\$4,000	5% of grant and match amounts
Mitigation Construction & Drainage:		
Under \$500,000	\$6,000 + \$3,500 BCA	5% of grant and match amounts
\$500,000 to \$2 million	\$8,000 + \$3,500 BCA	5% of grant and match amounts
Over \$2 million	\$10,000 + \$3,500 BCA	5% of grant and match amounts
Safe Room	\$7,500 + \$3,500 BCA	5% of grant and match amounts
Structure Acquisition/Demolition/ Evaluation and Reconstruction	\$585 per structure	5% of grant and match amounts

Fees shown in **Figure 16** 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.

Pre-Award Costs

Proposed pre-award fees are combined with post-award services and are only applicable to executed contracts, 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.

GrantWorks will bill pre-award services fees upon submitting the grant application to the State. GrantWorks will assist Hopkins County in requesting reimbursement of the pre-award services fee from the State if the project is funded, though we cannot guarantee reimbursement. We will not charge post-award fees unless Hopkins County receives a grant award. If the application is not selected for funding in this grant, we will resubmit it at no additional charge at the next available funding opportunity. Any additional submissions of a previous project will be \$1,000 per application.

Post-Award Costs

GrantWorks will bill post-award services fees on the hourly rate schedule in **Figure 15** above as work is completed based on the project type and corresponding scope of services. We may also bill extraordinary and unexpected services outside the standard scope of services as additional services with the same hourly table. Additional services will be performed following approval by both GrantWorks and the client. These additional services may include but are not limited to amendment processing, informal environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.). GrantWorks covers fees associated with civil rights/fair housing advertisements, final public hearings, and initial environmental review services.

4.1.2 Creation of Not-to-Exceed (NTE) Task Order

A Not-to-Exceed (NTE) task order will be established post-award to ensure cost control and transparency. This task order will specify the scope of work, budget, and deliverables to be performed under the agreement, aligning with project and funding requirements. Through proactive communication and meticulous project management, GrantWorks provides clients with confidence that all services will be executed efficiently and effectively.

4.1.3 Reimbursement Eligibility

FEMA PA, HMGP, BRIC, and FMA programs are eligible for reimbursement at 100% federal funding based on actual costs incurred, up to 5% of the total award amount, per provision Section 1215 of the Disaster Recovery Reform Act of 2018. Management costs over 5% will be out-of-pocket expenses and will not be eligible for reimbursement unless, specific to the HMA grants, which FEMA approves as part of the non-federal match.

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

Should Hopkins County 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: \$585* 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 HMA. 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: \$585* 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 HMA. 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%.

4.1.5 Additional Services

If authorized by the County, GrantWorks shall furnish Additional Services of the following types which are not considered normal or customary Basic Services; these will be paid for by the County per the hourly schedule provided. Additional Services must be authorized by the County in writing.

- Services resulting from significant changes in the general scope of the project necessitating the revision of previously accepted reports, documents, and studies or requiring programmatic amendments to the County's Contract with FEMA and/or TDEM.
- Reassessment of the environmental assessment procedures, republication of environmental notices, and other actions necessary to re-secure clearance from the FEMA and/or TDEM required by an amendment, other Contract modification, or a change in FEMA and/or TDEM policy or practice.
- New and/or additional acquisition activities resulting from unknown needs prior to project initiation, site changes, and/or condemnation proceedings including initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.
- 4. Additional services resulting from new or revised program guidelines or regulations as mandated by the state or federal administering agency during the term of this Agreement.
- Additional monitoring visits (other than the normal interim and final) which are conducted by the state or federal administering agencies as necessitated by actions or non-actions other than those of GrantWorks.

- 6. Preparing to serve, or serving, as a consultant or witness for City in any litigation, other legal or administrative proceeding involving this project.
- Preparation of financial statements and records such as audits, check registers, and ledgers
 that are required for project implementation and are typically generated by the County in the
 normal course of business.
- 8. Additional or extended services made necessary by 1) a significant amount of defective work of any construction contractor, consulting engineer, and/or architect; 2) prime construction contractor utilizing more than three (3) sub-contractors; 3) more than two (2) prime construction contracts; 4) force account documentation for labor, equipment, and materials valued at over \$25,000; 5) default of any construction contractor, consulting engineer and/or architect.

Fees for any professional services required to carry out project-related activities that must be furnished by a third-party professional including but not limited to accountant, appraiser, archaeologist, architect, attorney, auditor, biologist or other natural scientist, engineer, historic preservationist, or surveyor, shall be in addition to the fees payable to GrantWorks. Expenditures for such services shall require prior approval by the County.

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.

HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided resumes for the following key personnel:

- Bruce Spitzengel Principal in Charge
- ▶ Valarie Philipp, PE Subject Matter Expert, Public Assistance
- Rebecca Whitlock Subject Matter Expert, Hazard Mitigation
- Timothy Munk Project Manager, Public Assistance
- Carolina Castro Project Manager, Hazard Mitigation
- Vincent Gradney Senior Grant Specialist, Public Assistance
- Joseph Berman Grant Specialist, Public Assistance
- Lynne Storz Grant Specialist, Public Assistance
- Gary LaForge, PE Senior Grant Specialist, Public Assistance
- Maria Bedia Senior Grant Specialist, Hazard Mitigation
- Ashley Hebert, El, CFM, CGM Senior Grant Specialist, Hazard Mitigation
- Patrick Kelley, CBCP Senior Grant Specialist, Hazard Mitigation
- Aeli Gonzalez Gladstein Senior Hazard Mitigation Planner
- Natalie Johnson Senior Hazard Mitigation Planner
- Jay Francis Hazard Mitigation Grant Specialist, Elevations
- Margarita Garza Hazard Mitigation Grant Specialist, Elevations

BRUCE SPITZENGEL

PRINCIPAL-IN-CHARGE

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 250+ employees in 2 primary offices and 79 field locations, with headquarters in Austin, Texas. GrantWorks is Texas' most successful local government grant services provider due to Bruce's expertise in ARPA, HUD CDBG, CDBG-DR, EDA DS, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 720+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 45 years of grant and CDBG experience.

RELEVANT EXPERIENCE

 President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present



49 YEARS GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of grant experience

Expert in project development, needs identification, and infrastructure projects HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT

VALARIE PHILIPP, PE

SUBJECT MATTER EXPERT - PUBLIC ASSISTANCE

PROFESSIONAL QUALIFICATIONS

Valarie Philipp's mission is to lead, consult, and provide expertise to governmental entities through the cycle of emergency preparedness, response, recovery, and mitigation to secure successful recovery from disaster events and ensure resilience in the future. She has more than 20 years of experience supporting clients through the FEMA disaster recovery process and has managed over \$1 billion in FEMA Public Assistance grant funding from over 25 declared disasters. Valarie is a licensed engineer registered in Florida and Georgia.

RELEVANT EXPERIENCE

VICE PRESIDENT OF DISASTER RECOVERY PROGRAMS, GRANTWORKS, INC., PALM CITY, FLORIDA, AUGUST 2023 - PRESENT

Valarie manages GrantWorks FEMA Public Assistance and Hazard Mitigation Assistance program services nationwide. She provides expert leadership and guidance for various FEMA contracts.

ASSOCIATE MANAGING DIRECTOR, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, FEBRUARY 2018 – JUNE 2023

Valarie was the management and operations lead for most FEMA Public Assistance grant recovery efforts in the continental US, working in 14 states within FEMA Regions II, III, IV, VI, VII, IX, and X. She managed 55 projects with 14 staff members supporting client efforts to recover disaster funding through the FEMA process due to multiple disaster occurrences dating back to 2016 including Hurricanes Matthew, Irma, Dorian, Isaias, Ian, Nicole, the 2023 South Florida Flood Event and the COVID-19 Pandemic. Her tasks include proposal development, managing accounts receivable, and upkeep of client contract renewals and extensions for the entire practice.

ACTING PRACTICE LEAD, FEMA PUBLIC ASSISTANCE DIVISION, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2019 – OCTOBER 2021

During this period, Valarie served as the Acting Practice Lead for the Public Government Recovery space. She was responsible for maintaining and expanding client revenue, staffing projects, managing personnel time and expense, maintaining low accounts receivable balance, supporting client contracting, developing quality proposals to garner more work, participating in client outreach via business development and conference opportunities, reporting to executive



20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Engineering, Structural Engineering, University of Florida, Gainesville, Florida, 1997

Bachelor of Science, Civil Engineering, University of Florida, Gainesville, Florida, 1996

HIGHLIGHTS

Five years as Associate Managing Director (2.5 years as Acting Practice Lead for FEMA Recovery)

Nine years as Project Manager of Disaster Recovery

Three years State Public Assistance Coordinator

Two years FEMA TAC Public Assistance Coordinator

Managed an average of 5-25 staff for FEMA Public Assistance, 200+ for FEMA Debris Monitoring

Familiar with state, county, and city government, healthcare, education, and private nonprofits

Skilled in the FEMA Grants Portal and EMGrants State platforms

CERTIFICATIONS/ REGISTRATIONS

Registered Professional Engineer, Civil Engineering, Florida

Registered Professional Engineer, Civil Engineering, Georgia

leadership, and budget planning for future practice endeavors. Valarie obtained client task bookings for future revenue from mid-2019 through the end of 2021, exceeding \$1.2 million, \$6 million, and \$3 million annually, respectively.

PROJECT MANAGER, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2009 – OCTOBER 2018

Valarie managed various South Florida clients who are still recovering from the 2004-2005 Hurricanes Charley, Frances, Jeanne, Katrina, and Wilma, as well as the 2016 Hurricane Matthew and 2017 Hurricane Irma. She was responsible for staff oversight and participated in work product delivery, including new/versions of Project Worksheets, Time Extensions, Reimbursement Requests, Appeals, Closeouts, and general grant management functions such as quarterly reports and client project and financial status reporting. Additionally, Valarie was responsible for Project Management duties for ten individual Disaster Debris Monitoring projects in Broward and Palm Beach Counties in response to the 2017 Hurricane Irma. Tasks included client management, staffing projects, training monitors in the field, invoicing, daily reporting of operations, and issue resolution.

PUBLIC ASSISTANCE COORDINATOR, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, MIAMI, FLORIDA, MAY 2006 - MARCH 2009

Valarie worked as the lead Public Assistance Coordinator for FDEM. She was responsible for recovery efforts in Miami-Dade County, which included 218 municipal and private nonprofit organizations applying for more than \$560 million in federal funds related to Hurricanes Katrina and Wilma. Valarie oversaw Public Assistance program activities for six State of Florida-declared disasters, that impacted the Miami metro area in 2004 and 2005.

TECHNICAL ASSISTANCE CONTRACTOR (TAC) ATCS, PLC (FEMA SUB TO FLOUR), FLORIDA, 2004 – 2006

Valarie was a FEMA Technical Assistance Contractor (TAC) from 2004-2006, under the Flour disaster cadre, performing various tasks to support disaster recovery in South Florida. She assisted Palm Beach County's response to Hurricanes Frances and Jeanne, including building damage assessments, cost estimating, Project Worksheets (PWs) development, and managing assessment teams. She also assisted Miami-Dade and Broward Counties following Hurricanes Katrina and Wilma, serving as the Deputy Public Assistance Coordinator (PAC) for debris operations for Katrina to determine debris eligibility, managed ten debris specialists, and performed QA/QC to help resolve special projects for both disasters.

EMPLOYMENT HISTORY

- Vice President of Disaster Recovery Programs, GrantWorks, Inc., Palm City, Florida, August 2023 Present
- Associate Managing Director, Witt O'Brien's LLC, Palm City, Florida, February 2018 June 2023
- Acting Practice Lead, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, April 2019 October 2021
- Project Manager, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, April 2009 October 2018
- Public Assistance Coordinator, Witt O'Brien's LLC, Miami, Florida, May 2006 March 2009
- ▶ Technical Assistance Contractor (TAC) ATCS, PLC (FEMA sub to Flour), Florida, 2004 2006
- Structural Engineer, Wiss, Janney, Elstner Associates, Atlanta, Georgia, 1997 2004

REBECCA WHITLOCK

SUBJECT MATTER EXPERT - HAZARD MITIGATION

PROFESSIONAL QUALIFICATIONS

Rebecca Whitlock is responsible for the management and administration of home elevation and reconstruction programs. She is a talented and creative project and program manager with a can-do attitude and a passion for problem solving and process improvement. Rebecca appreciates the opportunity to apply her 25 years of management experience to help fellow Texans. "This work can be heartbreaking and inspiring at the same time," she said. "These homeowners demonstrate incredible resilience in the face of hardship. It is my privilege to help them complete this leg of their disaster recovery journey."

