



City of Commerce

PROPOSAL

**Community Development Block Grant
Administration and
Home Preservation Grant Program
Support Services**

November 2020

Corporate Headquarters

10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

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November 4, 2020

Mr. Jose D. Jimenez
Director of Economic Development and Planning
City of Commerce
2535 Commerce Way
Commerce, CA 90040

Subject: Proposal to Provide Community Development Block Grant Administration and Home Preservation Grant Program Support Services

Dear Mr. Jimenez:

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide Community Development Block Grant Administration and Home Preservation Grant Program support services. MDG, along with its affiliate LDM Associates, Inc. (LDM), has been providing high-quality community development consulting services to municipal agencies and private clients for over 29 years.

MDG specializes in the provision of grant management services with an emphasis on the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) funded programs. In addition to grants management services, MDG also provides administration and implementation services of housing and commercial rehabilitation programs, labor compliance monitoring, housing programs, and project management services.

Provided herewith, is the information requested in your Request for Proposals (RFP). You may contact me at the following address, telephone number or e-mail should you have any questions regarding this proposal:

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

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

Respectfully Submitted,



Rudy E. Muñoz
President

Enclosure: Proposal

CITY OF COMMERCE
PROPOSAL
COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION
AND HOME PRESERVATION GRANT PROGRAM SUPPORT SERVICES

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EXECUTIVE SUMMARY

MDG Associates, Inc. (MDG) provides a wide variety of Community Development consulting services including, but not limited to: grants management; administration of housing and commercial rehabilitation programs; labor compliance monitoring; administration of other housing programs; and project management services.

The firm is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Thirteen of the 32 staff members are experienced in the administration of the Community Development Block Grant (CDBG) Programs in addition to eight staff members that are experienced in the administration of housing and commercial rehabilitation programs.

MDG currently provides administration, implementation, and technical assistance services for the CDBG as well as other U.S. Department of Housing and Urban Development (HUD) programs to over 30 cities, three counties, two states, and one commonwealth, with funds totaling over \$22 billion. Our services include the day-to-day implementation, one time assistance or technical assistance of their HUD grants and programs.

Our staff works with HUD Headquarters to provide training to grantees throughout the country in the areas of “Basically CDBG,” Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff currently assists grantees through HUDs Ask a Question (AAQ) portal in the areas of CDBG, HOME, and DRGR. In addition, our staff provides technical assistance (TA) to high-risk grantees throughout the country on behalf of HUD.

EXPERIENCE

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 provides a wide variety of Community Development consulting services including, but not limited to: grants management; administration and implementation of housing and commercial rehabilitation programs; labor compliance monitoring; administration of other housing programs; and project management services.

MDG Associates, Inc. is comprised of individuals with a wide variety of expertise including the services requested by the City. Currently, MDG has 32 staff members. Thirteen of the 32 staff members are knowledgeable and experienced in the administration of CDBG, HOME, and ESG in addition to projects funded under these programs. MDG has eight staff members that are knowledgeable and experienced in the administration of housing and commercial rehabilitation programs utilizing the funding mentioned above sources in addition to CalHome funds through the California Department of Housing and Community Development.

We provide administrative and management services to cities, counties, and states that are seeking a consultant that can act as an extension of their staff and look after their best interest.

Grants Management:

MDG currently provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), and Neighborhood Stabilization Programs (NSP). MDG also administers activities funded under the programs above.

MDG currently provides administration, implementation, and technical assistance services for the CDBG as well as other U.S. Department of Housing and Urban Development (HUD) programs to over 30 cities, three counties, two states, and one commonwealth, with funds totaling over \$22 billion. Our services include the day-to-day implementation of their CPD grants and programs funded with the aforementioned grant funds. In addition, we provide services to other cities and counties on specific tasks such as IDIS input, subrecipient monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG/HOME and ESG grants, the preparation of HUD Section 108 Loan Guarantee applications, preparation of Consolidated Plan/Annual Action Plans/ and Consolidated Annual Performance and Evaluation Report (CAPER).

