

Agenda Item Request Form

BURNET COUNTY COMMISSIONER'S COURT

Meetings – 9:00am – 1st through 4th Tuesday of Every Month

**NO ITEM WILL BE ON AN AGENDA
WITHOUT PRIOR APPROVAL BY A MEMBER OF COMMISSIONER'S COURT**

All **Contracts** must be approved by County Auditor's
And County Attorney's office prior to being on the Agenda

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) no later than noon on Thursday prior to the meeting date requested.

Ph: 512-715-5276 Fax: 512-715-5217 email: comcrt@burnetcountytexas.org

Presenters are to limit presentation time to no more than 5 minutes.

Today's Date: 9/12/23
Commissioners Court Date: 9/26/23

Requested by: Oakley/Smith

AGENDA ITEM:

Review and approve amendment with GrantWorks changing the ratio of the grant to match from 75/25 to 90/10.

Judge Oakley

Commissioner Pct. 1 Luther

Commissioner Pct. 2 Beierle

Commissioner Pct. 3 Wall

Commissioner Pct. 4 Dockery

AMENDMENT NO. 1
FOR HAZARD MITIGATION SERVICES
HAZARD MITIGATION ASSISTANCE GRANT CONTRACT #DR-4572-0034

To the Agreement dated September 14, 2021, by and between Burnet County, hereinafter referred to as the "CLIENT", and GrantWorks Inc., hereinafter referred to as the "CONSULTANT".

The original contract section to be revised by this amendment is the fee breakdown included in Attachment A COMPENSATION AND PAYMENT, POST AWARD SERVICES.

The following section of Attachment A of the agreement will be amended:

Plan Writing	Total	Federal	Local
Burnet County	\$70,000	\$52,500	\$17,500
Bertram	\$5,000	\$3,750	\$1,250
Burnet	\$5,000	\$3,750	\$1,250
Granite Shoals	\$5,000	\$3,750	\$1,250
Highland Haven	\$5,000	\$3,750	\$1,250
Marble Falls	\$5,000	\$3,750	\$1,250
Meadow Lakes	\$5,000	\$3,750	\$1,250
Additional Participant	\$5,000	\$3,750	\$1,250
Grant Management			
5% of total covered at 100%	\$5,000	\$5,000	\$0

The proposed cost breakdown and non-federal (local) cost share has been updated upon award to reflect a 90 percent federal cost share and 10 percent local cost share. This update is reflected in the amended fee breakdown table below.

Plan Writing	Total	Federal	Local
Burnet County	\$70,000	\$63,000	\$7,000
Bertram	\$5,000	\$4,500	\$500
Burnet	\$5,000	\$4,500	\$500
Granite Shoals	\$5,000	\$4,500	\$500
Highland Haven	\$5,000	\$4,500	\$500
Marble Falls	\$5,000	\$4,500	\$500
Meadow Lakes	\$5,000	\$4,500	\$500
Cottonwood Shores	\$5,000	\$4,500	\$500
Additional Participant	\$5,000	\$4,500	\$500
Grant Management			
5% of total covered at 100%	\$5,250	\$5,250	\$0

The following section of Attachment A of the agreement will be amended:

Project Management - Milestones / Tasks	Percent of Fee
Project Management	5% of grant & Match amounts
Organize Resources & Document Process	
Set up Filing System	
Quarterly Reporting	
Reimbursement Requests	
* Milestones billed pro rata, based on percentage of completion	

The Project Management milestones and tasks have been updated to accurately reflect management expectations.

Project Management – Milestones/Tasks	Percent of Fee
Client Kickoff	
Establish record keeping, reporting and financial management systems	15%
Draft Plan Completion	50%
Draft Plan Submitted to State and FEMA for Review and Comments	20%
Adoption of Final Plan	
Closeout Paperwork review submission	15%
Project Management Services	100%

This addendum further adds a statement in regard to In-Kind tracking.

“A portion of the local cost share will comprise of In-Kind services as documented by the COUNTY. The COUNTY is responsible for all In-Kind tracking throughout the planning project. The COUNTY agrees to submit back to the CONSULTANT at time of final invoicing.”

The following statement of Attachment A under ‘Payment Terms’ will be amended:

Payment Terms: If Client receives a Hazard Mitigation Grant award to fund the grant, fees related to the project will be due from Client to Consultant in accordance with the milestones above. **If no grant is awarded, there will be no fees due to Consultant.**

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. Quarterly reimbursement requests to the State will request reimbursement for 75% of all eligible costs. The State only accepts reimbursement requests greater than \$2,500.

The proposed cost share has been updated upon award to reflect a 90 percent federal cost share. This update is reflected in the amended statement below.

“Payment Terms: If Client Receives a Hazard Mitigation Grant award to fund the grant, fees related to the project will be due from Client to Consultant in accordance with the milestones above. **If no grant is awarded, there will be no fees due to Consultant.**

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. Quarterly reimbursement requests to the State will request reimbursement for 90% of all eligible costs. The State only accepts reimbursement requests greater than \$2,500.”

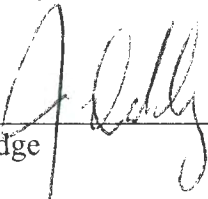
All terms and conditions stated in the original contract agreement dated September 14, 2021, will remain the same for the duration of this agreement period.

Burnet County

By:

County Judge

Date



9-26-23

GrantWorks, Inc.

By:

Bruce J. Spitzengel, President

July 10, 2023

Date

