

M D G
ASSOCIATES • INC.

CITY OF COMMERCE

PROPOSAL

HOUSING CONSULTANT SERVICES

FEBRUARY 17, 2017

CORPORATE HEADQUARTERS
10722 ARROW ROUTE, SUITE 822
RANCHO CUCAMONGA, CA 91730
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February 14, 2017



Mr. Matt Marquez
Deputy Director of Development Services
City of Commerce
2535 Commerce Way
Commerce, CA 90040

Subject: Proposal to Provide Housing Consultant Services

Dear Mr. Marquez:

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide technical assistance and administrative services for the City's housing programs. MDG, along with its affiliate, LDM Associates, Inc. (LDM), has been providing high-quality services to municipal agencies, the U.S. Department of Housing and Urban Development (HUD), Los Angeles County Community Development Commission (LACDC) and private clients for over 26 years. MDG's emphasis and capabilities are in the grants management of HUD funded Community Planning and Development (CPD) Programs such as Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) in addition to one-time entitlement grants such as the Neighborhood Stabilization Programs (NSP 1, 2 & 3) and the Homelessness Prevention and Rapid Rehousing Program (HPRP). The firm provides administration and/or implementation services for programs such as housing rehabilitation, commercial rehabilitation, first time homebuyer and labor compliance (both State and Federal).

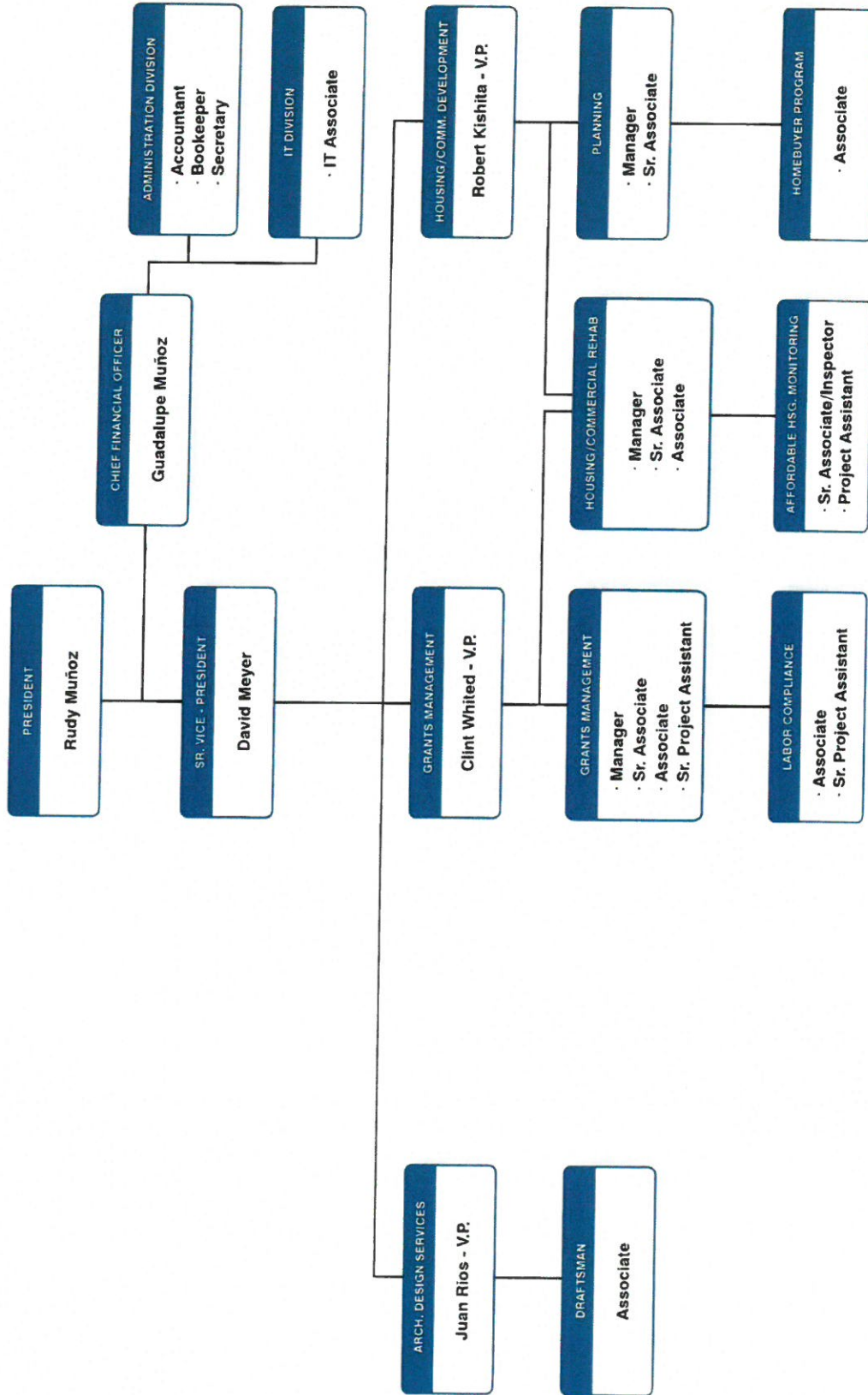
Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of CDBG, HOME, and CalHome funded Residential Rehabilitation Programs. Provided herewith, is the information requested in the Request for Proposal (RFP). We hope our proposal conveys our firm's ability to provide the City with the services you are looking for.