RELEVANT EXPERIENCE

SENIOR DIRECTOR, FEMA SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2024 – PRESENT

As Senior Director of FEMA Services, Rebecca oversees GrantWorks' FEMA project management team, providing strategic leadership and expert guidance across various FEMA contracts. Her role focuses on enhancing operational excellence, ensuring compliance, and delivering successful community mitigation projects. Key responsibilities include:

- Program Leadership & Strategy: Directs the execution of FEMA programs, ensuring alignment with federal mitigation goals and community needs.
- Team Management: Leads and mentors the FEMA Services project management team, fostering a collaborative and high-performing environment.
- Financial & Compliance Oversight: Manages program budgets and oversees compliance with federal, state, and local regulations, ensuring fiscal responsibility and adherence to grant guidelines.
- Contract Oversight: Ensures efficient management of FEMA contracts, focusing on meeting deliverables, timelines, and compliance standards.
- Stakeholder Engagement: Serves as a liaison with federal, state, and local agencies to maintain clear communication and achieve program objectives.



25 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Business Management, Austin Community College, Austin, Texas, 1997

HIGHLIGHTS

Process Improvement Leadership Time Management Internal Safety and Culture

CERTIFICATIONS/ REGISTRATIONS

Notary Public, State of Texas, 2018 PMP Certification, PMI, In Progress

PROFESSIONAL AFFILIATIONS

Executive Board President, Round Rock High School, Soccer Booster, 2021 – 2024

Executive Board Vice President, Round Rock High School, Dragonette Booster, 2016 – 2018 Continuous Improvement: Develops innovative strategies to improve program delivery, optimize resources, and address complex challenges.

SENIOR PROGRAM MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2024 - DECEMBER 2024

As the Senior Program Manager for Elevations & Reconstructions, Rebecca's role centers on the comprehensive management and oversight of home elevation and reconstruction programs, specifically through the Hazard Mitigation Grant Program (HMGP).

GLO EXECUTIVE COORDINATOR, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2021 – JANUARY 2024

As the Executive Coordinator, Rebecca works behind the scenes to ensure reports are written and delivered to the Texas General Land Office (GLO) promptly, keeps our organization chart and team rosters up to date, and oversees our onboarding and offboarding - collaborating with the GLO to make sure our new team members have all the tools they require to hit the ground running! Rebecca also owns our monthly billing of hours process, coordinating the time sheets of 86 employees and drafting our invoice calculation across 21 projects.

CORPORATE FACILITIES CULTURE AND STANDARDS MANAGER, CLEARESULT, AUSTIN, TEXAS, JUNE 2021 – AUGUST 2021

Rebecca was primarily focused on meeting the workspace needs of the internal stakeholders while promoting continuity of the look and feel of all office locations and effecting positive and cultural change while enhancing the employee experience. The primary responsibilities include the following:

- Served as a brand ambassador, ensuring company culture and branding are carried consistently across our portfolio.
- Partnered on developing and delivering on a culture reset, which involves a more substantial commitment to diversity, equity, and inclusion.
- ▶ Delivered and accelerated the People-focused culture, emphasizing the future of (post-pandemic) work, leadership development, and insights.
- Provided project management and facilitation of cross-functional team planning for assigned business-level projects and initiatives
- ▶ Effectively drove the scoping and design of projects/initiatives to ensure precise, achievable, and impactful plans that can be implemented and materially solve problems or realize opportunities.
- ▶ Led strategic culture initiatives involving one or more functions and teams.

EMPLOYMENT HISTORY

- Senior Director, FEMA Services, GrantWorks, Inc., Austin, Texas, December 2024 Present
- Senior Program Manager, GrantWorks, Inc., Austin, Texas, July 2024 December 2024
- GLO Executive Coordinator, GrantWorks, Inc., Austin, Texas, September 2021 Present
- Corporate Facilities Culture & Standards Manager, CLEAResult, Austin, Texas, June 2021 August 2021
- Executive Planning & Operations Manager, CLEAResult, Austin, Texas, May 2019 June 2021
- ▶ Executive Assistant, BOD Liaison, CLEAResult, Austin, Texas, November 2016 May 2019
- Chief of Staff, Dell Technologies, Austin, Texas, June 1999 October 2015

TIMOTHY MUNK

PROJECT MANAGER - PUBLIC ASSISTANCE

PROFESSIONAL QUALIFICATIONS

Tim Munk is the Director of Public Assistance Tim has 19 years of FEMA Public Assistance and Hazard Mitigation Assistance program experience and has worked in engineering and construction for over four decades. He has prepared and overseen the preparation of project worksheets in all categories of work. Tim has worked with local, county, and state government entities, including road departments, utilities, school boards, local and state police and fire departments, the National Guard, and nonprofit organizations. He has prepared over 250 project worksheets.

Tim has extensive construction and repair, utilities, HVAC systems, water and wastewater treatment, and roadway repair experience. He has written plans, evaluated risks, and conducted exercises for local counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, California, and Puerto Rico. Tim excels in providing comprehensive all-hazard planning services in FEMA Public Assistance disaster recovery phases. He has a vast knowledge of federal regulations, policies, and laws applicable to the Public Assistance program, including the new PA Delivery Model.

He has served as a report specialist, deputy PAC, program analyst, and closeout specialist for several disasters nationwide. He has done extensive work on the Alternate and Improved Projects team for Hurricane Katrina, flooding in Oklahoma, and the devastating floods in Colorado in 2013 to repair roads and utilities. He coordinated facility flooding and wind damage efforts in North Dakota, Massachusetts, and Texas.

RELEVANT EXPERIENCE

DIRECTOR OF PUBLIC ASSISTANCE, FEMA SERVICES, GRANT-WORKS, INC., HOUSTON, TEXAS, OCTOBER 2020 – PRESENT

Tim coordinates the FEMA Public Assistance Program providing technical assistance support for disaster-related operations throughout Texas. He assists local communities in applying for and implementing funding to repair infrastructure damaged by disasters, including roads, bridges, hospitals, schools, and water treatment facilities. Projects under his management include:



19 YEARS

FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, Lamar University, Beaumont, Texas, 1980

HIGHLIGHTS

Extensive program knowledge of the Stafford Act, 44 CFR, 2 CFR, SRIA Legislation, PAAP programs, PAPPG, and others.

CERTIFICATIONS/ REGISTRATIONS

Certified FEMA Project Specialist

PROFESSIONAL AFFILIATIONS

FEMA University Courses, including: Introduction to the Public Assistance Process

Public Assistance Operations Introduction to Debris Operations PA OPS I

Cost Estimating Format

Introduction to the Incident Command System, National Incident Management System

Project Manager, FEMA PA, City of Patton Village, Patton Village, Texas, January 2021 – January 2022

This project includes restoring the roadway base and surfaces for the City, including the design, procurement, and construction of four miles of roadway for \$1.4 million in construction costs.

Project Manager, FEMA PA Texas Severe Winter Storms, Texas Statewide, February 2021 – May 2021

Tim assists GrantWorks clients with the winter storms experienced during the winter of 2021. The coordination includes helping clients identify FEMA categories of work they may be eligible for during the preliminary damage assessment phase of the disaster and how to apply for assistance through state agencies and FEMA.

PROJECT SPECIALIST/PA COORDINATOR (PAC), HEALTH AND SOCIAL SERVICES (HSS) TEAM, INTE-GRATED SOLUTIONS CONSULTING (ISC)/AECOM, PUERTO RICO, APRIL 2018 – APRIL 2019

Tim was assigned to the health and human services sector and supported the mental health facilities. He coordinated with local, state, and federal agencies, completed damage assessments, compiled an initial project list, and developed preliminary cost estimates. Tim evaluated situational criteria and provided determinations based on existing policies/regulations. He addressed special considerations, and temporary facilities, identified hazard mitigation opportunities, and formulated projects aligned with the PA program. Tim served as Interim Lead/PAC in months of absence with no assigned lead.

CONSULTANT/PROJECT SPECIALIST/CLOSEOUT SPECIALIST, INTEGRATED SOLUTIONS CONSULTING (ISC)/AECOM RECOVERY, CALIFORNIA, AND TEXAS, DECEMBER 2015 - MONTH 2017

2017 Floods, Alameda, and Santa Clara Counties, California: Tim consulted for Integrated Solutions Consulting (ISC) and prepared local emergency response preparedness plans, mitigation, and recovery efforts. ISC deployed Tim to Alameda County and Santa Clara County following flooding in 2017. He wrote project worksheets totaling \$100 million.

Closeout Program Delivery Support, City of Denton, Texas: ISC/AECOM Recovery deployed Tim to Denton CRC and provided closeout program delivery support.

EMPLOYMENT HISTORY

- Director of Public Assistance, FEMA Services, GrantWorks, Inc., Houston, Texas, October 2020
 Present
- Project Specialist/PAC, Integrated Solutions Consulting (ISC)/AECOM Recovery, City, Puerto Rico, April 2018 – April 2019
- Consultant/Project Specialist/Closeout Specialist, Integrated Solutions Consulting (ISC)/AECOM Recovery, California and Texas, December 2015 – Month 2017
- Financial and Disaster Specialist, Leidos/Tetra Tech, Norman, Oklahoma, and Boulder County, Colorado, January 2014 – December 2015
- ▶ Independent Consultant, TBD Services, Melbourne, Florida, June 2009 October 2013
- Project Manager, Global Contingency & Emergency Management Services Division, IAP Worldwide Services, Inc., Melbourne, Florida, September 2005 – September 2008

CAROLINA CASTRO

PROJECT MANAGER - HAZARD MITIGATION

PROFESSIONAL QUALIFICATIONS

Carolina "Carly" Castro joined GrantWorks as a Hazard Mitigation Project Manager in February 2019 and was named Director of Hazard Mitigation in May 2023. Carly has extensive experience developing hazard mitigation applications and working with communities to manage their approved mitigation projects. 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.

RELEVANT EXPERIENCE

DIRECTOR OF HAZARD MITIGATION, GRANTWORKS, INC., AUSTIN, TEXAS, AUGUST 2019 - PRESENT

By preparing financial and quarterly status reports, Carly tracks technical and financial project requirements to comply with the TDEM and FEMA regulations. She develops hazard mitigation assistance grant applications and budgets based on locality objectives and needs. Specifically, Carly works on critical facility generators and hazard mitigation plans with experience with hurricane-safe rooms and facility hardening/retrofits. She also reviews contracts, proposals, procurement documentation, and the professional qualifications of selected bidders. Carly also prepares the scope of work modification documentation and associated environmental assessment for agency review.

ASSISTANT PROJECT MANAGER/SENIOR PROJECT MANAGER, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2016 – JULY 2019 AND FEBRUARY 2019 – JULY 2019

Carly managed projects from project initiation, budget development, milestone tracking, review of purchase orders, and closure documentation. To achieve compliance and project resolution, she communicated client goals, interests, and positions in negotiation with participating agencies, organizations, or interested parties. She developed the scope of work for projects, including agency consultation requirements, timeline forecasting, milestone completion, and contingency planning. Carly collaborated across multiple internal and external stakeholder organizations to maintain timelines or adjust projected completion dates for various ongoing projects. She



10 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Bioenvironmental Sciences, Texas A&M University, College Station, Texas, May 2014

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multijurisdictional planning processes, and conducting stakeholder outreach.

Creates hazard risk assessments and mitigation action strategies.

