

City of Carson

PROPOSAL

**Project Coordination, Residential & Commercial
Inspection, and Appraisal Services**

RFP 20-011

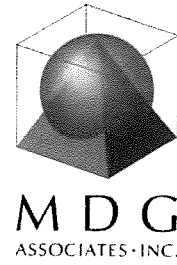
May 2020

Corporate Headquarters

10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

Telephone ■ (909) 476-9696

Fax ■ (909) 476-6086



May 18, 2020

City of Carson
City Clerk's Office
701 East Carson Street
Carson, CA 90745

Subject: Proposal for Project Coordination, Residential and Commercial Inspection, and Appraisal Services

Dear City Clerk's Office:

MDG Associates, Inc. (MDG) is pleased to submit a proposal to provide project coordination, inspection and appraisal services in association with the City's Residential Rehabilitation and Commercial Rehabilitation Programs. MDG, along with its affiliate LDM Associates, Inc. (LDM), have 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 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, urban planning/architectural design and project management services.

Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of CDBG Program administration and implementation. The team's emphasis and capabilities are in the management (administrative and financial) of grants funded through HUD's Community Planning and Development (CPD) Programs. These programs include 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, Homelessness Prevention and Rapid Rehousing Program (HPRP), and Community Development Block Grant - Disaster Recovery (CDBG-DR).

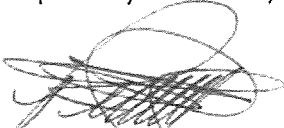
As requested in the RFP, you may contact me at the following address, telephone number or e-mail:

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

In addition, as requested in the RFP, I certify that MDG Associates, Inc., a California corporation is in good standing with the California Secretary of State.

We hope this proposal conveys our firm's ability to provide consulting services to assist you in meeting your needs.

Respectfully Submitted,

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

Rudy E. Muñoz
President

Enclosure: Proposal

CITY OF CARSON
PROPOSAL
PROJECT COORDINATION, RESIDENTIAL AND COMMERCIAL INSPECTION,
AND APPRAISAL SERVICES

TABLE OF CONTENTS

SECTION I.	
Description of Firm, Qualifications and Experience	1
SECTION II.	
Representatives Projects	4
SECTION III.	
Project Approach and Scope of Work	8
SECTION IV.	
References	15
SECTION V.	
Cost Proposal and Schedule of Hourly Billing Rates	17
 CORPORATE PROFILE	
 RESUMES OF KEY PERSONNEL	
 APPENDICES – REQUIRED DOCUMENTS	
Appendix “A” – Federal Lobbyist Requirements Certification	
Appendix “B” – Affidavit of Non-Collusion and Non-Discrimination	
Appendix “C” – Client Reference List	

SECTION I. DESCRIPTION OF FIRM, QUALIFICATIONS, AND EXPERIENCE

Firm History

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; urban planning/architectural design; Urban Planning; and labor compliance monitoring.

Firm's Staff

MDG Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by Town of Apple Valley. Currently, MDG has 28 staff members. Thirteen (13) of the staff members are knowledgeable and experienced in the administration of HUD CPD programs, such as CDBG and HOME, in addition to programs funded explicitly under these Programs.

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 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 has managed other grants such as State grants (Parks and Recreation, CalHOME, State HOME, Prop. 40, etc.), CDBG – Recovery grant, Homeless Prevention and Rapid Rehousing (HPRP) grants. In addition, MDG implements activities funded under the aforementioned programs such as Residential Rehabilitation, Commercial Rehabilitation, and First-Time Homebuyer, Economic Development, Construction Project Management and Labor Compliance Monitoring and Enforcement Services.

MDG staff maintains an excellent relationship with the local HUD offices 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. The technical assistance is provided to states, counties, cities and other HUD-funded grantees in conjunction with the CDBG, HOME, and NSP programs as well as the IDIS and DRGR HUD reporting systems.

Our staff has been tasked by HUD Headquarters to provide national training on their behalf to grantees and HUD Staff. 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 is also tasked with providing assistance to grantees through the HUD Resource Exchange Ask a Question (AAQ) program in the areas of CDBG, HOME, and DRGR.

MDG and its affiliate are currently under direct contract with 37 cities and two (2) counties throughout the western United States with funds from HUD totaling approximately 85 million dollars. The services are primarily for the day-to-day implementation of their CPD Programs. For others, MDG provides services 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).

As HUD CPD program management consultants, MDG assists with the day-to-day administration of the programs, including the preparation of Five-Year Consolidated Plans, One-Year Action Plans, and CAPERs. We conduct the monitoring of public service activities and capital improvement projects for compliance with the CDBG, OMB (2 CFR Part 200), Davis-Bacon Act requirements, and other cross-cutting requirements.

The day-to-day services include, but are not limited to setting up budgets based on the adopted Annual Action Plans; assist in preparing agreements and purchase orders; reviewing invoices and supporting documentation for compliance with applicable requirements (e.g., procurement, contracts, and Davis-Bacon compliance, etc.). We assist in setting up draws in the IDIS system upon reconciliation of grantees general ledger; completing conducting programmatic and financial monitoring of subrecipients and City Departments to assure activities are compliant with the agreement/MOU and all applicable requirements. We assist in inputting quarterly accomplishments in IDIS; conducting annual reconciliations of City's accounts as compared to the data in IDIS; tracking accounts/budgets for any carryovers or unexpended funds upon activity close-out; monitor and maintain program income and or loan portfolio. We also assist the City during the single-audit process, providing requested information to the auditor.

Housing Rehabilitation

MDG is currently under contract with 15 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 225 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 State of California 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 typically include the overall administration of the program; reviewing applications for eligibility; preparing the environmental review record and clearances where required (California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)); 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 18 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. Also, we are currently in the process of setting up two new programs for the Cities of Buena Park and the City of Hesperia. 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 13 cities throughout Southern California. This includes both federal Davis-Bacon and State prevailing wage compliance. Our typical scope of work includes 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; compile and submit labor standards and related reports to CDC; 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 the Section 3 employment, contracting and training requirements. Currently, MDG, along with its affiliate LDM, monitors labor compliance activities on 13 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.

SECTION II. REPRESENTATIVE PROJECTS

This section represents some of the Commercial Rehabilitation and/or Architectural Design projects completed. Pictures of the projects are not included. Additional information is included under the Corporate Profile section including Housing Rehabilitation Program.

REPRESENTATIVE PROJECTS

City of Carson

True Value Hardware
20840 Leapwood Ave.

Carson Professional Bldg.
2601 Carson Ave.

Carson Commercial Plaza
2641 Carson Ave.

Carson Commercial Plaza
1361 W. Carson Ave.

City of Hawthorne

Academy Insurance
12735 Hawthorne Blvd.

Mi California Restaurant
14047 Hawthorne Blvd.

Hawthorne Family Dental
11701 Hawthorne Blvd.

Evergreen Office Building
11602-16 Hawthorne Blvd.

Hawthorne Inn Hotel
11644 Hawthorne Blvd.

Cell-Tell Building
12849 Hawthorne Blvd.

Small Onion Restaurant
12852-66 Hawthorne Blvd.

New Vision Furniture
12846 Hawthorne Blvd.

Hawthorne Clothing Outlet
11701 Hawthorne Blvd.

Hawthorne Plumbing & Plumbing
11628 Hawthorne Blvd.

Shafaa Turkish Restaurant
12211 Hawthorne Blvd.

Olewewe Medical Clinic
11712 Hawthorne Blvd.

Denny's Restaurant
13201 Hawthorne Blvd.

American Auto
11508 Hawthorne Blvd.

Chips Restaurant
11908 Hawthorne Blvd.

El Fogon Restaurant
11433 Hawthorne Blvd.

I.A.M. Building
12109 Hawthorne Blvd.

TC Electronics
13110 Hawthorne Blvd.

City of El Monte

Superior Produce
2732 Santa Anita Ave.

Calzamunso Plaza
Peck/Lambert Ave.

Garvey Mobil Park
Garvey Ave.

Acorn Trailer Park
2818 Durfee Ave.

Super 8 Hotel
12047 Valley Blvd.

City of Lawndale

Millennium Hair Studio
14710 Hawthorne Blvd.

Boulevard Pawn Shop
14805 Hawthorne Blvd.

Los Jaliscienses Market
16310 Hawthorne Blvd.

El Pollo Inka Plaza
15400 Hawthorne Blvd.

Valu Plus Plaza
15202 Hawthorne Blvd.

Lawndale Printing
16206 Hawthorne Blvd.