MDG staff maintains an excellent relationship with the local HUD field offices as well as at the headquarters level (Washington D.C.). Our staff has been providing training to grantees throughout the country on behalf of HUD Headquarters. The training has been in the areas of “Basically CDBG,” Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff currently assists grantees through the HUD Resource Exchange Ask a Question (AAQ) portal in the areas of CDBG, HOME, and DRGR.

Our staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters in conjunction with the CPD Programs as well as HUD’s reporting systems, the IDIS and DRGR systems.

Our staff is knowledgeable in several computer programs including all of the Microsoft Office software, Microsoft Project, Adobe programs and HUD’s online reporting databases. These include the Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Recovery Act Management and Performance System (RAMPS), Performance and Accountability for Grants in Energy System (PAGE), HUD Environmental Review Online System (HEROS), and FederalReporting.gov.

Housing Rehabilitation:

MDG is currently under contract with 16 cities throughout Southern California for the management and implementation of their housing rehabilitation programs, including mobile homes. During the prior year, the firm processed and completed the rehabilitation of approximately 250 residential single-family dwellings and mobile homes. The funds utilized for the implementation of the rehabilitation programs included U.S. Department of Housing and Urban Development (HUD) funds such as CDBG and HOME funds as well as California Department of Housing and Community Development (HCD) funds such as State HOME and CalHome funds. Through the years, MDG has developed systems for different types of programs including, but not limited to, emergency repair programs, rental rehabilitation programs, owner-occupied – single family rehabilitation program, and mobile home repair

programs. Responsibilities under these programs include, but are not limited to, the overall administration of the program; reviewing applications for eligibility; environmental review record and clearances; loan underwriting and loan document preparation for loan-based programs; initial, progress and final inspections; responding to contractor questions during the bidding process; construction management and oversight; review and process contractor payment request; and preparing regulatory reports for HUD and HCD.

Commercial Rehabilitation:

During the past 15 years, our firm has been assisting cities in the day-to-day administration and implementation of their Commercial Rehabilitation programs. During the past five years, we have assisted eight cities with the rehabilitation of approximately 55 commercial buildings. The level of service requested by each City differs. However, in most cases, we administer and implement the entire program. These include inspection, design services, project management, and Davis-Bacon Compliance monitoring.

Labor Compliance (Davis-Bacon Act):

We are currently under contract to provide Labor Compliance services to 14 cities in Southern California. 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 meeting 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; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Section 3:

Our staff is experienced in the implementation of Section 3 employment, contracting and training requirements. Currently, we monitor labor compliance activities on 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.

THIRD PARTY/SUBCONTRACTORS

MDG does not anticipate subcontracting with third-parties in the performance of this contract. of the support services required by the City.

PROPOSAL

Methodology

MDG implements a team approach for the administration of the HUD entitlement grant programs. This approach allows us to control costs to the City by having lower level staff complete tasks that do not require a senior level staff member to complete. This team approach also allows us to assign individuals with expertise in certain areas to complete those tasks. The work program for each City varies depending on the City's needs. MDG performs a majority of the tasks on-site whenever possible with

tasks not requiring our presence at the City being performed from our office.

Over the years, we have developed systems for the administration of CDBG Programs that include copyright protected documents and forms. If selected, these systems will be offered to the City as part of our services. As a result of these successful systems, we have been selected by HUD Headquarters to develop the CDBG e-Learning system that will be made available to anyone wishing to learn about the CDBG Program and how to implement programs.

Our philosophy is that it is our responsibility not only to administer and implement the programs but to provide technical assistance to the City and its subrecipients so they can be successful in achieving their goals and implement successful programs that will benefit the low- and moderate-income residents of the City.

Project Approach

MDG proposes to provide service on-site and at its home office as required by the City. We anticipate becoming an extension of City staff and would provide flexible scheduling which meets the needs of the City. In addition, we would make ourselves available to attend City Council meetings as requested by staff. We will make ourselves available during non-scheduled hours should the need arise by providing staff with our cell phone numbers.