TRAINING

40-Hour Hazardous Waste Operations and Emergency Response, July 2014 – Present 38-Hour U.S. Army Corps of Engineers Wetland Delineation Training Program, February 2017 supported multiple active projects at different life cycle stages throughout its expanding southwest territory and prepared weekly project summary trackers for client distribution. Carly provided quality assurance (QA) reviews of the National Environmental Policy Act (NEPA) deliverables and Phase I Environmental Site Assessments (ESA) following ASTM E1527-13. She prepared standard operating procedures and training documents to streamline tasks and deliverables and mentored staff through individual training, training materials, and QA reviews.

PROJECT SCIENTIST, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2014 - AUGUST 2016

Carly conducted research, performed analyses, and interpreted environmental data for NEPA investigations to complete Environmental Assessments and ESA reports. She prepared Categorical Exclusion documentation for environmental and community impacts of telecommunications projects following the Federal Communications Commission requirements. She also evaluated project sites for potential wetland indicators and habitats associated with state and federally listed threatened or endangered species protected by the Endangered Species Act. Carly coordinated with landowners, vendors, and laboratories to complete Phase II ESA to assess soil, groundwater, and soil-vapor samples for contaminants. She conducted site reconnaissance to develop a profile and evaluated sites for potential sources of contaminants. Carly performed migratory bird evaluations to monitor project compliance with the Migratory Bird Treaty Act. She consulted municipal, state, and federal agencies for regulatory and permitting requirements.

EMPLOYMENT HISTORY

- Director of Hazard Mitigation, FEMA Services, GrantWorks, Inc., Austin Texas, April 2023 Present
- Senior Project Manager, FEMA Services, GrantWorks, Inc. Austin, Texas, May 2022 April 2023
- Hazard Mitigation Project Manager, FEMA Services, GrantWorks, Inc. Austin, Texas, August 2019 May 2022
- Senior Project Manager, Trileaf Corporation, Austin, Texas, February 2019 July 2019
- Assistant Project Manager, Trileaf Corporation, Austin, Texas, September 2016 July 2019
- Project Scientist, Trileaf Corporation, Austin, Texas, September 2014 August 2016

VINCENT GRADNEY

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE

PROFESSIONAL QUALIFICATIONS

Vincent Gradney has six years of experience as a FEMA contractor for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, recovery program delivery, and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE, GRANTWORKS, INC., HOUSTON, TEXAS, MARCH 2024 -PRESENT

Vincent is a Public Assistance Senior Grant Specialist at GrantWorks.

FEMA PA SITE INSPECTOR, FEMA/SERCO CONTRACTOR, TELESFORO CONSULTING, SEPTEMBER 2023 – MARCH 2024

Vincent is a seasoned technical analyst for FEMA site inspection and grant management programs. Vincent performs extensive research and analysis for site assessments and develops comprehensive reports to identify eligible damages under FEMA Program Guidelines. He leads validation efforts with applicants and partner agencies, and conducts engineering, project design, and cost estimate reviews to facilitate the application of the FEMA Public Assistance Policy for grant submission.

- Lead Inspector for a lagging \$12M Industrial Roofing Project. Organized and executed multi-agency collaborative effort with clients to facilitate validation and documentation of eligible damages on 50+ structures.
- Provides in-depth technical review, analysis, and re-work of languishing infrastructure damages impacting multiple government entities and school systems – Reduced outstanding Inspection requirements by 70%.
- Served as a Subject Matter Expert to assist other Site Inspection Teams in FEMA Public Assistance Policy, Procedures, and



6 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business Administration, Management/Marketing, Texas Southern University, Houston, Texas, 1996 Commissioned Officer, Air National Guard Academy of Military Science, McGhee Tyson, Tennessee, 1997

HIGHLIGHTS

Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities.

TRAINING

FEMA Development Services (25+ Courses), Various Locations, Texas, 2015 - 2021 Methods to execute the Federal Grant Program.

DISASTER RECOVERY SPECIALIST, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, DECEMBER 2022 – PRESENT

Vincent is a consultant to clients' Disaster Program Management & Cost Recovery Teams and a key Advisor to clients on project formulation and recovery processes. He validates eligible costs according to FEMA Public Assistance guidelines. Vincent analyzes disaster operational expenditures, contracts, labor, and supporting documentation. Provides project management oversight and executes strategies for Project Worksheet formulation and submissions.

- ▶ Lead Consultant for City of Venice Florida's \$14M Hurricane Ian Disaster Recovery Operations. Advises client on FEMA Public Assistance eligibility requirements, conducts Grants Portal Management, and performs comprehensive reviews, formulation, and submission of projects to recover disaster-related expenses.
- Conducted comprehensive review, analysis, and submission of Suffolk County, New York's \$52.6M COVID-19 Vaccine Project Formulation and Expense Recovery Operations documented and reported Vaccine Strategy, Community Engagement, and Distribution Objectives in FEMA's Equitable Vaccine Report

PROJECT RECOVERY MANAGER, CONTRACTOR, HAGERTY CONSULTING, NOVEMBER 2021 - MAY 2022

Vincent is a consultant to Austin Public Health's Financial Management & Cost Recovery Leads. He advised the client on a \$30M in COVID-19 project formulation and recovery. Vincent facilitated the validation of eligible costs to FEMA Public Assistance guidelines. He also researched and analyzed costs regarding force account labor, invoicing, contracts, and procurement, provided project management and oversight for priorities and deliverables, and resolved project performance issues.

- Recommended improvements to timesheet and activity logs, QA/QC processes, and reporting.
- Advised client on constraints, limiting factors, and resources needed to meet project timelines.
- Introduced strategies, tools, and reports to solicit cooperation and increase departmental production.
- ▶ Recommended courses of action to meet the City of Austin recovery objectives.

GUIDEHOUSE FEMA SENIOR DISASTER PROJECT CONSULTANT CONTRACTOR, GREEN KEY RESOURCES, MARCH 2021 – AUGUST 2021

Vincent served as a Disaster Response and Recovery expert, providing FEMA Program Policy and Guidance consultation to COVID-19 Recovery operations for all facets of Cook County, Illinois, \$99.2M response efforts. He performed Project Workbook collection, development, analysis, reconciliation, and validation of eligible expenses for submission on behalf of the client. He also validated and determined eligibility for labor and non-labor COVID-19 operations expenses.

- ▶ Led and conducted extensive federal policy reviews, research, and analysis, and formulated responses to FEMA-generated Request for Information on six key cases defending eligible vaccination expenses on behalf of the client.
- Performed collection, review, and reconciliation of labor/non-labor invoices and validation of reimbursable expenses for Project Workbook development on ten projects for submission of Public Assistance funding.
- ► FEMA Category B Expert provided advanced technical assistance and documentation requirements for eligibility determinations.

GARY LAFORGE, PE

SENIOR GRANT SPECIALIST - PUBLIC ASSISTANCE

PROFESSIONAL QUALIFICATIONS

Gary LaForge provides expert-level FEMA grant-related technical support. He has served as a FEMA Public Assistance Consultant for clients nationwide, including North Carolina (Havelock and Morehead City). He has supported FEMA's response to a wide variety of disasters, including Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria. His expertise helps state and local governments navigate grant-funded disaster preparedness, response, and recovery activities through the FEMA Public Assistance and the Hazard Mitigation Grant Programs. He primarily focuses on municipal services, including road construction, stormwater management, flood control, hydraulics and hydrology, domestic water supply, distribution and treatment, and wastewater collection and treatment. Gary has extensive training in capital improvement programs, municipal implementation programs, inspection techniques, and stormwater management. His experience includes using GIS and modeling software to simulate the collection or distribution system of interest and the expertise to understand why the model does not match the actual system measurements.

RELEVANT EXPERIENCE

SENIOR PROJECT MANAGER, LAFORGE & ASSOCIATES, LINCOLN. ILLINOIS. JULY 2006 - PRESENT

Gary provides training in water, wastewater, stormwater, NPDES compliance, and inspection, planning for watershed improvements and floodplain management. Utilizes his expertise as a consultant to the FEMA on the Public Assistance Programs for Hurricanes Ike, Gustav, Rita, Katrina, Florence, Sally, Irma, and Maria recovery (both as a Project Specialist and Public Assistance Coordinator).

- Contracted for FEMA PA by the City of Troy, Alabama
- Provides master planning expertise in water, wastewater, stormwater, flood control system analysis, and identification of Capital Improvement Plan components.
- Provides component design and construction inspection and administration services in the water resources area of civil engineering (water, wastewater, stormwater, and flood control)
- Pavement assessment and development of Transportation Maintenance Programs.



19 YEARS

FEMA DISASTER RECOVERY AND RESPONSE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Agricultural Engineering, University of Illinois, Champaign-Urbana, Illinois Bachelor of Arts, Agricultural Sciences, University of Illinois, Champaign-Urbana, Illinois

HIGHLIGHTS

Subject matter expert in the areas of water, wastewater, and solid waste during post-disaster restoration efforts in the U.S. Virgin Islands

Registered Professional Engineer – Illinois and North Carolina

SUBJECT MATTER EXPERT, WITT O'BRIEN'S, LLC, FEBRUARY 2018 - OCTOBER 2023

- Water, wastewater and stormwater subject matter expert working with the waste management authority and water and power authorities in the US Virgin Islands to evaluate the operations and help restore the system following Hurricanes Irma and Maria.
- Water, wastewater and stormwater subject matter expert working with the City of Havelock, NC to evaluate the operations and help with restoration following Hurricane Florence.
- Provided assistance and expertise in water, wastewater and solid waste to recover and restore the US Virgin Islands.
- ▶ Aided with the FEMA Public Assistance Program as related to the reimbursement and recovery of the City of Houston; City of Galveston; City of Havelock; Village of Morehead City; City of Orlando; State of Louisiana; Middle Tennessee Electric Membership Corporation; Consumers Power, Inc.; and Clay Electric in Florida.
- Assessed facility and system conditions and provided short-term and long-term planning for the restoration and upgrades of systems.

SENIOR PROJECT MANAGER, HANSON PROFESSIONAL SERVICES, INC., SEPTEMBER 2007 - AUGUST 2009

- Directed several Construction and Municipal National Pollutant Discharge Elimination System (NPDES) Programs.
- ► Consultant to FEMA on the Public Assistance Program for Hurricanes Ike, Gustav, Rita, and Katrina recovery (Project Specialist and Public Assistance Coordinator positions) in Houston, Texas,
- Directed several Floodplain Analysis Projects in Missouri.
- ▶ Reviewed and Coordinated Water System Analysis Projects in Missouri and Illinois.
- Directed the Water Resources Division in the St. Louis Office.

OTHER EXPERIENCE

- Vice President, Hampton, Lenzini & Renwick, Inc., June 2017 January 2018
- Vice President, Green & Bradford, Inc., April 2015 June 2017
- ▶ Public Works Director/City Engineer, Village of Mahomet, Illinois, May 2011 April 2015
- ▶ Disaster Recovery Specialist, Witt Group Holdings, December 2010 May 2011
- ▶ Senior Project Manager, AEI-CASC Engineering, Inc., August 2005 September 2007
- Assistant/Acting City Engineer, City of Seal Beach, California, January 2005 July 2005
- ▶ Senior Project Manager, Pacific Advanced Civil Engineering, Inc. July 2004 January 2005
- Associate Engineer/NPDES Coordinator, City of Costa Mesa, California, October 2002 July 2004
- Project Manager, Brooks, Hersey & Associates, Inc., June 2001 October 2002
- Senior Project Manager/Department Head, Hunn & Associates, September 200 May 2001

LYNNE STORZ

GRANT SPECIALIST - PUBLIC ASSISTANCE



Lynne Storz guides state and local governments through receiving FEMA Public Assistance Grants for all categories of work. The guidance provided included initial FEMA contact, documentation gathering, documentation formatting, eligibility review and recommendation, documentation submittal, and support in answering FEMA questions or requests. Extensive experience working with Police, Fire, EMS, and other department heads in gathering documentation and presenting their reimbursement requests in the format required by FEMA. Activities include training client personnel on the documentation required, filling out FEMA forms, reviewing all documentation, and uploading documentation into FEMA's Grants Portal database.

RELEVANT EXPERIENCE

GRANT SPECIALIST – PUBLIC ASSISTANCE, FEMA SERVICES, GRANTWORKS, INC., MARCH 2024 – PRESENT

Lynne is currently a Public Assistance Grant Specialist at GrantWorks.