You may contact me at the following address, telephone number or e-mail:

MDG Associates, Inc.
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696
rmunoz@mdg-ldm.com

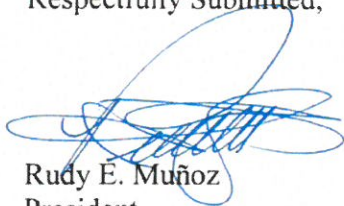
As requested in the RFP, the following page contains the Firm's Organization Chart.

MDG ASSOCIATES, INC. • ORGANIZATION CHART



If you have any questions regarding this matter, please do not hesitate to call me at your convenience.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Rudy E. Muñoz', with a large, stylized flourish above the name.

Rudy E. Muñoz
President

Enclosure: Proposal

CITY OF COMMERCE

PROPOSAL

HOUSING CONSULTANT SERVICES

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SECTION I. EXECUTIVE SUMMARY- DESCRIPTION OF FIRM, PRIOR RELATED FIRM EXPERIENCE, AND APPROACH

MDG Associates, Inc. (MDG) was established in 1991 and has undergone steady growth since its inception. MDG is a corporation registered in the State of California. MDG is a registered Minority Business Enterprise (MBE) and a Small Disadvantaged Business (SDB/DBE). In response to our clients' needs, MDG and its affiliate LDM Associates, Inc. (LDM) provide a wide variety of Community Development consulting services including, but not limited to: Grants Management; Project Management; Construction Management; Architectural Design; Urban Planning; and Labor Compliance Monitoring.

MDG Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Currently, MDG has twenty-five (25) staff members. Thirteen (13) of the 25 staff members are knowledgeable and experienced in the administration of CDBG, HOME, ESG, and the CalHome Programs in addition to projects funded under these Programs. Six (6) of the 25 staff members are knowledgeable and experienced in Davis-Bacon prevailing wage compliance and Section 3.

MDG provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interest of the City.

Grants Management:

MDG provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant Recovery (CDBG-R), Homelessness Prevention and Rapid Rehousing Program (HPRP), CalHome, and Neighborhood Stabilization Programs (NSP). In addition, MDG implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, and First-Time Homebuyer, Capital Improvement Project Management and Labor Compliance Monitoring and Enforcement.

MDG staff maintains an excellent relationship with the local HUD office as well as at the headquarters level (Washington D.C.). MDG staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters through the OneCPD and Community Compass Programs. This technical assistance is provided to states, counties, cities and other HUD funded grantees in conjunction with the CDBG, HOME, and NSP programs. In addition, MDG staff has been providing assistance to grantees through the HUD Resource Exchange Ask a Question (AAQ) program in the areas of CDBG, HOME, Environmental Review, IDIS, and DRGR.

MDG and LDM are currently under contract with 19 cities and two (2) counties with funds from HUD totaling approximately \$18.5 million dollars. The cities include: Azusa, Claremont, Compton, Corona, Duarte, Fontana, Hawthorne, Hesperia, Irvine, Lawndale, Newport Beach, Paramount, Palmdale, Rialto, Redlands, Rancho Palos Verdes, Temecula, Upland, and Walnut to administer or assist in the administration of CDBG, HOME and/or ESG Programs. Thirteen (13) of these cities are HUD entitlement cities and six (6) are participating cities under the Los Angeles

County Community Development Commission. In addition, MDG and its affiliate LDM provide services to the cities of Baldwin Park and Riverside as well as the County of Santa Barbara on specific tasks such as IDIS input, project monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG/HOME and ESG grants, preparation of Consolidated Plan/Action Plan, and the preparation of Consolidated Annual Performance and Evaluation Report (CAPER).

Our staff is knowledgeable in a number of computer programs including all of the Microsoft Office software, Microsoft Project, Adobe programs and AutoCAD. Our staff is fully trained in the use of all required Federal, State and local online reporting databases, including but not limited to the Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Homeless Management Information System (HMIS), Section 3 Reporting (SPEARS), Recovery Act Management and Performance System (RAMPS), Performance and Accountability for Grants in Energy System (PAGE), HEROS (Environmental Review Module), and FederalReporting.gov.