Cook's Windows and Doors
14410 Hawthorne Blvd.

South View Medical Clinic
14829 Hawthorne Blvd.

Kitchen Concepts
16306 Hawthorne Blvd.

Hawthorne Motors
16223 Hawthorne Blvd.

Holiday Inn
Manhattan/Hawthorne Blvd.

Prairie Shopping Plaza
14617 Prairie Ave.

Mann Building
17013 Hawthorne Blvd.

Roma 2000 Furniture
16821-27 Hawthorne Blvd.

City of Montebello

Jimmie's Family Restaurant
701 Whittier Blvd.

Seidner's Collision Center
321 Whittier Blvd.

Super Wash
116 Whittier Blvd.

Alondra Wings Restaurant
616 Whittier Blvd.

Montebello Bakery
528 Whittier Blvd.

Sam's Liquor
301 Whittier Blvd.

MGA Flooring Center
104 Whittier Blvd.

Salvatore Italian Restaurant
125 N. 6th Street

City of Monterey Park

Ted's Liquor
825 Garvey Ave.

Jim's Volkswagen Service
829 Garvey Ave.

Comp-Media Building
127-135 S. Garfield Ave.

Johnny Thompson Music
222 E. Garvey Ave.

Monterey Appliances
272 E. Garvey Ave.

Dim Sum Express Restaurant
326 N. Garfield Ave.

Wing Hop Fung Delicacies Shopping Center
Atlantic Blvd.

City of Paramount

El Perihuete Restaurant
16600 Paramount Blvd.

Spray Zone Inc
14059 Garfield Blvd.

Navarro's Apartment Building
13919 Paramount Blvd.

Christian Church
15543 Paramount Blvd.

Knights of Columbus Building
15731 Paramount Blvd.

Adriana's Bakery
7015 Somerset Ave.

La Venetta Market
6559 Somerset Ave.

Paramount Furniture
16450 Paramount Blvd.

Paramount Postal Office
7200 Somerset Blvd.

La Michoacana Plaza
7045 Somerset Ave.

V & R Auto Supply
6555 Somerset Blvd.

Somerset Apartments
6554 Somerset Blvd.

Vick's Discount Store
6550 Somerset Blvd.

Bear Equipment
Alondroa/Vermont

Rafael's Tools
7718 Rosecrans Ave.

City of Rialto

Jimmy's Upholstery
140 S. Riverside Ave.

Gladdy's Video Games
134 S. Riverside Ave.

Rialto Mattress
128 S. Riverside Ave.

Johnson's ACE Hardware
115 S. Riverside Ave.

SECTION III. PROJECT APPROACH AND SCOPE OF WORK

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. We will make ourselves available during non-scheduled hours should the need arise by providing staff with our cell phone numbers.

Project Coordination, Inspection and Administration Task Service Entity

As requested in the Request for Proposal (RFP), the resumes of the principal and key individuals that will be involved in the contract are provided in the resume section of this proposal.

Contact Information: Rudy Muñoz, President
10722 Arrow Route, Suite #822
Rancho Cucamonga, CA 91730
Phone: (909) 476-9696 ext. 103
Fax: (909) 476-6086
Email: rmunoz@mdg-ldm.com

As it relates to the oversight of the contract, Mr. Munoz will be the contact person and will be responsible for the overall management of the contract with the City. Mr. Clint Whited, Vice President, will provide the Integrated Disbursement Information System (IDIS) reporting system training. Ms. Esther Luis, Director; will be on-site staff member or as requested by City to assist with administrative tasks and overall project coordination and assisted by Mr. Frank Perez, Senior Associate, on as needed basis. Mr. Art Gomez, Senior Associate, will be an on-site staff member assigned to manage the day-to-day functions of the housing rehabilitation and project coordination and assisting Mr. Miguel Ramirez as needed on the Commercial Rehabilitation Program. Mr. Miguel Ramirez responsibility will be assisting the City with the inspection and project coordination functions of the Commercial Rehabilitation Program. MDG has additional staff members that are qualified and available to assist the City as requested.

CONTRACT MANAGEMENT

MDG proposes to have Ms. Esther Luis, Director, perform all the Administrative Tasks as requested by City. Currently our staff person is on site one day and a half (12-hour workweek). Ms. Luis will report directly to the City's assigned staff person.

MDG proposes to have the Residential Rehabilitation Programs staffing levels as requested by the City. Currently our staff is on site three days per week (30- hour workweek). As future need changes, we will work with the City to adjust the staffing levels to correspond to the budget levels for the program(s). MDG proposes to have the following staff members perform the Residential Rehabilitation services as noted in the RFP. Art Gomez, Senior Associate, will be the project coordinator, the senior inspector and the City's primary contact for the program. Mr. Gomez will assist in coordinating the project and conducting inspections or reviewing documents as needed and

he will be the person implementing the day-to-day activities under the Housing Rehabilitation Program. MDG will provide the City with alternate staff members should the City request the services of alternate inspectors.

MDG proposes to have the following staff members perform the Commercial Rehabilitation services as noted in the RFP. Mr. Miguel Ramirez, Senior Associate, will be the project coordinator and the City's main contact. Mr. Gomez will also be available to assist on an as needed basis to address any urgent matters on days that Mr. Ramirez is not available. Mr. Ramirez will be the principal staff person assigned and will be responsible for conducting inspections or reviewing documents as needed and he will be responsible for the implementation of the day-to-day activities under the Commercial Rehabilitation Program to include Davis-Bacon Act (Labor Compliance) review, bid document preparation, and other tasks associated with the Program. MDG will provide the City with alternate staff members should the City request the services of alternate inspectors.

MDG proposes to have Clint Whited perform the IDIS Training and other Administrative Tasks as requested by the City.

Any issues with the MDG assigned staff members would be reported to Mr. Rudy Muñoz. Mr. Muñoz will work with the City to assure that all staff members meet its needs.

STAFF BIOGRAPHIES

Rudy Muñoz, President - Rudy Muñoz is the President and founder of MDG Associates, Inc. With more than 34 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.

Mr. Munoz received a Bachelor of Architecture (BArch) from California Polytechnic University in Pomona.

Clint Whited, Vice President - Mr. Clint Whited joined MDG Associates, Inc. in 2006 and currently serves as Vice-President of Grants Management. With more than 17 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, Mr. Whited assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) management.

Mr. Whited focuses on strategic community investment in affordable housing, development of infrastructure and coordinating the supportive services necessary to achieve local goals and to affirmatively further fair housing choice. His work in these areas includes 25 Consolidated Plans, 100 Annual Action Plans, 20 Analysis of Impediments to Fair Housing Choice, and two Assessment of Fair Housing (AFH) documents and numerous program policy and procedure documents to facilitate the implementation of the housing and community development projects resulting from these plans.

He is currently responsible for the management and implementation of CPD programs for a number of cities in Southern California and recently working with the City of Houston and Harris County on their Disaster Recovery efforts utilizing HUD funds. Mr. Whited is a Certified HOME Specialist (Regulations) and is a national technical assistance provider through HUD's OneCPD technical assistance initiative.

Prior to joining MDG, Mr. Whited was a Contract Compliance Specialist for the Los Angeles County Community Development Commission – the second largest Urban County CDBG program in the nation. His responsibilities included contract development, monitoring the implementation of CDBG funded activities implemented by participating cities and non-profit organizations. His work with the Urban County included the development of labor standards policies and procedures covering the Davis-Bacon Act, Minority and Women's Business Enterprise and Section 3 of the Housing and Community Development Act.

Mr. Whited received a Bachelor of Science in Public Policy and Management from the University of Southern California's School of Policy, Planning and Development, with an emphasis on organizational management and public sector accounting.

Esther Luis, Director – Esther Luis joined MDG Associates, Inc. in 2000 and currently serves as Director of Grants Management. With 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 assists municipalities with all aspects of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) as well as Housing Rehabilitation Program administration.

Esther focuses on the day-to-day aspects of CPD program administration and compliance, including Consolidated Plan and Action Plan development and implementation, Integrated Disbursement and Information System (IDIS) functionality and management, subrecipient management, and monitoring. Esther often goes into cities that require a revamping of their internal systems to comply with HUD monitoring findings.

Before joining MDG, Esther was a Contract Compliance Specialist for the Los Angeles County Community Development Commission – the second largest Urban County CDBG program in the nation. Her responsibilities included contract development, monitoring the implementation of CDBG funded activities implemented by participating cities and non-profit organizations.

