



To: Webb County Civil Legal Division / Commissioners Court

From: Holding Institute, Inc.

Date: October 1, 2025

Re: Request for Amendment No. 1 – FY2025–2026 Third Party Funding Agreement

Dear Commissioners and Staff,

Thank you for your continued partnership in supporting Holding Institute's work in Webb County. We are writing to respectfully request Amendment No. 1 to our Third Party Funding Agreement.

When Commissioners Court approved the \$100,000 allocation, the contract Exhibit A reflected only the program deliverables from our original \$35,250 request. In order to properly align the additional funds, we propose adding a **Capital Improvements and Facility Infrastructure** section to Exhibit A.

This addition would allow Holding Institute to apply the balance of funds toward urgent capital improvements identified in our recent professional inspection report. These include roofing replacement, HVAC replacement, electrical system upgrades, plumbing improvements, and other structural work necessary to maintain a safe and functional facility. The request also includes **utility infrastructure costs** — specifically, electrical and water systems that are essential to the safe operation and maintenance of the facility as a community service site.

These improvements are not routine maintenance; they are long-term capital investments that extend the useful life of our facility and directly support the sustainability of County-funded programs. By strengthening our infrastructure, Holding Institute will be better positioned to continue serving Webb County families for years to come.

We will continue to carry out the program deliverables in our original scope while documenting all capital improvement expenditures and reporting to the County as required.

We appreciate the Court's consideration of this request and welcome any edits or adjustments staff may recommend.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael A. Smith", written over a horizontal line.

Michael A. Smith

Executive Director

Holding Institute, Inc.

Amendment No. 1 to the Webb County Third Party Funding Agreement

Between Webb County and Holding Institute, Inc.

This Amendment No. 1 (“Amendment”) is submitted by Holding Institute, Inc. (“Contractor”) to Webb County, Texas (“County”) to amend the Third Party Funding Agreement executed for Fiscal Year 2025–2026.

Purpose

To align the Agreement with the \$100,000 award by adding a **Capital Improvements and Facility Infrastructure** section to Exhibit A.

Amendment to Exhibit A – Scope of Services

In addition to the program deliverables already outlined, Contractor may use a portion of the awarded funds for **Capital Improvements and Facility Infrastructure** necessary to ensure safe, efficient, and sustainable delivery of community services. Allowable activities under this section shall include, but are not limited to:

- Roofing replacement and related structural improvements
- Exterior capital improvements (fascias, soffits, awnings, settlement cracks, walkways)
- Interior capital improvements (drywall, ceilings, moisture remediation)
- Window and door replacements or upgrades, including weather stripping and hardware
- Electrical system upgrades (outlets, wiring, alarm system components)
- HVAC servicing and replacement of aging units beyond life expectancy
- Plumbing improvements (piping insulation, fixture stabilization, installation of backflow preventers)
- **Utility infrastructure costs**, including electrical, water, and plumbing systems essential to the safe operation and maintenance of the facility as a community service site.

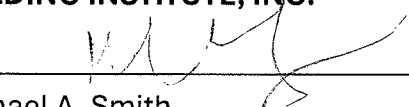
All such expenditures will be documented through invoices and receipts and included in standard reporting to the County.

Effect of Amendment

Except as modified above, all other terms of the Agreement remain in full force and effect.

Submitted this 11 day of November, 2025

HOLDING INSTITUTE, INC.

By:  _____

Michael A. Smith

Executive Director

By:  _____

Ricardo E. Cisneros

Director of Administration