Housing Rehabilitation:

MDG along with its affiliate LDM are currently under contract with the Cities of Claremont, Carson, Compton, Fontana, Hawthorne, Hesperia, Irvine, Lawndale, La Cañada Flintridge, Monrovia, Palmdale, Paramount, Upland, Walnut and Whittier for the management and implementation of their housing rehabilitation programs or inspection services for their programs. Last year, the firm processed and completed the rehabilitation of approximately 200 residential dwellings for 15 different cities. This includes the use of CDBG funds, HOME funds, State HOME funds and CalHome funds.

Commercial Rehabilitation Program Administration and Implementation Experience:

During the past 15 years, our firm has been assisting cities in the administration and implementation of their Commercial Rehabilitation Programs. During the past five (5) years, we have assisted eight (8) Cities with the rehabilitation of approximately 100 commercial buildings. These included the Cities of Carson, El Monte, Hawthorne, Lawndale, Paramount, Redlands, Rialto and Upland in the implementation of their Commercial Rehabilitation Programs. In addition, we are in the process of setting up two (2) new programs for the Cities of Buena Park and Hesperia. The level of service requested by each City differs, however in most cases MDG provides the administration and implementation services including inspection, design services, project management and Davis-Bacon Compliance monitoring.

Labor Compliance (Davis-Bacon and Related Acts):

We are currently under contract to provide Labor Compliance services to the cities of Azusa, Compton, Corona, Duarte, Fontana, Hawthorne, Hesperia, Irvine, Lawndale, Newport Beach, Paramount, Redlands, Rialto, Temecula, Torrance, Walnut and Upland. Our typical scope of work includes preparation and review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meetings and present information on Davis-Bacon and Section 3 requirements; review submitted bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; compile and submit labor standards and related reports to CDC and HUD; address and resolve any underpayment or deficiency issues; schedule labor compliance file

reviews prior to release of retention funds.

Section 3:

Our staff is experienced in the implementation of the Section 3 employment, contracting and training requirements. Currently, MDG, along with its affiliate, LDM, monitors labor compliance activities of 15 projects with a combined construction value of over \$12.5 million. Of these projects, ten (10) are Section 3-covered projects with contracts in excess of \$100,000.

APPROACH

MDG proposes to provide service on-site, as well as, from its home office, as required by the City. MDG anticipates providing an average of 8 to 16 hours per week to meet with applicants and City staff and to conduct necessary program inspections and other related tasks. The firm's goal is to become an extension of City staff and will provide flexible scheduling, including attending City Council meetings. In addition, consulting staff will be available during non-scheduled hours should the need arise, and will be available via their mobile phones or email.

MDG will work on a team approach in the administration and implementation of the Housing Programs, including providing technical assistance to evaluate, create, and expand the City's housing programs. This approach allows the firm to always have someone available to assist the City in the absence of the assigned staff person. The team approach also allows the firm to assign individuals with expertise in certain areas to complete requested tasks. The work program for each City varies depending on the City's needs. MDG prefers to perform a large portion of the tasks on-site with some of the file management and other miscellaneous tasks being performed from its home office.

SECTION II. QUALIFICATIONS OF PERSONNEL

PERSONNEL

The members of our consulting group proposed to provide direct technical assistance and administrative services for the City's housing programs include Rudy E. Muñoz, President; Juan C. Rios, Vice President Architectural Design; Esther Luis, Manager; and Miguel Ramirez, Senior Associate.

Mr. Muñoz will be the City's direct contact and will manage all contracts on behalf of MDG Associates, Inc., including the evaluation and recommendations of all the City's housing programs as requested by City Staff.

Ms. Esther Luis will be the main contact for the Housing Services and Project Management services and directly assisted by Mr. Miguel Ramirez and Mr. Juan Rios. The aforementioned staff will be providing the on-site services as requested by the City. Additional staff may be assigned on an as needed basis.

The following is a statement on each of the aforementioned staff members proposed under this contract.

Rudy Muñoz, President - Rudy Muñoz is the founder of MDG Associates, Inc. which has been providing community development consulting services to municipal agencies since 1991. With more than 26 years of experience in the community development field, including grants management of federal, county, and local grants including those offered by the U.S. Department of Housing and Urban Development, Mr. Muñoz assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and Emergency Solutions Grant (ESG) management. Mr. Munoz is bilingual/bi-literate in English and Spanish.

Mr. Muñoz focuses on strategic community investment, development of implementation tools to facilitate the management of programs, developing tools and conducting training for HUD grantees and in the development of policies and procedures for programs (HOME, CDBG, NSP) and activities funded under these programs (Housing Rehabilitation, Commercial Rehabilitation and Homebuyer Programs). His work in these areas includes 36 Consolidated Plans, over 200 Action Plans and CAPER's, and 12 Analysis of Impediments to Fair Housing Choice.

Mr. Muñoz is a Certified HOME Specialist and is a national technical assistance provider through HUD's OneCPD initiative. Through this initiative, Mr. Muñoz provides Technical Assistance (TA) and training to grantees throughout the country in CDBG, HOME, NSP and cross cutting elements of the CPD programs. Mr. Muñoz is currently a part of the OneCPD Policy and Procedure Workgroup established by HUD to gather information and establish a system to assist grantees in the development of policies and procedures. Mr. Muñoz was recently selected as part of a special assignment through the Presidential Task Force to provide training and technical assistance to the Commonwealth of Puerto Rico in Spanish.