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

Arthur Gomez, Senior Associate – Arthur Gomez joined MDG Associates, Inc. in 2010 and currently serves as a Senior Associate on the Housing Rehabilitation team. With more than 10 years of experience in the administration and implementation of CDBG, HOME and CRA funded housing rehabilitation programs, Arthur has been successful in assisting municipalities with the implementation of their programs. Over the past 10 years, he has successfully rehabilitated over 450 homes.

Arthur's 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.

Arthur is a certified building inspector, certified real estate appraiser, and State of California Notary Public. He completed undergraduate courses at East Los Angeles City College. He is bilingual/bi-literate in English and Spanish.

Miguel Ramirez, Senior Associate - Miguel Ramirez joined MDG Associates, Inc. in 2004 and currently serves as a Senior Associate on the Housing Rehabilitation team. With more than 18 years of experience in the administration and implementation of CDBG, HOME and CRA funded housing rehabilitation programs, Miguel has been successful in assisting municipalities with the implementation of their programs. Over the past 15 years, he has successfully rehabilitated over 450 homes.

Miguel's 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.

Miguel is a certified State of California Notary Public. He received his Bachelor of Science Degree from California State Polytechnic University, Pomona in Urban and Regional Planning and his Associate of Arts degree in Architectural Design from Long Beach City College. He is bilingual/bi-literate in English and Spanish and is a certified Building Inspector.

Frank Perez, Senior Associate - Mr. Frank Perez joined MDG Associates, Inc. in 2011 and currently serves as a Senior Associate on the Grants Management team. During the last eight (8) years, Mr. Perez has focused on the day-to-day management of CPD grants. The CPD grants include, but are not limited to, CDBG and labor compliance services at both the federal and state level.

Mr. Perez focuses on the day-to-day aspects of CPD program administration and compliance. This includes the development of Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPERs). Mr. Perez works with grantees in the data management of the Integrated Disbursement and Information System (IDIS) to include initial activity setup and funding; inputting accomplishments; assisting in the set-up of draws; reporting program income receipts; establishing and managing "Local Accounts" if required, and closing out grants. He provides support to grantees in the areas of Davis-Bacon and Related Acts; Section 3; subrecipient oversight and monitoring; and all other aspects of program administration, implementation, and compliance.

Mr. Perez' primary emphasis is on the implementation aspect of the grants. Mr. Perez works hand-in-hand with all departments involved in the implementation of the grants. His duties typically include, but not limited to, setting up budgets based on the adopted Annual Action Plans; reviewing invoices for compliance with applicable requirements (e.g., procurement, agreements, Davis-Bacon compliance, etc.); monitoring subrecipients and City or County Departments to assure compliant documents is present in project files; completing an annual reconciliation of accounts, including accounting for any carryover or unexpended funds at activity close-out; assisting the City or County in the preparation of the SF-424 and during the Single Audit in providing information to the auditor.

Mr. Perez received a Bachelor of Science in Economic and Administrative Studies from the University of California, Riverside.

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

SCOPE OF WORK

MDG will perform the suggested tasks in the Request for Proposal, but not limited to:

1. Initial Inspection of the Property: Identify rehabilitation items eligible under current CDBG and/or HOME (as applicable) program guidelines.
2. Description of Work: Based on the results of the initial inspection, a description of work will be created summarizing the items identified in the initial inspection including a construction cost estimate utilizing the City of Carson Inspection and Project Services Checklist.
 - Abatement of health and safety concerns regarding the foundation, structure, and the garage (where there is one).
 - An evaluation of deficiencies within the property that will include the following:
 - Code violations, and health and safety issues;
 - Roofing;
 - Plumbing;
 - Electrical;
 - Heating;
 - Pest infestation;
 - Interior and exterior painting window replacement;
 - Lead-based paint and asbestos abatement;
 - Interior carpet; and
 - Foundation.

(Including all items per the City of Carson Residential Rehabilitation Standards checklist and the program guidelines under the program)

3. Bid Procedure: Compile information for projects that will be used to implement the bid process.
4. Coordination of Pre-Construction Meetings and Job Walks.
5. Coordination and Monitoring of Job Progress: Conduct inspections to determine work progress. Keep written log of inspections and comments.
6. Recommend/Request Payments: Based on results of inspection(s) of work performed, recommend progress and final payments to the contractor.
7. Case File Completion: Complete all paperwork needed to complete and close out project. Case file shall include a completed check-off list.
8. Compliance Monitoring: Monitor compliance with State of California prevailing wage requirements and Federal Davis-Bacon and Related Acts (DBRA) provisions.
9. Section 3 Compliance: Monitoring compliance with Section 3 of the Housing and Community Development Act of 1968, which states that HUD-funded jobs and contracts are to be directed, to the greatest extent possible, to local low-income residents and the businesses that employ them.

10. Administrative Tasks:

- Training on the HUD IDIS system for employees responsible for administering the federal and state grant programs
- Assist and coordinate with the City's Finance Department to prepare HUD IDIS system required drawdown submissions;
- Preparation of grant programs NOFA funding applications for the grant programs; and
- Assist City staff with evaluation oversight of Public Service recipients

11. Appraisal Evaluation Services:

- Prepare interior and exterior evaluations of subject properties
- Provide a summary appraisal report, photographs, sketches, comparable photographs, comparable property locations and a signed statement of limiting conditions specifically for the HOME program

Additional services are available upon request:

Notary Services: Perform notary services. MDG's staff members hold a current notary commission.

SECTION IV. REFERENCES

This section reflects some of MDG's client reference, however, as required in the RFP, the City's Client List Reference is included under Appendix C of this proposal.

COMPANY REFERENCES

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: vgonzales@fontana.org

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 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 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 Newport Beach - James Campbell, Deputy Director, Community Development Department

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 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

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

SECTION V. COST PROPOSAL AND SCHEDULE OF HOURLY BILLING RATES

BUDGET PROPOSAL

Time and Personnel Commitment:

As required in the Request for Proposal, the following is a list of personnel that MDG will commit for the completion of this contract. Note that if awarded the contract, the City will be given the first opportunity to establish the number of hours required for each individual to assure that their services are being provided in accordance with the needs of the City. Adjustments can then be made throughout the contract period in accordance with the City's needs.

Staff Availability

Program	Staff	Position	Hourly Rate	Hrs./ Wk.*	Hours per 50 Wks. *	Total Fees (50 Wks) *
Administrative Tasks	Esther Luis	Director	\$108.00/Hr	As needed up to 12 hrs.	600 Hrs. or as needed	\$64,800*
Administrative Tasks	Frank Perez	Senior Associate	\$97.50/Hr	As needed	As needed	Depending on Need
Commercial Rehabilitation	Miguel Ramirez	Senior Associate	\$97.50/Hr	As needed up to 10 hrs.	500 Hrs. or as needed	Depending on Need
Housing/Commercial Rehabilitation	Arthur Gomez	Senior Associate	\$97.50/Hr	As needed up to 30 hrs.	1,500 Hrs. or as needed	\$146,250*
HUD IDIS Training	Clint Whited	Vice President	\$113.00/Hr	As needed	As needed	Depending on Need
	Rudy Muñoz	President	\$118.00/Hr			

**The number of hours noted depict the number of hours in which each individual is available to the City. The actual number of hours required to implement the programs shall be those determined by the City.*

Based on our prior experience, we believe that having Mr. Gomez on site 30 hrs. a week to implement the Residential Rehabilitation Program is sufficient. Due to the different fluctuating staffing needs of the Commercial Rehabilitation Program, it is difficult to know the actual staffing needs. However, an average of 10 hours per week average is what we have budgeted under the proposal.

In addition, the appraisal services will be provided on a per Unit basis and billed at a lump sum – of \$390.00 each

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 (Exhibit "A") that are effective July 1,

2020. Should the City choose to extend the agreement for additional two years beyond the first year, the Rate Schedule also provides the effective rates through June 2023.

CONFLICT OF INTEREST

MDG Associates, Inc. is not aware of any possible conflict of interest that might limit the projects on which our firm could work.

THIRD PARTY/SUBCONTRACTORS

MDG does not anticipate subcontracting with third parties in the performance of this contract.

MDG Associates, Inc.

