

January 21, 2026

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

Subject: Proposal to Administer the City of Commerce Home Beautification Grant Program

Dear Mrs. Serrano,

It is with great pleasure that I provide you with this proposal to administer the City's funded Home Beautification Grant Program

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 Home Beautification Grant Program will include the following services:

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

- 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 eight (8) 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 Home Beautification Grant Program on a time-and-materials basis, billed at the hourly rates listed below. Compensation will be based on actual time spent performing the services outlined in the Scope of Work.

### **Hourly Rate Schedule**

| <b>Classification</b>  | <b>Hourly Rate</b> |
|------------------------|--------------------|
| Program Director       | \$150              |
| Program Manager        | \$135              |
| Sr Program Coordinator | \$125              |
| Program Coordinator    | \$110              |
| Program Assistant      | \$100              |

We are requesting a fee of \$75,000. Based on this budgeted amount it will allow approx. 30-32 hours per case. If there are cases that require additional time based on specific circumstances, we will advise the city.

**AVANT  
GRADE**

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:**

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City Representative

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Date