Prior to founding MDG, Mr. Muñoz worked for a number of municipalities in Southern California in the Community Development field overseeing Planning, Code Enforcement, Grants Management, and Building Departments.

Juan C. Rios, Vice President - Juan C. Rios joined MDG Associates in 1993 and has been providing oversight and management of the architectural and construction division of the company. Duties include meeting with clients; coordinating with Structural, Soils, and Mechanical Engineers; preparing design development and construction drawings for commercial, residential, and industrial developments. In addition, Mr. Rios' is responsible for project and construction management functions for public facilities, commercial rehabilitation and housing rehabilitation projects funded with federal and state funds. Responsible for ensuring that all plans/projects comply with all applicable building and planning codes. Mr. Rios is bilingual/bi-literate in English and Spanish.

Mr. Rios received a Bachelor of Architecture from the Universidad ITESO, Guadalajara, Jalisco, Mexico; and is a Certified California Residential Building Inspector. In addition to these, Mr. Rios has his AutoCAD Certification from Mt. San Antonio College; Construction Estimating Certification from Mt. San Antonio College; and a Certified Lead Based-Paint Renovator.

Esther Luis, Manager - Esther Luis joined MDG Associates, Inc. in 2000 and currently serves as a Manager on the Housing and Community Development team. Ms. Luis has more than 15 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development. Ms. Luis is bilingual/bi-literate in English and Spanish.

Ms. Luis' grants management experience includes federally- and County-funded Community Development Block Grant (CDBG) Programs, administration of housing and commercial rehabilitation programs and the oversight other state and federal grants. Ms. Luis' capabilities include knowledge of federal and state grant guidelines, grant application requirements, as well as the ability to administer and manage grants. She has worked on both sides of the CDBG program to include oversight as a County staff member overseeing Urban County grantees, working with Urban County grantees reporting to the County and working for entitlement grantees working directly with HUD.

Ms. Luis' primary focus is on the day-to-day administration of the CDBG program, development of Action Plans, subrecipient (public service) management and monitoring, labor standards enforcement, compliance with federal reporting requirements including the Consolidated Annual Performance and Evaluation Report (CAPER), and all other aspects of program administration, implementation and compliance. Ms. Luis has worked with multiple cities in the administration of their programs.

Prior to her career in the private sector, Ms. Luis held the position of Development Specialist and Program Specialist for the Community Development Commission of the County of Los Angeles.

Miguel Ramirez, Senior Associate - Mr. Ramirez joined MDG Associates, Inc. in 2003 and currently serves as a senior associate on the Housing and Commercial Rehabilitation team. With more than twelve (12) years of experience in the administration and implementation of CDBG and HOME funded housing and commercial rehabilitation programs, Mr. Ramirez has been successful in assisting municipalities with the implementation of their CDBG, HOME and Redevelopment agency funded programs. Over the past 10 years, Mr. Ramirez has successfully rehabilitated approximately 300 homes. Mr. Ramirez is bilingual/bi-literate in English and Spanish.

Mr. Ramirez responsibilities include conducting initial and progress inspections and preparing work write-ups/estimates; providing the project management to assure contractor is complying with the requirements of the scope of work and contract; maintaining applicant files current and audit ready; preparing bid packages; reviewing bids from contractors; preparing contractor agreements; processing progress and final payments; working with sub-consultants such as lead paint inspector and appraisers as required; filing required documents including but not limited to Notice of Completion. Mr. Ramirez received a Bachelor of Science in Urban and Regional Planning from California State Polytechnic University at Pomona.

The resumes of the staff members are included in the Resume of Key Personnel section of this document.

SECTION III. SCOPE OF SERVICES AND COSTS

SCOPE OF WORK

MDG will provide the professional services stated in the City's RFP in conjunction with City Staff direction, input and review.

Description of Duties:

- Administration of the existing Neighborhood Fix-Up Grant Program
- Administration of the existing Home Preservation Program including but not limited to: preparation of all applicable CDBG documents, specifications and bid documents, review of received bids, contractor selection, progress inspections, payment processing and close-outs.
- Examination of existing housing programs, previously offered housing programs, and any other new programs that may be available to the City.
- Development of a strategy for implementation, updating, expanding, and/or reinstating selected housing programs including (but not limited) the following measures: funding opportunities and allocations for the programs, staffing needs and funding allocations for staff and/or consultant costs related to administer said programs, and policies and procedures for program implementation.
- Providing assistance with implementation and administration of all housing programs (existing, updated, reinstated, expanded, or new). Consultant staff will be available for immediate assistance if necessary.
- Creating and providing general information to the public regarding the housing programs; create and maintain application forms, information brochures and program guidelines.
- Creation of tracking system for each program.
- Processing applications for housing programs including review of required supporting documentation for program eligibility.
- Preparing staff reports, correspondence and/or miscellaneous reports as necessary.
- Dedicated consultant time at Commerce City Hall on a weekly basis to perform the work outline in this scope of services. The amount of time to be spent at City Hall will be determined prior to executing a contract for said work.