PROJECT MANAGER/SUBJECT MATTER EXPERT, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, 2004 – MARCH 2024

Project Manager, Hurricane Ida FEMA PA Program, Upper Dublin Township, Pennsylvania, 2021 – Present

Lynne was Project Manager for FEMA PA program technical assistance and project formulation for ten projects. The total disaster damages in all categories were \$35 million.

Subject Matter Expert Hurricane Ida FEMA PA Program, Montgomery County, Pennsylvania, 2021 – Present

Lynne was a Subject Matter Expert and provided FEMA technical assistance and project formulation services. She supported 21 projects totaling \$13.1 million.

Subject Matter Expert, Hurricane Ian FEMA PA Program, Edgewater, Florida, 2021 – Present

Lynne was a Subject Matter Expert for the City's FEMA PA program, where she provided technical assistance and project formulation services for 12 projects that were damaged by Hurricane Ian, totaling \$2.9 million.



19 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, Portland State University, Portland, Oregon

Bachelor of Science, Sociology, Portland State University, Portland, Oregon

HIGHLIGHTS

Subject matter expert in grants management, cost recovery, project closeouts, and procurement compliance

CERTIFICATION/ REGISTRATIONS

FEMA Classroom Training G-318 (Mitigation Planning) NIMS ICS 300 (Intermediate ICS For Expanding Incidents) NIMS ICS 400 (Advanced ICS)

Project Manager, Hurricane Florence FEMA PA Program, Pine Knoll Shores, North Carolina, 2021 – Present

Lynne was the Project Manager for the City's FEMA PA program, where she provided technical assistance for a \$3.2 million Excess Funds project for damage incurred from Hurricane Florence. Assistance included procurement compliance for approved excess funds projects.

Project Manager, Hurricanes Florence, Dorian, and Isias FEMA PA Program, Morehead City, North Carolina, 2018 – 2022

As Project Manager, Lynne provided FEMA PA technical assistance and project formulation services for 14 projects. These projects included historic cemetery repair/restoration and hazardous tree removal in the cemeteries. The total disaster damage in all categories was \$2.7 million.

Subject Matter Expert, Hurricane Irma FEMA PA Program Associated with COVID-19, Oakland Park, Florida, 2017 – Present

Lynne was a Subject Matter Expert and provided FEMA PA technical assistance and project formulation for 24 projects, resulting in \$2.4 million in cost recovery and the preparation of three COVID-19-related projects.

Public Assistance Coordinator, 2004-2012 Multiple Disasters FEMA PA Program, Florida Department of Transportation, Florida 2007 – 2013

Lynne provided long-term disaster recovery, emergency management, and planning expertise to the FL DOT. She provided technical assistance and planning to local governments in FEMA PA and the FHWA Emergency Relief Programs. As Public Assistance Coordinator (PAC) for FDOT, Lynne provided oversight for project closeouts, appeals, and project worksheet coordination, securing approximately \$100 million in grant reimbursement. Additionally, she helped more than 80 local governments prepare documents for Detailed Damage Inspection Reports (DDIR) submitted to the FHWA for reimbursement. Lynne assisted in developing FEMA PA and FHWA Emergency Relief training, which was delivered to more than 3,000 local government and FDOT personnel.

Project Manager, Disaster Debris Project Management and Planning, Multiple Clients, Multiple Locations, US, 2004 – Present

Lynne has managed several debris monitoring operations throughout the southeast U.S. Using this experience she developed disaster debris management plans based on individual client requirements. After consulting with the client and the participating departments involved in the debris operations, she prepared each plan. Planning efforts typically involved discussion with outside agencies (state and federal governments/agencies) and private entities, as required, and discussion and coordination with the internal departments ranging from public works, solid waste, transportation, planning, GIS, finance/accounting (grants management) to environmental resources and historic preservation. Lynne developed plans for the following local, state, and tribal governments: Seminole Tribe of Florida, State of Maine, Florida Department of Transportation (7 Districts and Central Offices), New Hanover County, NC, City of Fernandina Beach, FL, Broward Health Hospital, Florida; City of Alexandria, LA, City of North Miami FL, Cooper City, FL, Town of Davie, FL, City of San Jose, CA, and City of Savannah, GA.

JOSEPH BERMAN

GRANT SPECIALIST - PUBLIC ASSISTANCE

PROFESSIONAL QUALIFICATIONS

Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph's accomplishments include:

- FEMA Grant Projects (PW) written for over \$100 million in FEMA Public
- Assistance grant funding from disasters declared since 2005.
- Provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years.
- ► FEMA Grant Projects (PW) written for clients in Florida and Georgia for COVID-19 recovery totaling \$20 million.
- FEMA Grant Projects (PW) written for clients in Florida for Hurricane Irma recovery totaling \$20 million
- Assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina.

RELEVANT EXPERIENCE

GRANT SPECIALIST - PUBLIC ASSISTANCE, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2024 - PRESENT

Joe is a Public Assistance Grant Specialist and a member of the GrantWorks Team.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S, LLC, FLORIDA AND GEORGIA, MARCH 2020 - PRESENT

Joseph worked with the Pinellas County Budget Department, the Hernando County Finance Department in Florida, and Hospital Administrators at Archibold Medical Center and Upson Regional Medical Center in Georgia to identify and develop FEMA Emergency Protective Measures Projects for COVID-19-related expenses. He developed FEMA grant applications for COVID-19 Testing, COVID-19 Vaccination Administration, COVID-19 Non-Congregate Sheltering, COVID-19 Barriers & Signs, COVID-19 Disinfection & Sanitation, COVID-19 Screening, COVID-19 Personal Protection Equipment (PPE), COVID-19 Emergency Management, COVID-19 Emergency Transportation and Sheriff Department COVID-19 Costs. Joseph worked with the FEMA Consolidated Resource Center to clarify and



20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Risk Management & Insurance, Florida State University, Tallahassee, Florida, 1982

HIGHLIGHTS

Ten years consulting as a Disaster Recovery Specialist.

Two years State of Florida Public Assistance Coordinator, Project Specialist & Closeout Specialist.

Eight years FEMA TAC Public Assistance Specialist.

Over 30 years of work experience as a licensed property & casualty, Life & health insurance broker in the State of FL, specializing in commercial business insurance.

Familiar with state, county, and city government, healthcare, education, and private nonprofits

Skilled in the FEMA Grants Portal and EMGrants State platforms.

CERTIFICATION/ REGISTRATIONS

Florida Property & Casualty Agent's License 2-20

Florida Life & Health Agent's License 2-18

resolve eligibility issues. He identified and categorized COVID-19 costs according to the FEMA COVID-19 Public Assistance Policy. As a result of consulting efforts, Joseph identified, documented, and submitted \$20.5M COVID-19 project grants to FEMA for review, approval, and obligation.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S LLC, HILLSBOROUGH COUNTY, FLORIDA, NOVEMBER 2017 – SEPTEMBER 2019

Joseph worked with Hillsborough County's Capital Projects Budget Director to identify and develop a FEMA Damage Inventory following Hurricane Irma. He worked with 36 county department representatives to inspect, develop damage descriptions, and collect the supporting documentation required by FEMA Policy. Joseph uploaded damage category narratives and closeout-ready supporting documentation into the FEMA Portal. He also worked with the assigned FEMA PDMG to clarify and resolve questions. As a result of consulting efforts, Joseph identified, documented, and submitted \$19.4M of Category A through G project grants to FEMA review, approval, and obligation.

ROVING DEBRIS MANAGER, WITT O'BRIEN'S LLC, SIX MUNICIPALITIES IN THE SOUTH FLORIDA AREA, SEPTEMBER 2017 – OCTOBER 2017

Joseph was a Roving Debris Manager for six municipalities in the South Florida area following Hurricane Irma. He was responsible for truck capacity certification, truck placarding, and the recording of debris contractor documentation. Joseph assisted in the training and managing debris ROW, Leaner/Hanger, Debris Management Site, and Final Disposal monitoring crews. He ensured the debris monitoring process conformed to FEMA Public Assistance Policy.

STATE OF FLORIDA PROJECT COORDINATOR (PAC) AND STATE OF FLORIDA PROJECT SPECIALIST CONTRACTOR, DISASTER STRATEGIES & IDEAS, DUVAL COUNTY, FLORIDA, DECEMBER 2016 – APRIL 2017

Following Hurricane Matthew, Joseph worked with Duval County and Jacksonville Electrical Authority applicants. He assisted the FEMA Project Specialist in writing and reviewing Project Worksheets for Category A through G. Joseph advocated for applicants to ensure a favorable outcome with FEMA.

DEBRIS ASSISTANT MANAGER, WITT O'BRIEN'S LLC, CITY OF STUART, CITY OF FERNANDINA BEACH, AND NASSAU COUNTY, FLORIDA, NOVEMBER 2016 – DECEMBER 2016

Following Hurricane Matthew, Joseph was responsible for the end-of-day reconciliation of debris monitor tickets and a summary of debris contractors' activities.

STATE PROJECT CLOSEOUT SPECIALIST, SUPERSTORM SANDY AND EIGHT PRIOR NJ-FEMA DISASTERS, WITT O'BRIEN'S LLC, NEW JERSEY, JULY 2014 – JULY 2016

Joseph was assigned to the NJ State agencies team to contact closeout activities for Categories A through G. Wrote final Closeout PWs and managed PWs through the njemgrants.org portal.

MARIA BEDIA

SENIOR GRANT SPECIALIST - HAZARD MITIGATION

PROFESSIONAL QUALIFICATIONS

Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations where she witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria spent 15 years in grant administration and planning roles in Nueces County government, with broad responsibilities including strategic planning, project coordination, and contract management for a variety of state and federal grants. She is experienced with and knowledgeable of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs. She is skilled in working in the FEMA Grants Portal and TDEM's Grants Management System. Maria has supported projects through the entire grant life cycle, from application and/or project worksheet development through grant administration, project management, reporting, and closeout.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANTWORKS INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

Maria provides application development and grant administration support to help communities secure and implement FEMA Hazard Mitigation Assistance (HMA). In addition to serving as a technical resource on program rules, policies, and procedures, her responsibilities include financial and technical project management, reviewing contracts and contractor pay estimates for accuracy, completeness, and compliance, and drafting project progress reports, change orders, and contract amendments for client review and approval.

STRATEGIC PLANNING MANAGER, PORT OF CORPUS CHRIS-TI AUTHORITY, CORPUS CHRISTI, TEXAS, FEBRUARY 2022 – MARCH 2024

Maria led the functional area of strategic projects within the Planning Department, which included strategic project initiation and coordination. Maria researched and analyzed trends and studies related to Port development and initiated the implementation of Phase 1 of the Port's enterprise asset management system. She managed grant development activities and monitored grant-funded projects and programs for state and federal compliance.



15 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2013

Bachelor of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2010

HIGHLIGHTS

Project Planning
Grant Compliance
Public Presentations
FEMA Grants Portal
TDEM Grants Management System
(GMS)

TRAINING

Certificate in Asset Management, Institute of Asset Management (IAM), Bristol, England, 2023

Certificate in Local Government Procedures, Texas Department of Transportation, Austin, Texas, 2022 Management Incubator, Rice Business Executive Education, Houston, Texas,

PROFESSIONAL AFFILIATIONS

Member, Project Management Institute, 2024

VARIOUS ROLES, NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 1998 – JANUARY 2022

- ▶ In 2018 the County Commissioners Court appointed Maria as the Grants Administrator. During this time, she was responsible for all contracts from federal and state granting agencies. Duties included application development, performance and financial reporting, compliance reviews, and project closeout. She supervised one (1) employee.
- ▶ As the Grants Writer/Coordinator from 2009-2018, Maria wrote grant proposals and assisted in implementing awarded projects, delivering projects on time and within scope and budget.
- During Maria's tenure as Office Manager from 1998-2009 in the Sheriff's Office, she supervised six employees in accounts payable, personnel, timekeeping, and auditing. She assisted in preparing the annual departmental budget and prepared documents, agenda items, and presentations for the Commissioners Court.