Rates effective as of July 1, 2020

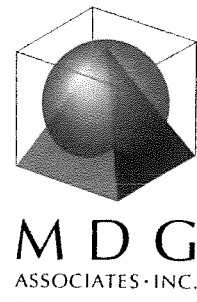
Staff Person	Hourly Rate		
Title	2020-2021	2021-2022	2022-2023
President	\$118.00	\$121.00	\$124.50
Vice President	\$113.00	\$116.00	\$119.00
Director	\$108.00	\$111.00	\$114.00
Manager	\$102.50	\$105.50	\$108.50
Senior Associate	\$97.50	\$100.00	\$102.50
Associate	\$87.50	\$90.00	\$92.50
Senior Project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

Appraisals – per unit \$390.00

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)
------------------	---



CORPORATE PROFILE

Executive Summary
Representative Projects
References
Resumes of Key Personnel

Corporate Headquarters
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

Telephone ■ (909) 476 - 9696
Fax ■ (909) 476 - 6086

Experience and Leadership

MDG Associates, Inc. (MDG) along with its affiliate LDM Associates, Inc. (LDM) has been providing high-quality and responsive service delivery for years. MDG's capabilities in grants management, program and project design and implementation, project development and construction management, and design and architectural services, when combined with LDM's expertise in planning, redevelopment, and housing provides us with the unique capacity to implement and manage multi-discipline, multi-task programs and projects. Our clients benefit from the experience our staff has acquired from completing challenging projects throughout the United States.

Founded in 1991 and headquartered in Rancho Cucamonga, California, MDG has experienced continued growth in scale of operations and services offered. MDG provides solutions that are results oriented, economically viable, and that satisfies the needs of our clients.

Our professional staff along with our affiliate staff provides a broad range of multi-disciplinary services, with specialists in: Grants Management (CDBG/HOME/ESG Administration) Housing Rehabilitation and Commercial Rehabilitation Programs, Labor Compliance, Project Management, Design, Urban Planning, Housing and Redevelopment, and Construction Management.

This broad range of capabilities enables our public and private sector clients to receive complete solutions from a single full-service provider. The ability to secure multiple services from a single firm can provide enhanced project coordination, time and cost savings, reduction in redundancy, and enhanced management accountability.

Solutions That Work

At MDG, we take time to listen to our clients so that we can obtain insight into their business and technical needs, as well as budgetary, personnel, and scheduling constraints. We then tailor our services to satisfy those needs, combining experience with creativity to develop the best solutions for each required task.

MDG considers efficiency, quality of work, and on-time performance the essential cornerstones for services provided to our clients.

MDG is constantly striving to elevate its already high standards. MDG staff is encouraged and supported in their efforts to develop new and innovative concepts and procedures. New approaches for improving or enhancing our work products are subjected to rigorous analysis to determine if they represent prudent, effective, and cost-efficient procedures.

Skills and Commitment

People working together are what make MDG projects successful. Our goal in the delivery of services is to work closely with our clients so that they will benefit from our shared knowledge, innovation and enthusiasm.

Our goals for service, quality, and innovation demand that we provide a number of specialized services and the professional staff that can carry out these responsibilities. We believe that technology alone does not solve difficult problems, people do. Great solutions are delivered by employees committed to client services that are focused on the needs of the client.

MDG's staff is experienced in managing large and small scale programs and projects. The firm's comprehensive services are integrated to provide overall program and project services. MDG's staff is well versed in local, regional, state and federal regulatory requirements, as well as precedents, and trends.

Quality Management

It is the principal goal of MDG to produce high-quality work products and maintain its reputation for quality and timely delivery of services. MDG's Quality Assurance/Quality Control (QA/QC) program is composed of several documents that individually address the different disciplines within which the company works. The objectives of the QA/QC program are to provide the highest quality product. The phrase "highest quality product" is defined as "achieving the intended scope and purpose of program/project in the most cost-effective manner possible."

MDG Associates, Inc. and its affiliate have the expertise and capacity to provide assistance with the following services:

Grants Management

- Grant Application Preparation and Processing
- CDBG Program Operations & Management
- Consolidated Plan Development including:
 - Five-Year Consolidated Plan
 - One Year Action Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
 - Analysis of Impediments to Fair Housing (AI)
- HOME Program Operations & Management
- ESG Program Management
- Disaster Recovery Program Management
- NSP Program Management
- CDBG-Recovery Program Management
- Homeless Prevention and Rapid Rehousing Program (HPRP)
- IDIS Reporting Program Management
- DRGR Reporting Program Management
- State Parks Grants Administration & Implementation
- California Housing & Community Development (HCD) Grant Programs Administration and Implementation
- Department of Energy Grant Administration and Implementation

Housing Rehabilitation

- Housing Rehabilitation Program Implementation including the following major requirements:
 - Development and preparation of policies and procedures, and implementation procedures
 - Preparation of program forms and documents
 - Applicant intake and eligibility processing
 - Property inspection and work write-up preparation
 - Perform federal environmental and site environmental
 - Bid document preparation
 - Project underwriting and loan review recommendation
 - Contracting and pre-construction conference functions

- Progress inspection monitoring and payment processing
- Project completion inspection and notice of completion
- Project close-out and final accounting

Commercial Rehabilitation

- Commercial Rehabilitation Program Implementation including the following major requirements:
 - Development and preparation of policies and procedures, and implementation procedures
 - Preparation of program forms and documents
 - Applicant intake and eligibility processing
 - Property inspection and preparation of initial concept drawings
 - Project underwriting and loan review recommendation
 - Preparation of construction drawings and work scope
 - Preparation of bid documents
 - Contracting and pre-construction conference functions
 - Progress inspection monitoring and payment processing
 - Project completion inspection and notice of completion
 - Project close-out and final accounting

Labor Compliance Monitoring

- Davis-Bacon and Related Acts Labor Compliance, including:
 - Review bid documents
 - Prepare pre-bid documents
 - Assist in bid process, as necessary
 - Review bid submittals and perform contractor verifications and review debarred status
 - Prepare award recommendation
 - Prepare pre-construction meeting documents and conduct meeting
 - Review certified payrolls and issue review notices
 - Review and verify that all Section 3 requirements have been met by the contractors regarding Section 3 Business Concerns and New Hires
 - Upon completion of labor compliance requirements, issue a clearance letter

Affordable Housing

- First Time Homebuyer Program Implementation
- Affordability Housing Monitoring
- Affordable Housing Studies

Urban Planning

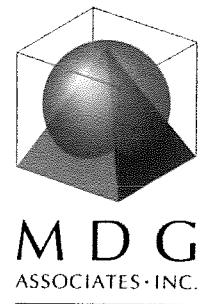
- Site Planning
- Urban Design
- Conceptual Layout and Design
- Development Feasibility Studies
- General Plan Preparation
- Zoning Documents
- Specific Plans
- Project Management

Project Management

- Project Management
- Residential Rehab. Project/Construction Management
- Commercial Rehab. Project/Construction Management
- Facilities Construction Management
- Construction Management Planning
- Procurement Services

Design

- Building Design
- Site Planning
- Site Investigation
- Facade Rehabilitation Design
- Building Construction Plans
- Building Construction Specifications
- Residential Energy Calculations
- Entitlement Processing
- Interior Space Planning/Design
- Landscape Design and Construction Drawings



Grants Management

GRANTS MANAGEMENT

The provision of Grants Management services can encompass a wide range of potential activities, including, but not limited to:

1. Preparation of reports and notices required by the U.S. Department of Housing and Urban Development (HUD), including but not limited to, the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Reports (CAPER), Citizen Participation Plan, Contractor/Subcontractor Activity Reports and Public Notices. Additionally, the preparation of notices and documents necessary to process any City approved amendments to the Five-Year Consolidated Plan and/or One-Year Annual Action Plan.
2. Assisting in developing sound strategies for the programming and timely expenditure of funds. Providing technical guidance regarding regulatory requirements and best practices for proposed programs and projects. Providing research and analysis as requested by City. Providing technical assistance in the management and implementation of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG) projects and programs. Providing other services as required to properly administer the City's CDBG, HOME, and ESG programs. Create and maintain files for CDBG, HOME, and ESG funded projects/programs to ensure that appropriate documentation is secured and compliance with applicable regulations.
3. Setup and maintenance of activities and narratives in the Integrated Disbursement Information System (IDIS).
4. Preparation of environmental review documentation for CDBG, HOME and ESG projects and programs.
5. Preparation and publication of a Notice of Funding Availability (NOFA) for CDBG, HOME, and ESG program funding. Provide assistance with reviewing submitted funding proposals for completeness and eligibility. Provision of assistance in preparing reports for the City Council relative to the allocation of funds for public services and capital expenditure activities.
6. Provision of training and technical assistance to all funded sub-recipients for CDBG, HOME, and ESG program compliance. Coordinate preparation of sub-recipient contracts with City legal staff. Review sub-recipient invoices for accuracy and eligibility.
7. Developing a monitoring plan and monitoring all CDBG, HOME, and ESG projects/programs for appropriate records maintenance, reporting, expenditure tracking, and compliance with applicable program requirements. Providing monthly status reports on the progress of programs and projects assigned.