COST AND PRICING

Based on the overall scope of work MDG proposes to bill on a time and material basis based on the attached Rate Schedule (see Exhibit "A") for the all Housing Program needs.

Based on the scope of work for the CDBG funded Home Preservation Grant Program, MDG agrees not to exceed 20% of the project budget as required by the Los Angeles County Community Development Commission (LACDC).

Note: A sample job estimate, per project cannot be provided at this time due to the proprietary rights of the firm's documents. Samples of such documents will be provided during any interview and/or if awarded a contract.

All other additional personnel and services requested by the City will be billed accordingly per the rate schedule listed in the Exhibit "A".

CONFLICT OF INTEREST

MDG Associates, Inc. is not aware of any possible conflict of interest that might limit the firm's ability to perform services.

EXHIBIT "A"

SCHEDULE OF HOURLY BILLING RATES

Rates effective as of January 1, 2017

<u>STAFF PERSON:</u>	<u>HOURLY RATE:</u>
President	\$110.00/Hr.
Vice-President	\$105.00/Hr.
Manager	\$100.00/Hr.
Senior Associate	\$ 90.00/Hr.
Associate	\$ 80.00/Hr.
Senior Project Assistant	\$ 65.00/Hr.
Project Assistant	\$ 60.00/Hr.
Secretary	\$ 45.00/Hr.

Note: If MDG staff is requested by the City to attend a meeting not considered a part of this proposal or on a day in which a consultant is not scheduled to be on site, the City shall be billed for the time it takes to drive to and from the City and its corporate office.

REIMBURSABLE ITEMS:

Project Supplies	At Cost plus 10% surcharge
Prints/Reproductions	At Cost plus 10% surcharge
Postage/Delivery Services	At Cost plus 10% surcharge

Item Description:	Assigned Staff	Proposed Hours	Hourly Rate	Annual Budget*
<ul style="list-style-type: none"> Dedicated consultant time at Commerce City Hall on a weekly basis to perform the work outlined in this Scope of Services. The amount of time to be spent at City Hall will be determined prior to executing a contract for said work; Administration of the existing Neighborhood Fix-Up Grant Program; Administration of the existing Home Preservation Program; Processing applications for housing programs including review of required supporting documentation for program eligibility; Providing assistance with implementation and administration of all housing programs (existing, updated, reinstated, expanded, or new). Immediate assistance will be necessary and long-term assistance may be required; Creating and providing general information to the public regarding the housing programs; create and maintain application forms, information brochures and program guidelines; and Preparing staff reports, correspondence and/or miscellaneous reports as necessary 	<p>Esther Luis – Manager (Program Administration)</p> <p>Miguel Ramirez–Senior Assoc. (Program Inspector)</p>	<p>16.0 hrs./week (2 days on site)</p> <p>2.5 hrs./week</p>	<p>\$95.00/Hr.</p> <p>\$85.00/Hr.</p>	<p>Total: \$72,960.00</p> <p>Total: \$10,200.00</p> <p>Final Not-To Exceed: \$83,160.00</p>
<ul style="list-style-type: none"> Examination of existing housing programs, previously offered housing programs, and any other new programs that may be available to the City Development of a strategy for implementation, updating, expanding, and/or reinstating selected housing programs including (but not limited to) the following measures: funding opportunities and allocations for the programs, staffing needs and funding allocations for staff and/or consultant costs related to administer said programs, and policies and procedures for program implementation. Creation of a tracking system for each program 	<p>Rudy Munoz – President</p> <p>Esther Luis – Manager</p> <p>Fran Meyer – Associate.</p>			<p>Flat-One Time Not-To Exceed: \$1,900.00</p>

*Annual budget reflects 48 weeks of service to allow for vacation days and holidays that may occur during the performance period.

SECTION IV. CLIENT REFERENCES

HUD Entitlement Cities:

City of Corona – Cynthia Lara, Administrative Services Manager II

Services Provided: CDBG Program Administration and HOME Technical Assistance including all aspects of the CDBG Program as well as assistance with affordable housing projects and Davis-Bacon Compliance Monitoring.

Date of Contract: 2010 to Present

Phone Number: (951) 739-4963; email address: Cynthia.Lara@ci.corona.ca.us

City of Fontana – David Edgar, Deputy City Manager

Services Provided: CDBG/HOME/CDBG-R/NSP Program TA; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon/Section 3 Compliance; Policies and Procedures for FTHB and Housing Rehabilitation Programs

Date of Contract: 2009 to Present

Phone Number: (909) 350-6739; email address: dedgar@fontana.org

City of Hawthorne – Mari Guerrero, CDBG/HOME Coordinator

Services Provided: CDBG/HOME Program Administration and Technical Assistance; CDBG and HOME funded Housing Rehabilitation Program Implementation; RDA funded Commercial Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation.