We implement a team approach for the administration of the programs. This approach allows us to control costs to the City by having lower level staff complete tasks that do not require a senior level staff member to complete. This team approach also allows us to assign individuals with expertise in certain areas to complete specific tasks.

The members of our consulting group proposed to provide direct CDBG Administration, and Home Preservation Grant Program support services include Rudy E. Muñoz, President; Esther Luis, Director and Arthur J. Gomez, Senior Associate. Rudy Muñoz will be the City's direct contact for the administration of the contract. Esther Luis will be responsible for the day-to-day implementation of the CDBG Program. Arthur J. Gomez will be the City's direct contact for the Home Preservation Grant Program support services.

STAFF BIOGRAPHIES

The members of our consulting group proposed to provide direct CDBG Administration, and Home Preservation Grant Program support services include Rudy E. Muñoz, President; Esther Luis, Director of Housing and Community Development Grants Management and Arthur J. Gomez, Senior Associate. Rudy Muñoz is the authorized signatory for contracts on behalf of MDG Associates and oversees the assigned consulting team for all contracts.

Rudy Muñoz will be the City's direct contact for the Administration of the contract. The day-to-day delivery of the CDBG consulting services will be provided by Esther Luis. Arthur J. Gomez will be the City's direct contact for the Home Preservation Grant Program support services. Additional staff may assist on an as-needed basis to address other cross-cutting requirements such as Davis-Bacon labor compliance monitoring, Section 3, program monitoring, etc.

Rudy Muñoz, President - Rudy Muñoz is the President and founder of MDG Associates, Inc. With more than 35 years of experience in the community development field, Mr. Muñoz' primary focus is on assisting municipalities with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include, but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.

Rudy works hand-in-hand with municipalities on the development of implementation strategies and tools that facilitate the management of their CPD programs; providing training for the HUD CPD Programs, and at times implementing the day-to-day functions of the programs. These functions include all phases of the program implementation from the initial development of Consolidated Plans and Action Plans for the various programs up to the programmatic and financial closeout of projects and grants. He assists grantees in developing HUD mandated Policies and Procedures for the overall management and oversight of the various CPD Programs as well as individual activities funded under these programs such as Housing Rehabilitation, Commercial Rehabilitation, and Homebuyer Programs.

Rudy is a Certified HOME Specialist and is a subcontractor to national Technical Assistance (TA) providers through HUD's OneCPD and Community Compass initiatives. Through the initiatives, he provides TA and training to municipalities throughout the U.S. in CDBG, HOME, NSP, and CDBG-Disaster Recovery Programs. He currently provides training at the national level in "Basically CDBG", Assessment to Fair Housing (AFH), Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He is a beta tester for HUD on the Disaster Recovery Grant Reporting system. Because of his fluency in Spanish, he has provided many of the aforementioned training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

Prior to his time with LDM and MDG, Rudy worked for several municipalities in Southern California. Mr. Munoz received a Bachelor of Architecture (BArch) from California Polytechnic University in Pomona.

Esther Luis, Director - Ms. Esther Luis joined MDG Associates, Inc. in 2000 and was recently promoted to serve as the Director on the Housing and Community Development Grants Management team. Ms. Luis has more than 22 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' grants management experience includes Federal- 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 regulations and guidelines, grant application requirements, as well as 20 years of administering and managing grants for cities throughout Southern California. She has worked on both sides of the CDBG program to include oversight as a County staff member overseeing Urban County grantees as well as working with entitlement grantees that receive CDBG and HOME funds directly from HUD.

Ms. Luis' primary focus is on the day-to-day administration of the CDBG programs, development of Annual 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.

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.

Esther received a Bachelor of Arts in Sociology/Business Administration from the University of California Los Angeles (UCLA).