Representative Projects ■ Grants Management

8. Provision of Davis-Bacon Wage compliance and monitoring and the Section 3 Compliance Reporting as needed for projects using CDBG and HOME funds.
9. During HUD monitoring, assisting the City in gathering and providing requested information to assure compliance with HUD requirements.
10. Assisting in the application for and implementation of non-HUD entitlement funded activities, such as California Housing and Community Development (HCD), State Parks, and Department of Energy grants.

Services may be provided on-site and at MDG's corporate office as required by the City. In addition, we would make ourselves available to attend City Council meetings as requested by staff.

City of Agoura Hills - CDBG Program Administration

Agoura Hills, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) Program and coordinating with the Los Angeles County Community Development Commission.

Client: City of Agoura Hills

City of Irvine - CDBG/HOME Program Administration

Irvine, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program, the HOME Investment Partnerships Act (HOME) Program, the American Dream Down payment Initiative Program (ADDI). Responsible for coordination with the U.S. Department of Housing and Urban Development (HUD). Provide Technical Assistance for the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Irvine

City of Calabasas - CDBG Program Administration

Calabasas, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) Program and coordinating with the Los Angeles County Community Development Commission.

Client: City of Calabasas

City of Walnut - CDBG Program Administration

Walnut, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the Los Angeles County Community Development Commission.

Client: City of Walnut

City of Rancho Palos Verdes - CDBG Program Administration

Rancho Palos Verdes, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) Program and coordinating with the Los Angeles County Community Development Commission.

Client: City of Rancho Palos Verdes

City of Paramount - CDBG Program Administration

Paramount, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG), and HOME Investment Partnerships Act (HOME) programs. Responsible for coordinating with the U.S. Department of Housing and Urban Development (HUD). Administration for the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Analysis of Impediments, Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Paramount

City of Lawndale - CDBG Program Administration

Lawndale, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the Los Angeles County Community Development Commission.

Client: City of Lawndale

City of Fontana - CDBG/Home Program Administration

Fontana, California

Provide technical assistance to the Housing Coordinator on an as needed basis in the administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs. Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI). Also responsible for Davis-Bacon oversight monitoring.

Client: City of Fontana

City of San Fernando - CDBG Program Administration

San Fernando, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) Program and coordinating with the Los Angeles County Community Development Commission and Department of Housing and Urban Development (HUD).

Client: City of San Fernando

City of Rialto - CDBG Program Administration

Rialto, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the U.S. Department of Housing and Urban Development (HUD). Administration for the Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Report (CAPER).

Client: City of Rialto

City of Hawthorne - CDBG/HOME Program Administration

Hawthorne, California

Responsible for assisting the CDBG Coordinator in the day-to-day administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs, and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Hawthorne

City of Newport Beach - CDBG Program Administration

Newport Beach, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the U.S. Department of Housing and Urban Development (HUD). Responsible for the development of the Analysis of Impediments, Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Newport Beach

City of Hesperia - CDBG/HOME Program Administration

Hesperia, California

Provide technical assistance to the City on an as needed basis in the administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs. Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Hesperia

City of Palmdale - CDBG/HOME Program Administration

Palmdale, California

Provide technical assistance to the City on an as needed basis in the administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) Programs, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Responsible for CDBG Program Monitoring including public service agencies and Davis-Bacon oversight monitoring. Responsible for the development of the Five-Year Consolidated Plan, One-Year Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Palmdale

City of Upland - CDBG/HOME and CalHome Program Administration

Upland, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs and coordinating with the U.S. Department of Housing and Urban Development (HUD). Responsible for the administration and implementation of the CalHome Residential Rehabilitation and First Time Homebuyer programs. Responsible for the development of the Analysis of Impediments (AI), Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Upland

City of Corona - CDBG Program Administration

Corona, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the U.S. Department of Housing and Urban Development (HUD). Responsible for the development of the Analysis of Impediments, Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Corona

City of El Monte - CDBG/HOME/ESG Program Administration

El Monte, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program, HOME Investment Partnerships Act (HOME) Program and Emergency Shelter Grant (ESG) program, and coordinating with the U.S. Department of Housing and Urban Development (HUD). Also responsible for the administration of the CDBG-R, Neighborhood Stabilization Program (NSP), and Homeless Prevention Re-Housing Program (HPRP). Additionally, responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of El Monte

City of Westminster - CDBG Program Administration

Westminster, California

Provided interim administration of the City's Community Development Block Grant (CDBG) program and coordination with the U.S. Department of Housing and Urban Development (HUD). Responsible for the development of the Five-Year Consolidated Plan and Annual Action Plan.

Client: City of Westminster

City of Ontario - CDBG/HOME/ESG Program Administration

Ontario, California

Assist the City of Ontario on an as needed basis on the implementation of Davis-Bacon Compliance, monitoring/review of program files for compliance with HUD requirements. In addition, assisted in the preparation of the City's Annual Action Plan for the CDBG, HOME, and ESG Programs. Responsible for the development of the Analysis of Impediments and the Five-Year Consolidated Plan.

Client: City of Ontario

City of Desert Hot Springs - CDBG Program Administration

Desert Hot Springs, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordination with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Desert Hot Springs

City of Compton - CDBG/HOME/ESG Program Administration

Compton, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Shelter Grant (ESG) programs, and coordinating with the U.S. Department of Housing and Urban Development (HUD). Responsible for the development of the Analysis of Impediments, Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Compton

City of Temecula - CDBG Program Administration

Temecula, California

Responsible for the day-to-day administration of the City's Community Development Block Grant (CDBG) program and coordinating with the U.S. Department of Housing and Urban Development (HUD). Responsible for the development of the Analysis of Impediments, Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Report (CAPER).

Client: City of Temecula

City of Baldwin Park - Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Baldwin Park, California

Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and coordination with the U.S. Department of Housing and Urban Development (HUD), including the preparation of the Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Baldwin Park

City of Lancaster - Five Year Consolidated Plan

Lancaster, California

Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and coordination with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Lancaster

City of Riverside - Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Riverside, California

Responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan, and coordination with the U.S. Department of Housing and Urban Development (HUD) including the preparation of the Analysis of Impediments to Fair Housing Choice (AI).

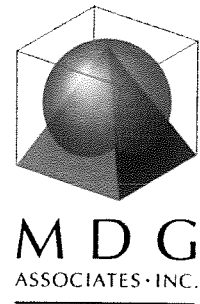
Client: City of Riverside

City of Redlands - Consolidated Plan/Analysis of Impediments to Fair Housing

Redlands, California

Responsible for the preparation of the City's application to become a CDBG Entitlement Community, including the development of the Five-Year Consolidated Plan, Annual Action Plan and Analysis of Impediments to Fair Housing Choice (AI).

Client: City of Redlands



Housing Rehabilitation

HOUSING REHABILITATION PROGRAMS

Housing Rehabilitation program development encompasses structuring policies and procedures that conform to the regulatory requirements for the specified funding source, while meeting the program design needs of the City. Upon the completion of preparing Program Guidelines, Implementation Procedures and program forms are developed to ensure that all program requirements are met and appropriately documented during program delivery.

Major procedural steps in the implementation of a Housing Rehabilitation program include: preparation of program marketing materials and initiation of program marketing efforts, application review and verification of applicant and property eligibility, preliminary underwriting review, initial property inspection and preparation of work description and estimate of cost, completion of required environmental review, historic review and site-environmental testing.

Upon obtaining an eligible applicant, loan underwriting is initiated by obtaining a title or PIRT policy, conducting a property appraisal, determining applicant and property conformance with underwriting requirements, preparation of Loan Review Committee (LRC) Reports and recommendations, and scheduling and participating in the LRC meeting.

Subsequent to LRC approval, bid documents are prepared, bids obtained and evaluated, contractor eligibility determined, and award notification issued. The loan/grant documentation and contractor agreement are prepared and executed, pre-construction meeting conducted, lien documentation recorded, and upon expiration of the rescission period, a notice to proceed issued. Construction is then monitored, inclusive of invoice review and verification of work, processing of lien releases, verifying permit issuance and inspection, and obtaining sign-offs on authorizations for issuance of progress payments. Change order requests are received, reviewed, and processed as necessary.