VOLUNTEER, ARC NATIONAL DISASTER RESOURCE MANAGEMENT CENTER (DRMC), CENTRAL TEXAS CHAPTER, AUSTIN, TEXAS, 2010 – 2012

- Recertified electronic equipment returned to the RMC after use in national disaster operations and provided recommendations to improve procedures
- Responded to both local and nationally declared disasters in Logistics (Log) and Life Safety and Asset Protection (LSAP) Manager positions
- Submitted appropriate changes for Logistical Procedures

DIRECTOR, EMERGENCY SERVICES, AMERICAN RED CROSS, CAPITAL AREA CHAPTER, TALLAHASSEE, FLORIDA, 2008 – 2010

- Directed 28 county Chapter Disaster Response Services, Service to Armed Forces, International Services, and Community Preparedness Services
- Responsible for the Chapter Disaster Response, development and execution of the Chapter Disaster Response Plan and Continuity of Operations Plan (COOP)
- Primary ARC chapter contact for all County and Regional Emergency Management organizations
- ▶ Responsible for all ARC responses within the 28-county region that included Mass Care, logistics, individual client assistance, and long-term recovery for clients

EMPLOYMENT HISTORY

- Associate Director, FEMA Services, GrantWorks, Inc., Corpus Christi, Texas, December 2024 Present
- Hazard Mitigation Grant Specialist, Grantworks Inc., Corpus Christi, Texas, April 2024 December 2024
- Strategic Planning Manager, Port of Corpus Christi Authority, Corpus Christi, Texas, February 2022 March 2024
- Various Roles, Nueces County, Corpus Christi, Texas, October 1998 January 2022

ASHLEY HEBERT, EI, CFM, CGM

SENIOR GRANT SPECIALIST - HAZARD MITIGATION



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 six major disasters, including hurricanes Katrina, Rita, and Sandy. Ashley has worked on five major disasters, including hurricanes Katrina, Rita, Ike, Gustav, Sandy, and Harvey.

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANT-WORKS, INC., GEORGETOWN, TEXAS, AUGUST 2021 - PRESENT

Ashley tracks technical and financial project requirements to comply with the TDEM and FEMA regulations by preparing financial and quarterly status reports. He develops HMGP applications and budgets based on locality objectives and needs. He develops BCAs for various types of projects. Ashley works on critical facility generators and hazard mitigation plans and has experience with hurricane-safe rooms and facility hardening/retrofits. He reviews contracts, proposals, procurement documentation, and the professional qualifications of selected bidders. He also prepares scope of work modification documentation and environmental assessments for agency review.

HAZARD MITIGATION PROJECT MANAGER, TIDAL BASIN GOVERNMENT CONSULTING, ALASKA, AND PUERTO RICO, NOVEMBER 2019 – AUGUST 2021

Ashley provided technical assistance to applicants for hazard mitigation project applications to develop projects and BCAs for the State of Alaska on an as-needed basis. He also reviewed hazard mitigation project applications for clients in Puerto Rico, developed BCAs, and responded to all received RFIs.

LEAD BENEFIT COST ANALYST, ICF INTERNATIONAL, FAIRFAX, VIRGINIA JULY 2020 – JUNE 2021

Ashley provided technical assistance to applicants for Hazard Mitigation (404), Public Assistance Mitigation (406), and BCAs for 404 programs.



19 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, University of Louisiana at Lafayette, Louisiana, 2004

HIGHLIGHTS

Former FEMA Cadre of On-Call Response Recovery (CORE) employee Over 16 years of disaster experience including Individual Assistance, Public Assistance, and the 404 Hazard Mitigation Grant Program.

Helped to implement many projects to elevate, reconstruct, or acquire houses Completed cost estimates, benefit-cost analysis (BCA), and review of project deliverables for many drainage improvement projects

Helped develop \$2.4 billion in HMGP projects in Louisiana

CERTIFICATIONS/ REGISTRATIONS

El – Licensed Engineer Intern, LA No. 21597

Contracting Officer Technical Representative – 2007 to 2010 Certified Floodplain Manager Certified Grants Manager (Federal Track) Trained in Community Relations for FEMA

HAZARD MITIGATION SPECIALIST, WITT O'BRIEN'S, HOUSTON, TEXAS, OCTOBER 2018 – JULY 2020

Ashley worked with the University of Texas Medical Branch at Galveston and Sienna Plantation Levee Improvement District to help develop HMGP projects and BCAs totaling over \$119 million for submittal to TDEM and FEMA.

COST ANALYSIS SPECIALIST, THE SULZER GROUP, BATON ROUGE, LOUISIANA, SEPTEMBER 2016 – AUGUST 2018

As a Cost Estimator, Ashley performed Cost Reasonable Analysis for Public Assistance Closeout for 100 projects for the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). He also reviewed invoices and produced estimates for PA projects that did not follow the proper procurement process for projects over \$10,000.

HMGP COST-BENEFIT SPECIALIST/LEAD HAZARD MITIGATION GRANT PROGRAM SPECIALIST/ TECHNICAL SPECIALIST/PROJECT OFFICER, DEPARTMENT OF HOMELAND SECURITY, FEMA, NEW ORLEANS, LOUISIANA, OCTOBER 2005 – OCTOBER 2013

Ashley was responsible for the Benefit-Cost (BC) review for most of the new DR 1603 (Katrina) allocation totaling \$390 million, released on November 14, 2011. He developed and implemented ongoing Mitigation Program changes to adapt and improve processes. He also advised FEMA Louisiana Recovery Office team members and state and local partners on the 404 Hazard Mitigation Grant Program.

- ▶ Senior Grant Manager Hazard Mitigation, GrantWorks, Inc., Georgetown, Texas, August 2021 Present
- ► Hazard Mitigation Project Manager, Tidal Basin Government Consulting, Alaska and Puerto Rico, November 2019 – August 2021
- Lead Benefit-Cost Analyst, ICF International, Fairfax, Virginia, July 2020 June 2021
- ▶ Public Assistance Cost Analyst, Serco, Inc., Winchester, Virginia, May 2019 November 2019
- ▶ Hazard Mitigation Specialist, Witt O'Brien's, Houston, Texas, October 2018 July 2020
- Project Manager, Wilson & Associates Consulting, LLC, Austin, Texas, September 2018
- Cost Analysis Specialist. The Sulzer Group, Baton Rouge, Louisiana, September 2016 August 2018
- Cost Analysis Specialist, Bryant Hammett & Associates, LLC, Baton Rouge, Louisiana, April 2016 September 2016
- Mechanical Engineering Technical Assistance, Turnkey Disaster Management LLC, New York, New York, January 2016 – April 2016
- Cost Analysis Specialist, GCR, Inc., Baton Rouge, Louisiana, July 2015 January 2016
- ▶ Benefit-Cost Analysis Project Consultant, Shread-Kuyrkendall & Associates, St. Bernard, and Plaquemines Parishes, Louisiana, January 2015 July 2015
- Quality Assurance/Quality Control, New York Rising Project, Nova Catastrophe Services, New York, New York, December 2013 – December 2014
- Cost-Benefit Team Lead, Innovative Emergency Management (IEM), Albany, New York, October 2013 –
 December 2013
- ► HMGP Cost-Benefit Specialist/Lead Hazard Mitigation Grant Program Specialist/Technical Specialist/ Project Officer, U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA), New Orleans, Louisiana, October 2005 – October 2013

PATRICK KELLEY, CBCP

SENIOR GRANT SPECIALIST - HAZARD MITIGATION



Patrick Kelley has extensive experience developing mitigation project applications, business continuity processes, disaster response exercises, and project management. As a former TDEM employee, he has a deep understanding of state and federal requirements, rules, and regulations concerning public assistance and mitigation programs. Patrick is skilled in emergency operations, crisis management, response and disaster planning/management, public safety standards development (emergency preparedness/emergency services), and budgeting/financial accounting.

Patrick has provided oversight on large projects of more than \$6 million. He has also managed Regional Emergency Management for a major non-profit. At the state level, Patrick was responsible for mitigation activities for three Texas regions, including 174 counties. He covered approximately 1,000,000 residents, including establishing over 5,000 individual safe rooms within the Texas Tornado Belt. Patrick has an extensive background in emergency planning, response, and recovery for all types of facilities. Patrick is a proven leader who has directed numerous teams, both military and domestically. He is certified as a FEMA Level 1 Continuity of Operations Professional (COOP1).

Patrick has experience in the following:

- State agencies grant systems and FEMA NEMIS
- Logistical support during disaster responses to many different disaster events, including hurricanes, tornadoes, floods, terrorist attacks, and earthquakes
- Management experience that includes supervision of various numbers of personnel over lengthy periods from 30 days to three years
- Constantly evaluating past experiences and new methodologies to obtain the best processes for a client
- Experienced in developing Benefit-Cost Analyses (BCAs)

RELEVANT EXPERIENCE

SENIOR GRANT SPECIALIST - HAZARD MITIGATION, GRANT-WORKS, INC., SAN MARCOS, TEXAS, SEPTEMBER 2022 - PRESENT

Patrick administers hazard mitigation funds awarded to applicants by the Texas Division for Emergency Management or Texas Water



40+ YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, St. Anselm's College Manchester, New Hampshire, 1975 - 1977 NCO Leadership School, Elmendorf AFB, Alaska, 1973 Coursework, Alaska University, Elmendorf AFB, Alaska, 1972 - 1973

Coursework, San Antonio Junior College, San Antonio, Texas, 1965 - 1966

HIGHLIGHTS

Risk Mitigation

Former TDEM employee 12 years Hazard Mitigation experience FEMA BRIC, HMGP, FMA program specialist Benefit-Cost Analyses (BCAs)

CERTIFICATIONS/ REGISTRATIONS

FEMA Level 1 COOP Professional Certification

PROFESSIONAL AFFILIATIONS

Member, Association of Contingency Planners (ACP) Development Board. He interacts effectively with local, state, and federal agency officials and staff members in meetings and through written memos, e-mails, formal letters, and telephone conversations. Patrick pays attention to detail regarding financial and technical aspects of project management, including review of contracts, contractor pay estimates, service provider invoices, progress reports, change orders, contract amendments, etc. He develops applications for HMA programs and provides technical assistance regarding program rules, policies, and procedures, including environmental compliance, basic cost-effectiveness, and phasing. Patrick reviews and interprets project-related correspondence, documents, reports, and forms. He updates and maintains project performance, budget, and status tracking and document filing systems. Patrick also conducts Local Planning Team meetings.

ASSISTANT HAZARD MITIGATION OFFICER, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, 2010 – 2022

As the State Representative, Patrick assisted qualified jurisdictions in developing, approving, and monitoring FEMA HMPG. He used HMGP Project Management for grants. He also conducted site inspections for large and small Project Worksheets (PWs). Patrick reviewed and collaborated with applicants to resolve outstanding issues and close their case files. Patrick assisted the Public Assistance Department as needed.

- Senior Grant Manager, Hazard Mitigation, GrantWorks, Inc., San Marcos, Texas, September 2022
 Present
- Assistant Hazard Mitigation Officer, Texas Division of Emergency Management, Austin, Texas, 2010
 2022
- Director, Emergency Services, American Red Cross, Tallahassee, Florida, 2008 2010
- Coordinator, Planning & Preparedness, Greater Miami and the Florida Keys, American Red Cross, Florida, 2005 – 2007
- Manager, Logistics, National American Red Cross Disaster Services, 1985 2006
- Business Continuity Coordinator, Franklin Templeton Investments, San Mateo, California, 1998
 2002
- Business Continuity Coordinator, Vision Service Plan, Rancho Cordova, California, 1996 1998
- Disaster Preparedness NCO/Officer, USAF Disaster Preparedness, Various USAF Bases, U.S., 1981
 1986
- ▶ Flight Chief, USAF Law Enforcement, Various USAF Bases, U.S., 1977 1981

AELI GONZALEZ-GLADSTEIN

SENIOR HAZARD MITIGATION PLANNER

PROFESSIONAL QUALIFICATIONS

Aeli Gonzalez-Gladstein joined GrantWorks' Community
Development Team as a Project Manager in April 2021 and transferred to the FEMA Services Team in May 2022. He has managed over \$55 million in projects, funded through various agencies, including FEMA, the Texas General Land Office (GLO), and the Texas Department of Agriculture (TDA).