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-2976; email address: mguerrero@cityofhawthorne.org

City of Irvine - Mr. Steve Holtz, Housing and Real Estate Administrator

Services Provided: CDBG/HOME/CDBG-R/HPRP Program Administration and Technical Assistance; Redevelopment Consultation; CDBG and HOME funded Housing Rehabilitation Program Implementation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2001 to Present

Phone Number: (949) 724-7452; email address: sholtz@ci.irvine.ca.us

City of Newport Beach - Mr. James Campbell, Principal Planner

Services Provided: CDBG Program Technical Assistance; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (949) 644-3210; email address: jcampbell@newportbeachca.gov

City of Paramount – Karina Lam Liu, Finance Director

Services Provided: CDBG/CDBG-R/NSP/HOME Program Administration; Redevelopment Consultation; CDBG and HOME funded Housing Rehabilitation and Commercial Rehabilitation Program Implementation; Homebuyer Assistance Program; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon Compliance; and affordable housing monitoring.

Dates of Contract: 2003 to Present

Phone Number: (562) 220-2210; email address: Klam@ParamountCity.com

City of Rialto – Mike Story, City Administrator

Services Provided: CDBG Program Administration; CDBG-R Program Administration; NSP1 and NSP3 Program Administration; Homelessness Prevention and Rapid Rehousing (HPRP) Program Administration; Commercial Rehabilitation Program Implementation; Project/Construction Management; Davis-Bacon; Consolidated Plan/Action Plan/Analysis of Impediments/CAPER preparation.

Date of Contract: 2000 to Present

Phone Number (909) 820-2689; e-mail address: Administration@rialto.ca.gov

City of Upland – Jeff Zwack, Director of Development Services Department

Services Provided: CDBG Program Technical Assistance; CalHome and RDA funded Housing Rehabilitation Program Implementation (4 separate programs); RDA funded Commercial Rehabilitation Program Implementation; CalHome and RDA funded Homebuyer Assistance Program; Project/Construction Management; Davis-Bacon and Section 3 Compliance; Analysis of Impediments; Planning Services; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; affordable housing monitoring.

Date of Contract: 2004 to Present

Phone Number: (909) 931-4148; email address: jzwack@ci.upland.ca.us

LACDC Urban County Cities:

City of Agoura Hills - Doug Hooper, Director of Planning Dept.

Services Provided: CDBG Program Administration (Urban County with LACDC); CDBG/RDA funded Housing Rehabilitation Program implementation; Davis-Bacon and Section 3 Compliance Monitoring.

Date of Contract: 1999 to Present

Phone Number (818) 597-7342; email address: dhooper@ci.agoura-hills.ca.us

City of Azusa- Kurt Christiansen, Economic and Community Development Director

Services Provided: CDBG Program Administration, as a participant in the LACDC Urban County Program and assistance with the City's State CDBG Program, federal Labor Compliance services.

Date of Contract: 2015 to Present

Phone Number: (626) 812-5236; email address: Kchristiansen@ci.azusa.ca.us

City of Claremont – Austin Ramirez, Management Analyst

Services Provided: CDBG Program Administration (Urban County with LACDC); CDBG funded Housing Rehabilitation Program implementation; public service program technical assistance; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2010 to Present

Phone Number (909) 399-5473; email address: aramirez@ci.claremont.ca.us

City of Duarte – Rafael Casillas, Public Works Manager

Services Provided: CDBG Program Administration, as a participant in the LACDC Urban County Program and assistance with the City's State CDBG Program, federal Labor Compliance services, and the City's annual Housing Element Update to the General Plan.

Date of Contract: 2015 to Present

Phone Number: (626) 357-7931; email address: rcasillas@accessduarte.com

City of Lawndale – Sean M. Moore, AICP, Community Development Director

Services Provided: CDBG Program Administration (Urban County with LACDC); public service program technical assistance; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2000 to Present

Phone Number (310) 973-3240; email address: smoore@lawndalecity.org

City of Rancho Palos Verdes – Mike Gibson, Sr. Administrative Analyst, Public Works

Services: Los Angeles County Community Development Commission – Administration of CDBG Program Administration; Implementation of CDBG Home Improvement Program; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2002 to Present

Phone Number (310) 544-5247; email address: mikeg@rpvca.gov

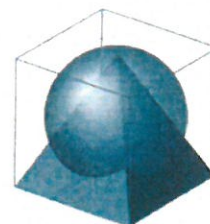
City of Walnut - Tom Weiner, Community Development Director

Services Provided: CDBG Program Administration (Urban County with LACDC); CDBG funded Housing Rehabilitation Program implementation; public service program technical assistance; Davis-Bacon and Section 3 Compliance.