Upon completion of all contracted repairs, a final invoice is received, property inspected for completion of all repairs, permits reviewed for final sign-offs, a final inspection report prepared, photo documentation of all performed improvements obtained, a Notice of Completion (NOC) is prepared, signed and recorded, and the final request for payment and release after expiration of the NOC lien period is processed. Final project close-out activities include transmittal of original loan documentation to the City's loan repository, loan advisory notices to the City's finance department, verification of recordation of the City's lien, and receipt of a final unconditional lien release.

City of El Segundo - Minor Home Repair Program

El Segundo, California

Responsible for the administration of the City's Minor Home Repair Program and coordinating with the Los Angeles County Community Development Commission (CDC) and the U.S. Department of Housing and Urban Development (HUD).

Client: City of El Segundo

City of El Segundo - Residential Sound Insulation Program

El Segundo, California

Responsible for the administration of the City's Residential Sound Insulation Program and coordinating with the Los Angeles County Community Development Commission (CDC) and the U.S. Department of Housing and Urban Development (HUD).

Client: City of El Segundo

City of Agoura Hills - Housing Rehabilitation Program

Agoura Hills, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Agoura Hills

City of Hawthorne - Housing Rehabilitation Program

Hawthorne, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Hawthorne

City of Calabasas - Housing Rehabilitation Program

Calabasas, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Calabasas

City of La Cañada Flintridge – Sewer Connection Program

La Cañada Flintridge, California

Responsible for the management of the Sewer Connection Program for the City of La Cañada Flintridge. Tasks include reviewing applications for qualification in the program, conducting inspections of the properties, establishing grant amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections.

Client: City of La Cañada Flintridge

City of La Cañada Flintridge – Home Improvement Program

La Cañada Flintridge, California

Responsible for the management of the Home Improvement Program. Tasks include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing the contracts, providing progress inspections and conducting project close-out, including recordation of the Notice of Completion.

Client: City of La Cañada Flintridge

City of Claremont - Housing Rehabilitation Program

Claremont, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Claremont

City of Irvine – Residential Rehabilitation Program

Irvine, California

Responsible for the management of the Residential Rehabilitation Program. Tasks include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts and loan documents, providing progress inspections and conducting project close-out, including recordation of the Notice of Completion.

Client: City of Irvine

City of Rancho Palos Verdes - Housing Rehabilitation Program

Rancho Palos Verdes, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Rancho Palos Verdes

City of Walnut - Housing Rehabilitation Program

Walnut, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties , establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close- out, including the recordation of the Notice of Completion.

Client: City of Walnut

City of Lawndale - Housing Rehabilitation Program

Lawndale, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties , establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close- out, including the recordation of the Notice of Completion.

Client: City of Lawndale

City of Carson - Housing Rehabilitation Program

Carson, California

Responsible for providing inspection services for the City's Housing Rehabilitation Program. Tasks include conducting inspections of the residential properties, preparing work write-ups and specifications for bidding, obtaining bids, providing progress inspections and other duties as directed by the City.

Client: City of Carson

City of La Puente - Housing Rehabilitation Program

La Puente, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties , establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close- out, including the recordation of the Notice of Completion.

Client: City of La Puente

City of Westminster - Housing Rehabilitation Program

Westminster, California

Responsible for providing inspection services for the City's Housing Rehabilitation Program. Tasks included conducting inspections of the residential properties, preparation of work write-ups and specifications for bidding and preparing preliminary cost estimates.

Client: City of Westminster

City of Orange - Housing Rehabilitation Program

Orange, California

Responsible for providing inspection services for the City's Housing Rehabilitation Program. Tasks include conducting inspections of the residential properties, preparation of work write-ups and specifications for bidding and preparing preliminary cost estimates.

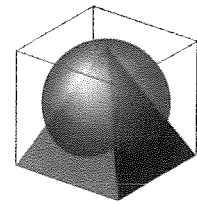
Client: City of Orange

City of Monterey Park - Housing Rehabilitation Program

Monterey Park, California

Responsible for the management of the Housing Rehabilitation Program. Our responsibilities include reviewing applications for qualification in the program, conducting inspections of the residential properties, establishing grant/loan amounts, preparing work write-ups and specifications for bidding, obtaining bids, preparing contracts, providing progress inspections and conducting project close-out, including the recordation of the Notice of Completion.

Client: City of Monterey Park



M D G
ASSOCIATES • INC.

Commercial Rehabilitation

COMMERCIAL REHABILITATION

Commercial Rehabilitation program development encompasses structuring policies and procedures that conform to the regulatory requirements for the specified funding source, while meeting the program design needs of the City. Upon the completion of preparing Program Guidelines, Implementation Procedures and program forms are developed to ensure that all program requirements are met and appropriately documented during program delivery.

Major procedural steps in the implementation of a Commercial Rehabilitation program include: preparation of program marketing materials and initiation of program marketing efforts, application review and verification of applicant and property eligibility, performance of preliminary underwriting review, any required environmental review, historic review and site-environmental testing are completed, initial property inspection to view existing property improvements and confer with the owner regarding desired improvements and conceptualize potential eligible property enhancements. After meeting with owner, design options and estimates of cost are prepared based on the agreed upon conceptualizations. Owner then approves final design concept in conjunction with City approval.

Upon obtaining an eligible applicant, loan underwriting is initiated by obtaining a title or PIRT policy, conducting a property appraisal, determining applicant and property conformance with underwriting requirements, preparation of Loan Review Committee (LRC) Reports and recommendations, and scheduling and participating in the LRC meeting.

Subsequent to LRC approval, construction plans and documents are prepared, finalized and approved by the owner, work scope prepared, bid documents prepared, pre-bid meeting conducted, bids obtained and evaluated, contractor eligibility determined, and award notification issued. The loan/grant documentation and contractor agreement are prepared and executed, pre-construction meeting conducted, lien documentation recorded, and upon expiration of the rescission period, a notice to proceed issued. Construction is then monitored, inclusive of invoice review and verification of work, processing of lien releases, verifying permit issuance and inspection, applicable Davis Bacon and state prevailing wage requirements, and obtaining sign-offs on authorizations for issuance of progress payments. Change order requests are received, reviewed, and processed as necessary.

Upon completion of all contracted repairs, a final invoice is received, property inspected for completion of all repairs, permits reviewed for final sign-offs, a final inspection report prepared, photo documentation of all performed improvements obtained, a Notice of Completion (NOC) is prepared, signed and recorded, and the final request for payment and release after expiration of the NOC lien period is processed. Final project close-out activities include transmittal of original loan documentation to the City's loan repository, loan advisory notices to the City's finance department, verification of recordation of the City's lien, and receipt of a final unconditional lien release.

City of Hawthorne - Commercial Rehabilitation Program

Hawthorne, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties include the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

Client: City of Hawthorne

City of Montebello – Commercial Rehabilitation Program

Montebello, California

Responsible for assisting the City in the preparation of architectural plans associated with the rehabilitation of commercial facades.

Client: City of Montebello

City of Lawndale - Commercial Rehabilitation Program

Lawndale, California

Responsible for assisting the City in the implementation of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

Client: City of Lawndale

City of Carson - Commercial Rehabilitation Program

Carson, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties include the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

Client: City of Carson

City of Paramount - Commercial Rehabilitation Program

Paramount, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties include the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

Client: City of Paramount

Representative Projects ■ Commercial Rehabilitation

City of La Puente - Commercial Rehabilitation Program

La Puente, California

Responsible for the administration of the City's Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

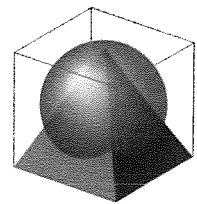
Client: City of La Puente

City of Rialto – Seismic Retrofit/Commercial Rehabilitation Program

Rialto, California

Responsible for the administration of the City's Seismic Retrofit/Commercial Rehabilitation Program funded under the Community Development Block Grant (CDBG) program. Duties included the implementation of the program; preparation of architectural plans and bid documents; and labor compliance associated with the rehabilitation of commercial facades.

Client: City of Rialto



M D G
ASSOCIATES • INC.

Labor Compliance

LABOR COMPLIANCE MONITORING

Labor Compliance Monitoring generally entails performance of the following project related tasks: review of the bid documentation to ensure federally required language and requirements are properly incorporated, preparation of documents required to advise potential bidders of the Davis Bacon and Related Acts and prevailing wage requirements and presentation of City reporting expectations during the Pre-Bid Meeting, review of bid submittals and performance of contractor verifications (DIR, CSLB and SAM) to determine bidder eligibility, and provide City with a recommendation for contract award.