Arthur J. Gomez, Senior Associate - Mr. Arthur J. Gomez joined MDG Associates, Inc. in 2007 and currently serves as Senior Associate on the Housing Rehabilitation team. With more than 12 years of experience in the administration and implementation of, CDBG, HOME and Redevelopment funded housing rehabilitation programs, Mr. Gomez has been successful in assisting municipalities with the implementation of their CDBG, HOME and Redevelopment agency funded programs. Over the past 11 years, Mr. Gomez has successfully rehabilitated approximately 540 homes.

Mr. Gomez responsibilities include reviewing for applicant eligibility; 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. Gomez is a Certified State of California Building Inspector, Real Estate Appraiser.

Mr. Gomez is bilingual/bi-literate in English and Spanish. In addition, He is a Certified State of California Building Inspector and Certified State of California Notary Public.

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

SCOPE OF WORK

CDBG Program Administration and Implementation

MDG proposes to provide staffing and other resources required to provide administration and implementation of the CDBG Program. Those duties include:

1. Provide staffing and other resources as required to perform the following for all approved City of Commerce CDBG projects:
 - a. Monitor project implementation, progress, and expenditures
 - b. Assist finance staff to prepare Monthly Reimbursement Requisitions

- c. Monitor and report Program Income
- d. Perform on-site monitoring reviews
- e. Prepare and submit Quarterly Grantee Performance Reports
- f. Ensure adherence with all Federal, HUD, CDBG and City regulations and procedures
- g. Monitor procurement procedures
- h. Prepare contracts and contract amendments, staff reports, correspondence and status reports
- i. Review internal financial summaries to ensure conformity with project accomplishments
- j. Participate in LACDA project and program monitoring reviews
- k. Participate in the Single Audit review of CDBG activities
- l. Prepare and submit all LACDA required submissions for the program year
- m. Provide overall program oversight review and provide corrective measures, as required

Housing Rehabilitation Program Implementation

MDG proposes to provide staffing and other resources required to provide administration and implementation of the Housing Rehabilitation Program. Those duties include:

1. Provide staffing and other resources as required to perform the following for the City's CDBG funded Housing Rehabilitation Program:
 - a. Provide general information to the public regarding the program; maintain application forms, information brochures and program guidelines.
 - b. Conduct preliminary interviews to determine owner's eligibility status and desired improvements for dwelling unit.
 - c. Process applications for Housing Rehabilitation Program assistance to eligible homeowners utilizing Community Development Block Grant Funds.
 - d. Obtain all required supporting documentation including income verification, value of property, condition of title, and credit worthiness of applicant.
 - e. Conduct property inspections and prepare work write-up and cost estimates.
 - f. Complete all applicable CDBG documents relating to the improvement activities, inclusive of: asbestos and lead-based paint requirements, historical preservation review, etc.

- g. Prepare specifications and bid documents, and review received bids with the homeowner.
- h. Approve selection of contractor, and prepare and execute documents for home improvement financial assistance.
- i. Obtain contractor clearances for non-inclusion on the Federal Debarred List and State Contractor's State License Board.
- j. Conduct pre-construction conference to review all proposed work with the homeowner and contractor.
- k. Conduct progress inspections to ensure that work is proceeding in a timely manner; and to authorize and process progress payments.
- l. Execute and record Notice of Completion upon final inspections certifying that the improvements have been completed in accordance with contract requirements.
- m. Acquire lien releases from contractors and subcontractors, obtain homeowner's authorization for final payment, and execute close-out of housing rehabilitation work by ensuring that permanent file contains required documentation for CDC monitoring and audit purposes.
- n. Prepare staff reports, correspondence and/or monthly progress reports to the City

ACKNOWLEDGEMENTS

Non-Disclosure Conflict Of Interest

MDG Associates, Inc. is not aware of any possible conflicts of interest with current clients or staff members and the City.

Professional Services Agreement

MDG Associates, Inc. agrees to each clause contained in the Professional Services Agreement ("PSA") unless otherwise indicated.

Acknowledgement Of Insurance

MDG Associates, Inc. acknowledges that it meets all of the insurance requirements as outlined in the Professional Services Agreement.