Date of Contract: 2000 to Present

Phone Number (909) 595-7543; email address: tweiner@ci.walnut.ca.us

RESUMES OF KEY PERSONNEL



M D G
ASSOCIATES • INC.

Rudy E. Muñoz President

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA **President: 1991 - Present**

Founder and President of MDG Associates, Inc., a community development consulting firm specializing in administration and implementation services to a number of municipal agencies. Over 30 years of experience in the community development field that includes strategic development of implementation tools to facilitate the management of programs, classroom training, administration and implementation of programs and designing programs for state, county and local governments.

Specializes in the oversight of U.S. Housing and Urban Development (HUD) programs to government agencies as well as HUD technical services providers under the OneCPD and Community Compass Technical Assistance program. The services to government agencies include providing day-to-day administration services for the Community Development Block Grant (CDBG), Home Investment Partnerships Act (HOME), Neighborhood Stabilization Program (NSP), and Homelessness Prevention and Rapid Rehousing Programs (HPRP). Responsible for designing, developing, administering, and implementing housing rehabilitation, commercial rehabilitation, and First Time Homebuyer programs for a number of grantees in Southern California.

Services provided to HUD service providers includes HOME and CDBG Program technical assistance; training on the Disaster Recovery and Grant Reporting (DRGR) system, Basically CDBG, e-Con Planning Suite and CPD Maps. Part of HUD's Ask a Question (AAQ) team for the DRGR reporting system, HOME Program, and the IDIS Reporting system in addition to being a part of HUD's Policy and Procedure Work Group responsible for developing policy and procedures for CPD Programs.

Has provided training and technical assistance (TA) through HUD service providers to the Commonwealth of Puerto Rico in Spanish. This includes the translation of CPD training materials, checklists, and training slides in Spanish.

City of Huntington Park – Huntington Park, CA **Ass. Director of Comm. Development/Redevelopment: 1987 – 1991**

Assisted the Director of Community Development in the administration of the department. Directly responsible for the day-to-day administration and management of municipal staff on the CDBG and HOME programs, current and advanced planning functions and code enforcement activities. Acted as Secretary to the City's Planning Commission.

City of Bell – Bell, CA **City Planner: 1986 – 1987**

Under the direction of the Community Development Director, administered the City's current and advanced planning activities, assisted in the development of a new General Plan. Responsible for reviewing and processing Subdivision Review, Zoning Review, Environmental Review, and Design Review functions. Responsible for the administration of the CDBG Program funded through the Urban County Program.

City of Montclair – Montclair, CA

Associate Planner (started as Assist. Planner): 1985 – 1986

Assisted in the daily planning functions including, California Environmental Quality Act (CEQA) review, Design Review, Subdivisions, Annexations, Development proposals. Responsible for reviewing and processing Zone Changes, Variances, Conditional Use Permits, and other entitlements.

Booth-Good Architects: Walnut, CA

Project Assistant 1982-1985

Under the direction of the Project Architect, assisted in the design development, and preparation of construction drawings for a variety of building types including single family residential, multi-family residential and commercial developments.

EDUCATION:

Bachelor of Architecture (5-Year Degree)

California State Polytechnic University, Pomona

AFFILIATIONS/ REGISTRATIONS:

ICBO - International Conference of Building Officials

NAHRO- National Association of Housing and Redevelopment Officials

AIA - Prior Associate member of the American Institute of Architects

Licensed State General Contractor – California License No.681042

ICBO – Earthquake Retrofit of Wood Frame Homes Certification

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

Juan C. Rios **Vice President**

PROFESSIONAL EXPERIENCE:

MDG/LDM Associates, Inc. – Vice President of Design

Responsible for the administration and implementation of residential and commercial rehabilitation programs funded with Community Development block Grant (CDBG) and HOME/CalHome funds. Responsibilities include reviewing applications for participation in rehabilitation programs to assure compliance with program. The rehabilitation program responsibilities include coordinating rehabilitation inspections, architectural design, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion.

UDI Development Co., Inc. – Project Manager

Developed design and construction drawings for tract home and multi-family developments. Prepared renderings of new homes and graphics for presentation to clients. Responsibilities included verifying field conditions prior to design and ongoing site visits during construction to determine compliance with approved plans.

Construction Offices of Jesus Rea, Guadalajara, Mexico

Supervised and inspected various types of projects during construction, including residential and commercial, assuring completion of construction was done in accordance with approved plans.

Arte y Espacio Arquitectural Office, Guadalajara, México

Prepared architectural designs for residential and commercial developments including the preparation of presentation drawings. Coordinated projects with clients and engineers.

