

April 27, 2026

Jessica Serrano
City of Commerce
Director of Community Development
2535 Commerce Way
Commerce, CA 90040

Subject: Proposal to Administer the City's funded Permanent Local Housing Allocation (PLHA) Rental Assistance for Veterans

Dear Mrs. Serrano,

It is with great pleasure that I provide you with this proposal to administer the City's funded PLHA Rental Assistance for Veterans.

Our years of practice have resulted in a solid foundation of experience and technical expertise, along with a dedication to integrity, excellence, and quality. We are proud of our strong reputation for meeting aggressive schedules and our ability to multitask to provide our clients specialized attention and service.

Avant-Garde was incorporated in September 2002, and our corporate office—through which services will be provided—is located at 802 S. Lemon Avenue, Diamond Bar, CA 91789. Avant-Garde is a 100% woman-owned California Corporation. Furthermore, Avant-Garde is a certified Minority Business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, and Small Business Enterprise (MBE, WBE, DBE, SBE).

We have prepared this fee proposal for administration of the program, which will address the following: **(A) our proposed scope of work** and **(B) our consulting fee**.

A. Scope of Work

Avant-Garde's scope of work for administration of the City's PLHA Rental Assistance for Veterans Program will include the following services:

- a. Program Development and Implementation Support** - Assist the City with program and guideline development, implementation, including application materials, eligibility requirements, and internal processing workflows to ensure the program is effectively structured, compliant, and ready for launch.

- b. Outreach and Program Promotion** - Conduct outreach and community engagement activities as needed to support program participation and ensure eligible households are informed of available resources.
- c. Applicant Intake and Eligibility Review** - Meet with applicants, review submitted documentation and determine eligibility in accordance with program guidelines and applicable City requirements.
- d. Grant Document Preparation** - Prepare and process all required grant documents and program forms, ensuring proper completion and compliance.
- e. Payment Coordination** - Coordinate grant-related payments, including review of supporting documentation and confirmation of required approvals prior to disbursement.
- f. Reporting and Meetings** - Provide progress and/or activity reports and attend meetings as needed to support City oversight and program tracking.

Avant-Garde will provide up to four (4) hours per week of in-person public counter service at City Hall on Wednesdays, plus additional off-site administrative support as needed to complete intake processing, eligibility determinations, document preparation, reporting, and coordination of grant payments.

B. Compensation

Avant-Garde proposes to provide administration and program development services for the City's PLHA Rental Assistance for Veterans Program on a time-and-materials basis, billed at the hourly rates in accordance with our agreement.

We are requesting a fee of \$11,800 to develop the program and process the applications.

Thank you for your consideration of this request. If you have any questions, or if I can be of further assistance, please feel free to contact me at 323-371-5530.

Sincerely,

Lissette Montoya

Lissette Montoya
Vice President

APPROVED TO PROCEED:

City Representative

Date: _____