Debarment and Suspension

MDG Associates, Inc. verifies that it is not currently listed on the Governmentwide exclusions in the System for Award Management (SAM), per 2 CFR Part 200.

COMPANY REFERENCES

HUD Entitlement Cities:

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 Fontana – Valerie Gonzales, Housing 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

Contact Person: Phone Number: (909) 350-6625; email address: vgonales@fontana.org

City of Upland – Liz Chavez, Manager of Development Services

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) 931-4146; email address: lchavez@ci.upland.ca.us

City of Hawthorne – Kimberly Mack, CDBG/HOME and Housing Manager

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) 349-1603; email address: kmack@cityofhawthorne.org

City of Irvine - Mr. Steve Holtz, Manager of Neighborhood Services

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

Date of Contract: 2001 to Present

Phone Number: (949) 724-6612; email address: sholtz@ci.irvine.ca.us

City of Hesperia – Rod Yahnke, Economic Development Manager

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

Date of Contract: 2003 to 2008 and 2013 to Present

Phone Number: (760) 970-1907; email address: ryahnke@cityofhesperia.us

City of Palmdale - Mike Miller, Director of Neighborhood Services

Services Provided: CDBG/HOME/CDBG-R/NSP Program Administration and Technical Assistance; Redevelopment Consultation; Analysis of Impediments to Fair Housing (AI); Consolidated Plan/Action Plan/CAPER preparation; 5 Year Implementation Plan (Redevelopment); Davis-Bacon and Section 3 Compliance; affordable housing monitoring.

Date of Contract: 2000 to Present

Phone Number: (661) 267-5126; email address: MikeM@cityofpalmdale.org

City of Corona – Cynthia Lara, Administrative Services Manager

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 Temecula – Lynn Lehner, Senior Management Analyst

Services Provided: CDBG Program Administration; Assessment of Fair Housing (AFH); Consolidated Plan/Action Plan/CAPER preparation.

Dates of Contract: 2015 to Present

Phone Number: (951) 506-5172; email address: lynn.lehner@cityoftemecula.org

LACDA 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 – Brad Johnson, 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: 2010 to Present

Phone Number (909) 399-5473; email address: bjohnson@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 Walnut - Tom Weiner, Assistant City Manager

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

COST AND PRICING

The following Line Item Pricing is being submitted as part of our proposal. MDG proposes to perform the Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule (see below) that are effective July 1, 2020. Should the City choose to extend the agreement for additional years, the Rate Schedule below provides the effective rates through June 2023.

MDG proposes to bill on an hourly basis based on the Rate Schedule below with a not-to-exceed budget as follows for the CDBG Administration support services:

- FY 2020-2021 - \$21,600
- FY 2021-2022 - \$22,200
- FY 2022-2023 - \$22,800

MDG also proposes to bill on an hourly basis based on the Rate Schedule below and agrees not-to-exceed 20% of the annual program budget for the administration and implementation of the City's Home Preservation Grant Program.

Rate Schedule

Rates effective as of January 1, 2020

Staff Person	Hourly Rate		
Title	2020-2021	2021-2022	2022-2023
President/Senior Vice President	\$118.00	\$121.00	\$124.50
Vice President	\$113.00	\$116.00	\$119.00
Director	\$108.00	\$111.00	\$114.00
Manager	\$102.50	\$105.50	\$108.50
Senior Associate	\$97.50	\$100.00	\$102.50
Associate	\$87.50	\$90.00	\$92.50
Senior Project Assistant	\$72.00	\$74.00	\$76.00
Project Assistant	\$67.00	\$69.00	\$71.00
Secretary	\$46.50	\$48.00	\$49.50

REIMBURSABLE ITEMS:

Project Supplies	At Cost plus 10% surcharge (if applies)
Prints/Reproductions	At Cost plus 10% surcharge (if applies)
Postage/Delivery	At Cost plus 10% surcharge (if applies)