Subsequent to contract award: review of contract documents to ensure that required Davis Bacon and Related Acts language is included, preparation of documentation required for distribution at the pre-construction meeting and presentation to contractors.

During construction, the following services are performed: a complete the review of submitted Certified Payroll Reports to ensure that all employees were adequately compensated, preparation of Review Notices for distribution to the prime contractor and the City which details any outstanding findings and required corrective actions required to comply with the federal labor standard provisions, state prevailing wage and other contractual requirements, performance of on-site employee interviews, performance of a review and verification that all Section 3 requirements have been met by the contractors relative to Section 3 Business Concerns and new hires.

Upon successful completion of the activity, a project Clearance letter is issued and release of the retention payment authorized.

City of Agoura Hills - Chumash Park ADA Access Improvement Project

Agoura Hills, California

Project Budget: \$49,800

Responsible for performing Davis-Bacon monitoring of the City's Chumash Park ADA Access Improvement Project and coordinating with the Los Angeles County Community Development Commission (CDC) and U.S. Department of Housing and Urban Development (HUD).

Client: City of Agoura Hills

City of Corona - Camera Project

Corona, California

Project Budget: \$53,327.79

Responsible for performing Davis-Bacon monitoring of the City's Camera Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Corona

Representative Projects ■ Labor Compliance

City of Corona - 16/17 CDBG Sidewalk Improvement Project

Corona, California

Project Budget: \$603,000

Responsible for performing Davis-Bacon monitoring of the City's 16/17 Sidewalk Improvement Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Corona

City of Corona - Masters Drive Reclaimed Waterline Project

Corona, California

Project Budget: \$2,308,215

Responsible for performing Davis-Bacon monitoring of the City's Masters Drive Reclaimed Waterline Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Corona

City of El Monte - ARRA Street Improvements Project

El Monte, California

Project Budget: \$3,286,618

Responsible for performing Davis-Bacon monitoring of the City's ARRA Street Improvements Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of El Monte

City of Fontana - Miller Park Amphitheater Project

Fontana, California

Project Budget: \$3,829,000

Responsible for performing Davis-Bacon monitoring of the City's Miller Park Amphitheater Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Fontana

City of Fontana - Jack Bulik Teen Center Interior Renovation Project

Fontana, California

Project Budget: \$363,163

Responsible for performing Davis-Bacon monitoring of the City's Jack Bulik Teen Center Interior Renovation Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Fontana

Representative Projects ■ Labor Compliance

City of Fontana - Police Department Facility Expansion Project

Fontana, California

Project Budget: \$7,927,345

Responsible for performing Davis-Bacon monitoring of the City's Police Department Facility Expansion Project and coordinating with the U.S. Department of Energy (DOE) and the Department of Labor (DOL).

Client: City of Fontana

City of Fontana - Jack Bulik Courtyard Renovation Project

Fontana, California

Project Budget: \$566,583

Responsible for performing Davis-Bacon monitoring of the City's Jack Bulik Courtyard Renovation Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Fontana

City of Fontana - Police Department Emergency Operations Center & Lobby Remodel Project

Fontana, California

Project Budget: \$1,578,950

Responsible for performing Davis-Bacon monitoring of the City's Police Department Emergency Operations Center & Lobby Remodel Project and coordinating with the U.S. Department of Justice (DOJ).

Client: City of Fontana

City of Hesperia - 16/17 Street Improvement Project

Hesperia, California

Project Budget: \$1,418,000

Responsible for performing Davis-Bacon monitoring of the City's 16/17 Street Improvement Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Hesperia

City of Irvine - Rancho Senior Center Improvements Project

Irvine, California

Project Budget: \$400,582

Responsible for performing Davis-Bacon monitoring of the City's Rancho Senior Center Improvements Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Irvine

Representative Projects ■ Labor Compliance

City of Irvine - Accessibility Improvements at Various Facilities Project

Irvine, California

Project Budget: \$439,000

Responsible for performing Davis-Bacon monitoring of the City's Accessibility Improvements at Various Facilities Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Irvine

City of Laguna Niguel - 11/12 Pavement Rehabilitation and Sub Drain Improvement Project

Laguna Niguel, California

Project Budget: \$566,583

Responsible for performing Davis-Bacon monitoring of the City's 11/12 Pavement Rehabilitation and Sub Drain Improvement Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Laguna Niguel

City of Lawndale - 2016/2017 Larch Street Improvement Project

Lawndale, California

Project Budget: \$241,605

Responsible for performing Davis-Bacon monitoring of the City's 2016/2017 Larch Street Improvement Project and coordinating with the Los Angeles County Community Development Commission (CDC) and U.S. Department of Housing and Urban Development (HUD).

Client: City of Lawndale

City of Rialto - Bud Bender Park Project

Rialto, California

Project Budget: \$2,426,000

Responsible for performing Davis-Bacon monitoring of the City's Bud Bender Park Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Rialto

City of Torrance - Sidewalk Improvement CDBG Project

Torrance, California

Project Budget: \$353,411.25

Responsible for performing Davis-Bacon monitoring of the City's 2016/2017 Sidewalk Handicap Access Project and coordinating with the Los Angeles County Community Development Commission (CDC) and U.S. Department of Housing and Urban Development (HUD).

Client: City of Torrance

City of Torrance - 2016/2017 Sidewalk Handicap Access Project

Torrance, California

Project Budget: \$353,411.25

Responsible for performing Davis-Bacon monitoring of the City's 2016/2017 Sidewalk Handicap Access Project and coordinating with the Los Angeles County Community Development Commission (CDC) and U.S. Department of Housing and Urban Development (HUD).

Client: City of Torrance

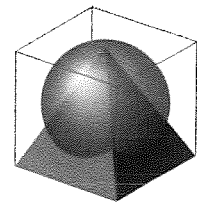
City of Upland - Diamond Court & Vallejo Street Improvement Project

Upland, California

Project Budget: \$388,883

Responsible for performing Davis-Bacon monitoring of the City's Diamond Court & Vallejo Street Improvement Project and coordinating with the U.S. Department of Housing and Urban Development (HUD).

Client: City of Upland



M D G
ASSOCIATES • INC.

Affordable Housing

FIRST TIME HOMEBUYER PROGRAMS

First Time Homebuyer (FTHB) Programs are adopted to address one of the major barriers to home-ownership, the lack of a sufficient down payment to render the purchase affordable. FTHB typically provide down-payment and closing assistance using federal Community Development Block Grant (CDBG) or HOME Investment Partnerships (HOME) program funds. Establishing the operational guidelines for the program requires conferring with the City to determine program parameters such as type of loan and loan amounts, allowable housing under the program, applicant financial underwriting requirements, and other relevant program policies. Based on these policy decisions, Program Guidelines of the program are prepared. In conjunction with the Program Guidelines, program forms as well as Implementation Procedures are also developed.

Program implementation includes the performance of marketing to ensure that a sufficient number of applicants are participating in the program, and lender outreach to ensure that the lending community is apprised of program availability. Subsequent major functions include applicant review and processing, Loan Review Committee approval determinations, and conferring with the applicant's selected lender to advise them of program requirements. During the property selection phase, the applicant's selected realtor is provided with the necessary federal disclosures, and upon identification of a property, the environmental review is performed. Additionally the property is inspected to determine compliance with all relevant property standards, inclusive of lead-based paint requirements.

Coordination with the primary lender and realtor is maintained throughout the final underwriting phase in the obtaining of an appraisal, performance of title work, obtaining of a Homebuyer Education Certificate, preparation of applicable Participation Agreements and Supplemental Escrow Instructions, verification of lender file consistency with FTHB program application documentation, and preparation of City loan documentation inclusive of the promissory note, deed of trust, truth-in-lending statement, good faith estimate, Notice of Default, and covenant agreement.

Through the loan closing process, contact is maintained with the escrow holder to facilitate transmittal of City loan documentation and the wire transfer of loan funds. Post-settlement, the Settlement Statement is review for conformance with loan requirements, the City lender's title is verified for inclusion of the City loan in its required position, and original loan documents transmitted to their designated repository, with loan advisories transmitted to the finance department.

Additional functions include annual monitoring to ensure continued owner-occupancy and to verify maintenance of insurance coverage, responding to subordination and demand inquiries, preparation of subordination and demand documentation, and accounting for the receipt and posting of any program income.



City of El Monte - First Time Homebuyer Program

El Monte, California

Responsible for the preparation of the program guidelines and the overall administration of the City's First Time Homebuyer Program. The program was funded using the City's HOME funds.