Aeli coordinates teams and balances multiple objectives, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting in developing bid packages, and monitoring overall grant compliance with state and federal regulations.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PLANNER, FEMA SERVICES GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2022 - PRESENT

Aeli's responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. He works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Aeli organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2021 – MAY 2022

Aeli coordinated and managed multiple complex infrastructure projects at various stages of implementation, building relationships with local and state government officials, as well as members of the public. He worked closely with multiple stakeholders and partners to achieve outcomes beneficial to Texas communities and residents. Partners in this process include municipal and county clients, project engineers, construction contractors, and state agencies. Aeli managed the financial aspects of several projects at once, including reviewing contract pay applications and professional service invoices, maintaining ledgers, and tracking budgets. He communicated with multiple stakeholders through memos, emails, formal letters, phone calls, meetings, and public presentations.



10 YEARS

PROJECT MANAGEMENT AND ENVIRONMENTAL PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, City and Regional Planning, Pratt Institute, Brooklyn, New York, 2021

Master of Science, Sustainable Environmental Systems, Pratt Institute Brooklyn, New York, 2017

Bachelor of Arts, School of Arts and Humanities, University of Maryland, College Park, Maryland, 2003

HIGHLIGHTS

Data analysis and visualization General and post-disaster planning Extreme weather adaptation/mitigation Grant implementation and management

CERTIFICATIONS/ REGISTRATIONS

Certified Administrator, Texas Community Development Block Grants, Texas Department of Agriculture, 2021

PLANNING FELLOW, PRATT CENTER FOR COMMUNITY DEVELOPMENT, BROOKLYN, NEW YORK, SEPTEMBER 2019 – JUNE 2020

Aeli conducted research and supported advocacy around Center priorities, including innovative value capture mechanisms, environmental justice indicators, associated visualization, and racial equity indicators in the context of gentrification and displacement

PLANNING PRESERVATION FELLOW, MUNICIPAL ART SOCIETY OF NEW YORK, BROOKLYN, NEW YORK, APRIL 2019 – AUGUST 2019

Aeli researched and contributed to advocacy and testimony around multiple rezoning areas (i.e., Bushwick, Riker's Island, East Side Coastal Resilience). He contributed to case studies, reporting, and visualization related to the Fight for Light campaign.

ADJUNCT LECTURER, BROOKLYN COLLEGE – CITY UNIVERSITY OF NEW YORK, BROOKLYN, NEW YORK, JANUARY 2017 – JUNE 2017

Aeli planned and taught undergraduate courses in the Department of Health and Nutrition Sciences. He provided instruction while encouraging the development of professional skills among students through innovative assignments and in-class exercises.

TRAINING AND SERVICE

- ▶ Graduate Trustee, Pratt Institute Board of Trustees, Brooklyn, New York, August 2019 August 2020
- ▶ Executive Board Member, Farm School NYC, New York, New York, January 2011 March 2016
- Superstorm Sandy Relief, Red Hook Initiative, Brooklyn, New York, October 2012 March 2013
- Leadership New York Fellow, CORO Leadership New York, New York, New York, September 2008 August 2009
- AmeriCorps Member, Avodah, Brooklyn, New York, August 2004 August 2005

- Senior Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, January 2025 Present
- ▶ Hazard Mitigation Planner, FEMA Services, GrantWorks, Inc., Austin, Texas, May 2022 January 2025
- Community Development Project Manager, GrantWorks Inc., Austin, Texas, April 2021 May 2022
- Planning Fellow, Pratt Center for Community Development, Brooklyn, New York, September 2019 June 2020
- Planning and Preservation Fellow, Municipal Art Society of New York, New York, New York, April 2019
 August 2019
- Adjunct Lecturer, Brooklyn College City University of New York, Brooklyn, New York, January 2017
 June 2017
- Graduate Policy Fellow, NYC Councilmember Brad Lander, Brooklyn, New York, April 2016 August 2016
- Organic Recycling Outreach Specialist, Lower East Side Ecology Center, New York, New York, February 2015 – June 2015
- Project Manager, Wiser Management Consulting, New York, New York, February 2014 June 2014
- Multiple Leadership Positions, Center for Court Innovation, New York, New York, August 2004 May 2012

NATALIE JOHNSON

SENIOR HAZARD MITIGATION PLANNER

PROFESSIONAL QUALIFICATIONS

Natalie Johnson joined GrantWorks with five years of planning experience at TDEM, where she served as a liaison between local jurisdictions and FEMA, provided hazard mitigation planning expertise, and facilitated the FEMA approval process for Local Hazard Mitigation Plans.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PLANNER, FEMA SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – PRESENT

Natalie's primary responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. She works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Natalie organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Natalie transitioned from a contracted to a full-time permanent position in October 2017. She served as the Regional Planning Representative for TDEM Regions 2 and 6 on the State Hazard Mitigation Advisory Committee. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She also helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates in this position. She consulted with staff, government agencies, community organizations, and the public to explain and provide technical assistance on mitigation program specifics and requirements. Other responsibilities included:

- Technical writing, editing, and formatting
- Supporting and collaborating in the planning, development, analysis, documentation, and implementation of mitigation planning projects



7 YEARS

HAZARD MITIGATION PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geological Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2019 Bachelor of Science, Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2015 Associate of Arts, Geography, Austin Community College, Austin, Texas, 2013

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multi-jurisdictional planning processes, and conducting stakeholder outreach

- Making recommendations and coordinating activities to produce a more effective program
- ▶ Facilitating the TDEM G-318 Hazard Mitigation Planning Workshop
- Calculating monthly performance measure statistics
- Participating in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- ▶ Studying and analyzing operations and problems, preparing reports of findings, and preparing justification for procedural or policy change
- ▶ Helping to develop policy and procedure manuals, templates, and other guidance documents
- Identifying gaps in resources and recommending improvements

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Within three months of beginning her internship with the Mitigation Planning Section, TDEM offered Natalie a Mitigation Planner, which she accepted. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates. She served as a liaison to staff, government agencies, community organizations, and the public to explain and provide technical assistance on preparedness and mitigation program specifics and requirements. Other responsibilities included:

- Technical writing, editing, and formatting
- ▶ Supporting and collaborating in the planning, development, analysis, documentation, and implementation of mitigation planning projects
- Recommending and coordinating activities to produce a more effective program
- Facilitating the TDEM G-318 Hazard Mitigation Planning Workshop
- Calculating monthly performance measure statistics.
- Participating in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- Assist in developing policy and procedure manuals, templates, and other guidance documents.
- Identify gaps in resources and recommend improvements.

- Senior Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, January 2025 Present
- ▶ Hazard Mitigation Planner, FEMA Services, GrantWorks, Inc. Austin, Texas, January 2022 January 2025
- Mitigation Planner II, Texas Division of Emergency Management, Austin, Texas, June 2019 January 2022
- Mitigation Planner II Contractor, Texas Division of Emergency Management, Austin, Texas, October 2017 – June 2019
- ▶ Mitigation Intern, Texas Division of Emergency Management, Austin, Texas, August 2017 October 2017
- Substitute Teacher, Texas School of the Blind and Visually Impaired, Austin, Texas, March 2016 March 2017
- ▶ Realtor/Office Assistant, Welcome Home Leasing, Austin, Texas 2008 2016

JAY FRANCIS

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS

PROFESSIONAL QUALIFICATIONS

Jay Francis is a results-driven construction and inspection manager committed to delivering quality projects while adhering to tight schedules and budgets. He has a history of directing multiple projects to successful completion through effective management and team collaboration. He also has an advanced understanding of customer needs with diligent attention to detail, resulting in superior customer service and high levels of client satisfaction. Jay has demonstrated expertise as a licensed professional inspector. Areas of expertise include project management, budget and finances, personnel acquisition and training, team management, design and development, customer relations, business owner and operator, multi-site management, and new business development.

RELEVANT EXPERIENCE

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2022 – PRESENT

Jay manages large-scale elevation/reconstruction housing projects as a Hazard Mitigation Grant Specialist. He collects, distributes, organizes, and maintains program applicant information. He is also responsible for the applicant, client and contractor communication, project planning and scoping, financial project tracking and management, and project staff coordination.

BUILDING OFFICAL/INSPECTOR, CODE ENFORCEMENT, CITY OF EAGLE LAKE, EAGLE LAKE, TEXAS, MAY 2021 – SEPTEMBER 2022

Jay inspected industrial, commercial, and residential buildings and projects, ensuring compliance with adopted building codes. He was responsible for enforcing all city codes, including building and zoning. Jay determined if building plans were following current codes and ordinances. He also served as the primary point on Code Enforcement, working with other departments as needed, compiling data, and preparing monthly reports.

OWNER, STAR TEX HOME INSPECTIONS, AUSTIN, TEXAS, JANUARY 2020 – PRESENT

Jay started his business in January 2020 to apply the TREC standards of practice to residential home inspections.



36 YEARS

CONSTRUCTION INDUSTRY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, Business Management, University of Texas, Austin, Texas Coursework, Business Management and Real Estate, Austin Community College, Austin, Texas

HIGHLIGHTS

Skilled at data collection, organization, verification, and report preparation

CERTIFICATIONS/ REGISTRATIONS

TREC Licensed Professional Home Inspector-#24306

Professional Home Inspection, Champion School of Real Estate

PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, AUGUST 2013 – SEPTEMBER 2019

As a Project Manager, Jay attended and led pre-bid and preconstruction meetings with contractors and clients. He was responsible for managing multiple home projects from inception to delivery to the homeowner. He assisted customers through the Texas Department of Housing and Community Affairs (TDHCA) application process, including monitoring the bidding process with qualified builders, attending city council meetings, and meeting with city managers and mayors as needed to ensure local codes were met. Jay managed and inspected the homebuilder's work throughout all construction phases to ensure all specifications were met. He was certified by International Residential Code (IRC) to provide on site inspection throughout all construction phases. Jay also conducted closeout upon completion, including signing and filing finalized documents.

Construction Manager, Hurricane Harvey HOME Housing Rehabilitation Assistance, and HOME Disaster Relief Programs, Multiple Projects, Multiple Clients, Texas, August 2013 – September 2019 Jay provided construction management services for 24 communities in the Hurricane Harvey Federally Declared Disaster area. These communities reconstructed 143 homes and elevated 90 homes using funds from the HOME Rehabilitation Assistance Program and the HOME Disaster Relief Program. Jay works closely with the administrator's staff, code enforcement, builders, and the homeowner to ensure a successful project.

SELF-EMPLOYED, GENERAL CONTRACTOR, AUSTIN, TEXAS, NOVEMBER 2011 – AUGUST 2013 Select projects include the following:

Calloway Engineering Building, New Ulm, Texas

As the General Contractor, Jay expedited converting a 6000 sq. ft. bank building to commercial office space within two months. He managed all aspects of the project, including budget estimation, spatial planning, bid submission, subcontractor scheduling, and on site oversight.

Crista Radio, Austin, Texas

Jay managed a four-month project to install a 100-kilowatt standby generator on this project. His areas of purview included securing required permits and scheduling and coordinating inspections. Jay led planning and requirements gathering with multiple subcontractors.

- ▶ Hazard Mitigation Elevation Specialist, GrantWorks, Inc., Austin, Texas, October 2022 Present
- Building Official/Inspector, Code Enforcement, City of Eagle Lake, Eagle Lake, Texas, May 2021 –
 September 2022
- Owner, Star Tex Home Inspections, Austin, Texas, January 2020 Present
- Construction Manager, GrantWorks, Inc., Austin, Texas, August 2013 September 2019
- Self-Employed, General Contractor, Austin, Texas, November 2011 August 2013
- Construction Sales and Project Manager, ABC Home and Commercial Services, Austin, Texas, March 2010 – October 2011
- Construction Project Manager, Driftwood Builders and Roofing, Austin, Texas, January 2009 February 2010
- Construction Project Manager, Classic Constructors, Austin, Texas, March 2006 December 2008
- Owner/Operator, Jay W. Francis Painting and Remodeling, Austin, Texas, 1986 2006

MARGARITA GARZA

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS

PROFESSIONAL QUALIFICATIONS

Margarita Garza is a skilled project manager with a wide range of knowledge in dealing with a variety of administrative needs to support elevations and reconstruction projects. Margarita currently oversees Hazard Mitigation Elevation Programs for two counties. She ensures that the homeowners are up to date with any changes that may affect them, as well as handling the date collections while the applications are in the process of being approved.