EDUCATION:

Bachelor of Science - Architecture

Universidad ITESO, Guadalajara, Jalisco, Mexico

AutoCAD Certification

Mt. San Antonio College, Walnut, CA

Construction Estimating Certification

Mt. San Antonio College, Walnut, CA

TECHNICAL SKILLS:

Computer Skills: Knowledge of Windows Operating system, AutoCAD, Corel Draw, Adobe PhotoShop, Microsoft Office (Word, Excel, Power Point, and Outlook)
Fluent in Spanish

AFFILIATIONS/REGISTRATIONS:

ICC International Code Council

NTHP National Trust for Historical Preservation

Certified Residential Building Inspector

PROFESSIONAL EXPERIENCE:

MDG/LDM Associates, Inc. - Manager

Responsible for the administration and implementation of CDBG Programs and activities funded with CDBG, HOME and CRA fund including but not limited to housing and commercial rehabilitation programs. Assist in the preparation of Five-Year Consolidated Plans, Analysis of Impediments to Fair Housing Choice (AI), Annual Action Plans and Consolidated Annual Performance and Evaluation Reports in connection with U.S. Department of Housing and Urban Development (HUD) programs. Serves as the lead consultant with assigned clients and is responsible to coordinate the work of assigned consultants to ensure work flow efficiency and quality. Provide technical assistance to Cities to enhance their capacity in the administration of federal and state grant programs

Community Development Commission County of Los Angeles – Development Specialist I

Responsible for monitoring Cities, Community Based Organizations (CBO's) and County Departments to ensure compliance with Community Development Block Grant (CDBG) regulations; provided technical assistance to CDBG grant recipients in identifying appropriate systems that can be implemented to meet CDBG requirements; reviewed and responded to eligibility inquiries for proposed CDBG projects; provided CDBG compliance training to grant recipients; reviewed construction projects for compliance with Davis-Bacon requirements; and prepared recommendations for corrective actions.

Community Development Commission County of Los Angeles – Program Specialist

Reviewed applications for subsidized housing from Community Based Organizations (CBO's) serving the homeless and low-income persons with HIV or AID's; negotiated lease contracts with private owners; verified tenant eligibility using files and computer-based records; resolved disputes between owners, tenants and the Housing Authority; counseled tenants with regard to housing and economic concerns; maintained files and records; and provided program information to the public.

EDUCATION:

Bachelor of Arts – Sociology/Business Administration

University of California, Los Angeles (UCLA)

TECHNICAL SKILLS:

Computer Skills: Microsoft Office (Word, Excel, PowerPoint, Outlook) and Window Operating Systems. Bilingual/Bi-literate - Fluent in Spanish

AFFILIATIONS/REGISTRATIONS:

Notary Public for the State of California

Miguel Ramirez **Senior Associate**

PROFESSIONAL EXPERIENCE:

MDG/LDM Associates, Inc. – Senior Associate

Responsible for the administration and implementation of residential and commercial rehabilitation programs funded with Community Development Block Grant (CDBG) and Redevelopment funds. Responsibilities include reviewing applications for participation in rehabilitation programs to assure compliance with CDBG and HOME Programs. The rehabilitation programs responsibilities include coordinating rehabilitation inspections, maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion. Mr. Ramirez is also responsible for Davis-Bacon Act (labor compliance) monitoring of projects for a number of Cities in Southern California.

City of Lawndale – Housing Specialist

Responsible for the day-to-day operations of the Community Development Block Grant (CDBG) Program and for the oversight of all projects funded with CDBG funds such as Code Enforcement, Graffiti Removal, Senior Nutrition, Residential Rehabilitation, and the City Hall ADA Renovation. Administered the operation of the Commercial Rehabilitation Program and coordinated the implementation of the Section 8 Housing program with the County of Los Angeles. Supervised, scheduled, assigned, and evaluated the work of subordinates and consultants. Monitored all CDBG funded capital improvement projects including labor compliance and Section 3 requirements. Inspected commercial and residential structures for zoning and Uniform Building Code compliance. Prepared reports and conducted presentations to the Planning Commission and City Council.

City of La Puente – Rehabilitation Grant Specialist

Responsible for the implementation of the Housing and Commercial Rehabilitation Program and the Youth Activities Grant Program. Inspected commercial and residential structures in conjunction with the rehabilitation programs. Determined eligibility for loan and grant applicants. Prepared monthly Housing and Commercial Reports and Council Agenda Reports. Assisted at the planning counter.

The Holt Group - Associate Planner

Responsible for the administration of the Housing Rehabilitation Program for a contract City. Coordinated and processed applicants under state and federal guidelines for CDBG/USDA grants. Monitored loans and worked with other staff members in managing construction projects and designing residential projects. Inspected structures for zoning compliance, collected and analyzed data for income and housing conditions.

EDUCATION:

Bachelor of Science – Urban and Regional Planning

California State Polytechnic University at Pomona

Associate of Science – Architectural Design

Long Beach City College – Long Beach, California

TECHNICAL SKILLS:

Computer Skills: Knowledge of MacOs and Windows Operating systems, AutoCAD, Microsoft Office (Word, Excel, Power Point, and Publisher), and Clarisworks. Bilingual: English/Spanish