RELEVANT EXPERIENCE

HAZARD MITIGATION GRANT SPECIALIST, ELEVATIONS, GRANTWORKS, INC., CLUTE, TEXAS, FEBRUARY 2021 – PRESENT

Margarita is responsible for application administration and homeowner case management. She provides customer support to homeowners, explains program policies and protocols, and keeps them abreast of project progress and developments. She coordinates contract signings, records program data, performs Duplication of Benefits reviews, and provides Deed Restriction assistance.

RECEPTIONIST/BILLING SPECIALIST/TRANSLATOR, BRAZOSPORT PEDIATRIC CLINIC/BOTTENFIELD PEDIATRIC ASSOCIATES, LAKE JACKSON, TEXAS, FEBRUARY 2018 – FEBRUARY 2020

- Prepared charts for the following day
- Sent medical records doctor to doctor or patient requesting
- Answered and directed calls to appropriate personnel
- Kept up with No-Shows and sent them letters of our policy
- Called and confirmed for the next day, scheduling appointments
- Verified insurance and benefits with multiple carriers
- Billed insurance, verified ICD9 coding was correct
- Worked on denies and insurance claims
- Helped Spanish-speaking patients communicate with providers

DISTRICT ADMINISTRATION ASSISTANT COORDINATOR/CLIENT SERVICE PROFESSIONAL LEADER, H&R BLOCK DISTRICT OFFICE, ANGLETON, TEXAS, DECEMBER 2014 – FEBRUARY 2018

- Greeted clients in a professional, friendly manner and set appointments
- Answered and directs calls to appropriate personnel



10 YEARS

ADMINISTRATIVE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Applied Science, General Studies, Brazosport College, Lake Jackson, Texas, 2024

HIGHLIGHTS

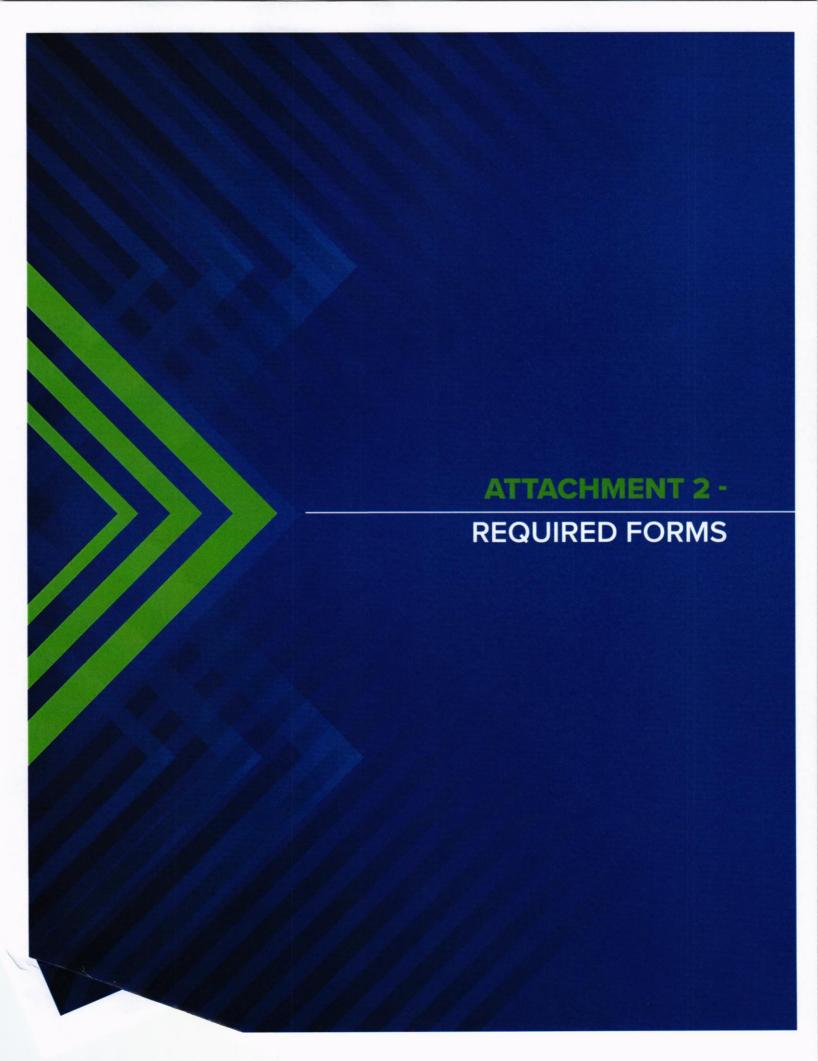
Bilingual – Spanish Team-player Self-motivated Excels under pressure

REGISTRATIONS/ CERTIFICATIONS

Registered Notary, Notary Public Commission, 2022

TRAINING

Introduction to Hazard Mitigation Fundamentals of Emergency Management, 2021





ATTACHMENT 2 - REQUIRED FORMS

GrantWorks has provided the following required forms:

- Certificate of Liability Insurance
- Statement of Conflicts of Interest
- System for Award Management (SAM) Search Results
- ▶ Form CIQ: Conflict of Interest Questionnaire
- Certification Regarding Lobbying
- Disclosure Regarding Lobbying Form
- ► Form 1295: Certificate of Interested Parties

HOPKINS COUNTY, TEXAS | DISASTER RECOVERY MANAGEMENT SERVICES: FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION ASSISTANCE PROGRAM FUNDING SUPPORT





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Var	DUCER Dyke Rankin & Company, Inc. S Austin St			CONTACT Grace Gillson, CISR PHONE (AIC, No, Ext): 979-836-5636 E-Mail. ADRESS: grace@vandykerankin.com					
	nham TX 77833								
						RDING COVERAGE	NAI	C#	
				INSURER A: ACE FIRE			207		
NSU	RED		GRANINC-01	INSURER B:	o ilidoi willo	o moditance ou.	20.	-	
	ntWorks, Inc.			INSURER C:					
	celia Johnson 1 Northland Drive			INSURER D:					
	stin TX 78756								
100	All 17 70 700			INSURER E:					
				INSURER F:					
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IN	DICATED. NOTWITHSTANDING ANY RE RTIFICATE MAY BE ISSUED OR MAY ICLUSIONS AND CONDITIONS OF SUCH	QUIREN	MENT, TERM OR CONDITION N, THE INSURANCE AFFORD	OF ANY CONTRACT	OR OTHER S DESCRIBE	DOCUMENT WITH RESPE D HEREIN IS SUBJECT TO	CT TO WHICH	THIS	
ISR TR	TYPE OF INSURANCE	ADDL SU	BR		POLICY EXP		s		
TR	COMMERCIAL GENERAL LIABILITY	INSD W	POLICY NUMBER	(MM/DD/YYYY)	(MM/DD/YYYY)				
						EACH OCCURRENCE DAMAGE TO RENTED	\$		
	CLAIMS-MADE OCCUR					PREMISES (Ea occurrence)	\$		
						MED EXP (Any one person)	\$		
						PERSONAL & ADV INJURY	\$		
	GEN'L AGGREGATE LIMIT APPLIES PER					GENERAL AGGREGATE	\$		
	POLICY PRO- JECT LOC					PRODUCTS - COMP/OP AGG	\$		
	OTHER:						\$		
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	5		
	ANY AUTO					BODILY INJURY (Per person)	\$		
1	ALL OWNED SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$		
	HIRED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$		
	AUTOS					g or accidenty	s		
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE	s		
						AGGREGATE	s		
	OLYMIO MYOL					AGGREGATE	\$		
-	DED RETENTION \$ WORKERS COMPENSATION					PER OTH- STATUTE ER	3		
	AND EMPLOYERS' LIABILITY Y/N								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	NIA				E.L. EACH ACCIDENT	\$		
	(Mandatory in NH) If yes, describe under		100			E.L. DISEASE - EA EMPLOYEE			
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$		
•	Errors & Omissions	Y	G28235768 009	7/30/2025	7/30/2026	Each Claim Aggregate Retention	\$5,000,000. \$5,000,000. \$25,000.		
	RIPTION OF OPERATIONS / LOCATIONS / VEHIC tificate Holder is shown as Additional In			ule, may be attached if mo	i re space is requ	ired)			
EF	RTIFICATE HOLDER			CANCELLATION					
	Informational Purposes for GrantWorks, Inc.			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE					
	2201 Northland Dr Austin TX 78756								

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- In charge of collecting and processing payments
- Directed clients to the appropriate tax professional to meet client's needs
- Assisted in organizing marketing events and helped non-profit organizations partner with HR
- Accountable for ordering supplies and maintaining inventory for 22 offices
- Responsible for calling new hires, verifying information, and briefing them on company policy

TEACHER'S AID, BOYS AND GIRLS CLUB OF AMERICA, FREEPORT, TEXAS, AUGUST 2012 - MAY 2013

- Submitted daily lesson plans and attendance sheets
- Aided teacher in providing one on one help to those that require further assistance
- Developed positive relationships with the students to create a safe trustworthy environment
- Maintained open communication with a director to inform them of any activities available for the kids to keep them active

- Hazard Mitigation Grant Specialist, Elevations, GrantWorks, Inc., Clute, Texas, February 2021
 Present
- Receptionist/Billing Specialist/Translator, Brazosport Pediatric Clinic/Bottenfield Pediatric Associates, Lake Jackson, Texas, February 2018 – February 2020
- District Administration Assistant Coordinator/Client Service Professional Leader, H&R Block District Office, Angleton, Texas, December 2014 – February 2018
- Teacher's Aid, Boys and Girls Club of America, Freeport, Texas, August 2012 May 2013

STATEMENT OF CONFLICTS OF INTEREST



Pauce Spiringe	October 2, 2025	
Authorized Signature	Date	

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM FOR AWARD MANAGEMENT VERIFICATION



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT) uz9nmvf8sgd8

Status

GRANTWORKS, INC. Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN, TX 78756 USA

Expiration Date:

Jul 16, 2026

Purpose of Registration:

Entity

All Awards



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)
"Bruce Spitzengel"

Status

Active,Inactive

GRANTWORKS, INC. • Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN, TX 78756 USA **Expiration Date:**

Jul 16, 2026

Purpose of Registration:

All Awards

Entity

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





GRANTWORKS, INC.

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

Rusiness Information

Doing Business as Division Name Division Number
GRANTWORKS INC Grantworks (blank)

Congressional District State / Country of Incorporation URL

Texas 37 Texas / United States http://www.grantworks.net

Registration Dates

 Activation Date
 Submission Date
 Initial Registration Date

 Jul 18, 2025
 Jul 16, 2025
 Jun 16, 2009

Entity Dates

Entity Start Date Fiscal Year End Close Date

Sep 16, 1979 Dec 31

Immediate Owner

CAGE Legal Business Name (blank) (blank)

Highest Level Owner

CAGE Legal Business Name

(blank) (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?

No

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 Structure Entity Type Organization Factors

Corporate Entity (Not Tax Exempt) Business or Organization (blank)

Profit Structure

For Profit Organization

Aug 27, 2025 04:05:27 PM GMT https://sam.gov/entity/UZ9NMVFSSGD8/coreData?status=null

Page 1 of 2



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

Socio-Economic Types

Check the registrant's Reps & 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	CAGE Code
0000	5JH22

Points of Contact

Electronic Business

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

Austin, Texas 78756 United States

Government Business

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

Past Performance

2201 Northland Drive Cecelia Johnson, Sr Vice President 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

541611 Administrative Management And General Management Consulting Yes Services

Disaster Response

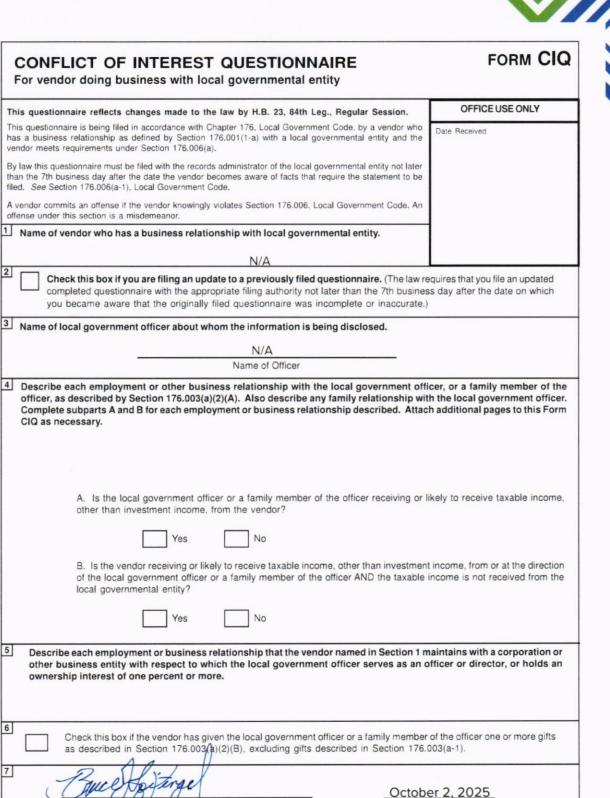
Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars				
(blank)	(blank)				

Counties States (blank) Any

Metropolitan Statistical Areas

(blank)



Form provided by Texas Ethics Commission

6

7

www.ethics.state.tx.us

Revised 1/1/2021

ignature of vendor doing business with the governmental entity

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.

<u>Local Government Code § 176.001(1-a)</u>: "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
 - $\stackrel{(i)}{}$ a contract between the local governmental entity and vendor has been executed;
 - (ii) the local governmental entity is considering entering into a contract with the
 - (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.

Certification Regarding Lobbying

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

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

- (a) 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 an 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 contract, the making 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.
- (b) 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 Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, <u>GrantWorks</u>, <u>Inc.</u>, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

October 2, 2025

Date

Approved by OMB 0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		offer/application	Report Type: a. initial filing b. material change			
Name and Address of Reporting E Prime Subawarde Tier, if	е	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:				
Congressional District, if know	wn:		onal District, if known:			
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable:				
Federal Action Number, if known:		9. Award Amount, if known:				
		\$				
10. a. Name and Address of Lobby (if individual, last name, first name		b. Individuals P address if different (last name, first				
11. Information requested through thi authorized by title 31 U.S.C. section 13 disclosure of lobbying activities is a n representation of fact upon which reliaby the tier above when this transaction entered into. This disclosure is require U.S.C. 1352. This information will be recongress semi-annually and will be a inspection. Any person who fails to fill disclosure shall be subject to a civil p than \$10,000 and not more than \$100,000 failure.	352. This naterial ance was placed n was made or ed pursuant to 31 eported to the vailable for public e the required enalty of not less	Title: President Telephone No.: (512) 420-0303 Date: October 2, 2029				
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)				



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.

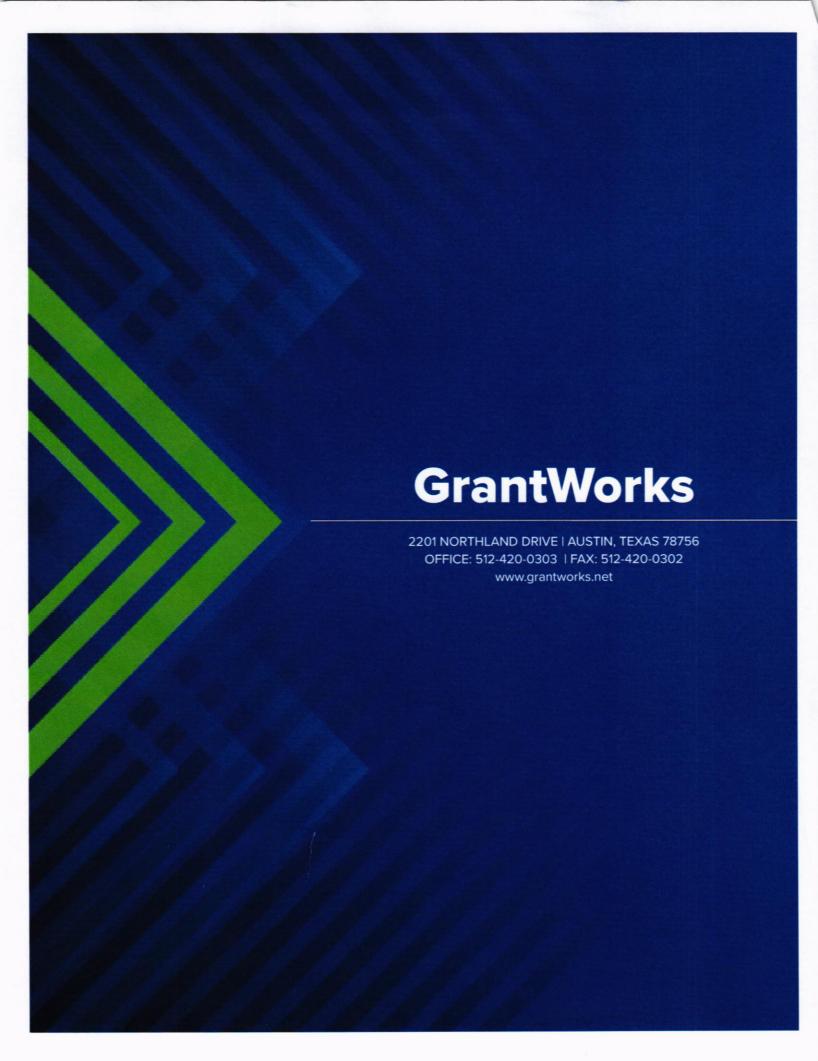
- Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused 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



(To be completed by awarded vendor)

CERTIFICATE OF INTE	RESTED PARTIES		FORM 1295
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	re are interested parties. If there are no interested parties.		ICE USE ONLY
Name of business entity filing form, a entity's place of business.	nd the city, state and country of the bus	siness	usfile
 Name of governmental entity or state which the form is being filed. 	agency that is a party to the contract f	or ×+	'ne,
3 Provide the identification number use and provide a description of the servi	ed by the governmental entity or state a ices, goods, or other property to be pro		entify the contract, tract.
Name of Interested Party	City, State, Country (place of business)	Nature of Interes	st (check applicable)
		Controlling	Intermediary
	at way ettin		
	6		
	w.	+	
	No		
	· No		
	X.		
	.0		
	3		
Dii			
5 Check only if there is the Interest	ed Party.		
6 UNSWORN DECISION My name is	, and my date	of birth is	
My address			
(street) I depart under penalty of perjury that the fore	(city)	(state) (zip or	ode) (country)
Executed in County, S	State of , on the day of	of, 20_ (month)	(year)
	Signature of authorized	I agent of contracting but (Declarant)	siness entity
ADD	ADDITIONAL PAGES AS NECI	ESSARY	
Form provided by Texas Ethics Commission	www.ethics.state.tx.us		Revised 12/22/2017





Designation of Subrecipient Agent (DSA) Form

Subrecipient:	Hop	pkins Cour	nty								
Public Assista	ance		Hazar	d Mitiga	tion	V	Mutua	l Aid		Other	
Other:			•		Disa	ster N	lumber(s): 4	332, 4416,45	86, 4572, 4485, 470	5, 4781, 4798, 555
•					*Leave	e Disaste	er Number(s) blank	if only s	electing Mutua	al Aid
				Prim	ary A	Agent					
		Serve	s as the	primary				proje	cts.		
		00110	o do tiro	Cannot k				projo	010.		
Name:	Beth W	/isenbaker						ce Nu	mber:	903-438-400	6
Position/Title:	Specia	l Projects					Cell	Cell Number:			4
Email:	grants.	bethw@hc	pkinscount	ytx.org			Fax	Num	ber:	903-438-400	7
Organization:	Hopkin	s County									
		The	Primary	Agent w	ill hav	e full a	access to	GMS			
L. C. A. C. C.				Secon	ndary	Ager	nt				
		Serve	s as the	seconda	ary po	oint of	contact	for pr	ojects.		
Name:	Judge	Robert Ne	wsom				Offic	ce Nu	mber:	903-438-400	6
Position/Title:	Hopkin	s County .	Judge				Cell	Num	ber:		
Email:	mewso	m@hopkir	nscountytx.	org			Fax	Num	ber:	903-438-400	7
Organization:	Hopkin	s County									
		The	Seconda	ry Agent	will ha	ave ful	I access	to GM	S.		
			F	Primary	Finar	nce A	gent				
	Se	rves as		mary poir				ncial	matter	'S	
Name:		ah Aulsbro					Offi	Office Number:			0
Position/Title:	County	Auditor		8			Cell	Cell Number:			
Email:	shanna	ah@hopkir	scountytx.	org	Fax Number:			ber:	903-438-409	9	
Organization:	Hopkin	s County									
		The Pri	mary Fin	ance Age	ent wil	l have	full acce	ss to (GMS.		8
	Allers V			Certify	ying	Officia	al				
	S	erves a	s the of	fficial rep	reser	ntative	of the o	rganiz	zation.		
Must pos										organizati	on.
Name:		Newsom						e Nur		903-438-40	
Position/Title:	County Judge				Cell	Cell Number:					
Email:	rnewsom@hopkinscountytx.org				Fax	Fax Number: 903-438-4007					
Organization:	Hopkin	ns County									
GMS Access (pick 1): Full 🔽						Cont	ributor		Rea	ad-Only	
Adus	1	lug	2	Rob	erl	l Ne	ewso	m		10/21	/25
Signature of Co	rtifyin	g Offic	ial	Print N	Name					Date	

(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)



Designation of Subrecipient Agent (DSA) Form

Alternate Contact									
Name:	Rebecca Whitlo			Office Number:		346-471-5828			
Position/Title:	Senior Director	Services		Cell Number:					
Email:	rebecca.whitlocl	orks.net		Fax Number:					
Organization:	GrantWorks								
GMS Acces	☐ Read-		ad-Only						
			Altern	ate Contact	0.00				
Name:	Carly Castro				Office Number:		346-471-5845		
Position/Title:	Director of FEM	A Services	5		Cell Number		512-230-8781		
Email:	carolina@grant	works.net			Fax Number	:			
Organization:	GrantWorks								
GMS Acces	ss (pick 1):	Full	7	Contributor		Re	ead-Only		
		N. S. C.	Altern	ate Contact	TO SERVE SERVE				
Name:	Maria Bedia		Aiteili	ate Contact	Office Numb	er.	346-471-6114		
Position/Title:	Associate Direc	tor of EEN	AA Santicas		Cell Number:		361-585-6568		
Email:	maria.bedia@gi				Fax Number:				
Organization:	GrantWorks	iaiitworks.	iiet		T ax I valifiber				
GMS Acces	Contributor	П	D	ead-Only	П				
GIVIS Acces	55 (PICK 1).	Full	Ø	Contributor		IXC	au-Only	Ш	
			Altern	ate Contact					
Name:	Carly Castro				Office Numb	er:	346-471-5845		
Position/Title:	Director of FEM	A Service:	s		Cell Number	-:	512-230-8781		
Email:	FEMAServices(@grantwo	rks.net		Fax Number				
Organization:	GrantWorks								
GMS Acces	ss (pick 1):	Full	7	Contributor		Re	ead-Only		
						1000000			
			Altern	ate Contact	Office Numb		000 400 4000		
Name:	Shannon Penni			Office Number:		903-438-4096			
Position/Title:	Assistant Audito			Cell Number: 903-951-2902					
Email: SPennington@hopkinscountytx.org Fax Number:									
Organization:									
GMS Acces	ss (pick 1):	Full		Contributor		Re	ad-Only	✓	
			Data	ant Marria			10/24/	25	
M Alex	Y Du	200	Kobe	ert Newsom			10/21/2	23	
Signature of C	ertifying O	fficial	Print	Name			Date		

(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)