Client: City of El Monte

City of San Fernando - First Time Homebuyer Program

San Fernando, California

Responsible for the preparation of the program guidelines and the initial administration of the City's First Time Homebuyer Program. The program was funded using the City's 20% housing set-aside redevelopment funds.

Client: City of San Fernando

City of Hawthorne - First Time Homebuyer Program

Hawthorne, California

Responsible for the preparation of the program guidelines and the overall administration of the City's First Time Homebuyer Program. The program was funded using the City's HOME funds in addition to the Redevelopment Agency's 20% housing set-aside funds.

Client: City of Hawthorne

City of Irvine - First Time Homebuyer Program

Irvine, California

Responsible for the preparation of the program guidelines and the overall administration of the City's First Time Homebuyer Program. The program was funded using the City's HOME funds in addition to the Redevelopment Agency's 20% housing set-aside funds.

Client: City of Irvine

City of Agoura Hills - First Time Homebuyer Program

Agoura Hills, California

Responsible for the preparation of the program guidelines and the overall administration of the City's First Time Homebuyer Program. The program was funded using the City's Developer Impact Fee funds in addition to the Redevelopment Agency's 20% housing set-aside funds.

Client: City of Agoura Hills

City of Calabasas - First Time Homebuyer Program

Calabasas, California

Responsible for the preparation of the program guidelines and the initial administration of the City's First Time Homebuyer Program. The program was funded using the City's development impact fees that are required of all commercial and industrial developments.

Client: City of Calabasas

City of Walnut - First Time Homebuyer Program

Walnut, California

Responsible for the preparation of the program guidelines and the initial administration of the City's First Time Homebuyer Program. The program was funded using the City's development impact fees, Walnut Housing Authority (RDA), and CDBG funds.

Client: City of Walnut

AFFORDABLE HOUSING MONITORING

Affordable Housing Monitoring entails the review of covenant and development agreements to ascertain the contractual affordability requirements established relative to City, RDA, HOME, and CalHome assisted affordable owner-occupied and rental housing.

Target levels of income eligibility and their respective rent limits are obtained for each affordable unit. Monitoring documentation is prepared and transmitted, submissions reviewed on receipt for conformance with agreement requirements, properties inspected where required, lease agreements reviewed as necessary, correction notices issued for inspection and affordability submission deficiencies, and follow-up inspections or notifications completed as required.

Expanded affordable housing monitoring functions include the processing of property sales requests, inclusive of determination of buyer eligibility, preparation, execution and recordation of revised covenant documentation. Additional services include the processing of loan subordination requests in conformance with agreement requirements.

City of Newport Beach - Affordable Housing Monitoring

Newport Beach, California

Responsible for the annual monitoring of 212 units of assisted affordable rental and owner-occupied housing. Responsibilities include: maintenance of the master database for all assisted units, preparation and transmittal of annual monitoring certification forms, receipt and review of annual monitoring submissions and supporting documentation, performance of on-site inspections to review property conditions and review required postings and documentation, and follow-up activities related to monitoring functions.

City: City of Newport Beach

City of Paramount - Affordable Housing Monitoring

Paramount, California

Responsible for the annual monitoring of 18 owner-occupied and 21 rental units of HOME and RDA assisted affordable housing. Responsibilities include: maintenance of the master database for all assisted units, preparation and transmittal of annual monitoring certification forms, receipt and review of annual monitoring submissions and supporting documentation, performance of on-site inspections to review property conditions and review required postings and documentation, and follow-up activities related to monitoring functions. We are also additionally responsible for review and processing of subordination requests and preparation of subordination documents, and responding to owner and purchaser inquiries regarding affordable properties and their covenant requirements.

City: City of Paramount

City of Palmdale - Affordable Housing Monitoring

Palmdale, California

Responsible for the annual monitoring of 118 units of City of Palmdale HOME and State-HOME assisted affordable rental housing. Responsibilities include: maintenance of the master database for all assisted units, preparation and transmittal of annual monitoring certification forms, receipt and review of annual monitoring submissions and supporting documentation, performance of on-site inspections to review property conditions and review required postings and documentation, and follow-up activities related to monitoring functions.

City: City of Palmdale

City of Upland - Affordable Housing Monitoring

Upland, California

Responsible for the annual monitoring of State-HOME and City assisted affordable rental housing. Responsibilities include: maintenance of the master database for all assisted units, preparation and transmittal of annual monitoring certification forms, receipt and review of annual monitoring submissions and supporting documentation, performance of on-site inspections to review property conditions and review required postings and documentation, and follow-up activities related to monitoring functions.

City: City of Upland

City of Walnut - Affordable Housing Monitoring

Walnut, California

Responsible for the review of property transfers and completion of annual monitoring for 116 units of Walnut Housing Authority assisted and inclusionary owner-occupied affordable housing. Responsibilities include: the preparation of the master database for all assisted units, responding to public inquiries regarding the transfer of for-sale units, development and provision of forms for accepting purchaser information and documentation for all proposed property transfers, review of submitted purchaser information to determine conformance with covenant and transfer requirements, preparation of transfer documentation, inclusive of escrow instructions and covenant transfer documentation, post-closing review of recorded documents, review and processing of subordination requests and preparation of subordination documents, preparation and transmittal of annual monitoring certification forms, receipt and review of annual monitoring submissions and supporting documentation, follow-up activities related to monitoring functions.

City: Walnut Housing Authority

AFFORDABLE HOUSING STUDIES

Affordable Housing studies are generally prepared to examine specific issues relative to the provision of affordable housing. Housing data is acquired and examined, inclusive of updated Housing Element and census demographic data, area development trends, development cost data, fee schedules and entitlement costs, site availability data, and available land and financial resources held or controlled by the City. The data is then analyzed and the study is structured to address key issues such as existing resource allocation, resource expansion by imposition of development impact fees or other external means, affordable development scenarios for existing land holdings, strategies for expanding affordability within existing housing, development incentives for affordable housing, and siting and integration into existing housing communities.

City of Newport Beach - Affordable Housing Program

Newport Beach, California

Responsible for the development and implementation of an Affordable Housing Program for the use of Affordable Housing Development Impact fees.

Client: City of Newport Beach

City of Calabasas - Affordable Housing Study

Calabasas, California

Responsible for the development of an Affordable Housing Study for the use of Community Development Block Grant (CDBG) funds and development impact fees.

Client: City of Calabasas

City of Agoura Hills - Affordable Housing Study

Agoura Hills, California

Responsible for the development of an Affordable Housing Study for the use of Community Development Block Grant (CDBG) funds and development impact fees.

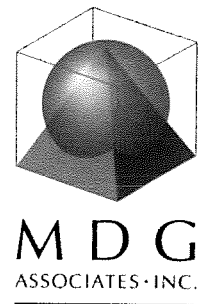
Client: City of Agoura Hills

City of Walnut – Affordable Housing Study

Walnut, California

Responsible for the development of an Affordable Housing Study for the use of Community Development Block Grant (CDBG) funds, Redevelopment funds, and development impact fees.

Client: City of Walnut



Resumes of Key Personnel

PROFESSIONAL EXPERIENCE:

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

Founder and President of MDG Associates, Inc., a community development consulting firms 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)

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA
Vice-President: 2006 - Present

Responsible for the preparation of Five-Year Consolidated Plans, Assessment of Fair Housing (AFH), 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 including but not limited to the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and Emergency Solutions Grant (ESG).

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. Provides technical assistance to clients including cities, counties, and housing developers to enhance client capacity to administer federal and state grant programs. Areas of specialization include compliance monitoring (prevailing wage/labor standards, affordable housing, grant programs, subrecipients), audit preparation, CDBG and HOME technical assistance, policy and procedure development and the implementation of housing programs including all phases of acquisition, rehabilitation and/or development, resale or rental.

As a HOME Program Certified Specialist, provides technical assistance to HUD grantees through the HUD OneCPD Technical Assistance program on all phases of program planning, grants management, program design, implementation, monitoring and reporting. Provides technical assistance to grantees as a reviewer for HUDs CDBG and HOME program Ask a Question (AAQ) teams.

L.A. County Community Development Commission, Monterey Park, CA
Contract Compliance Officer / Program Management: 2001-2006

Developed and implemented comprehensive online construction contract compliance guidelines for Davis-Bacon and Section 3. Provided training and technical assistance to subrecipient agencies on contract and labor compliance. Monitored and provided contract compliance oversight to 63 contracts worth approximately \$49.3 million. Developed and reviewed interagency agreements, RFPs and bid documents. Prepared comprehensive procurement guidelines for external agencies. Participated in Commission-wide strategic planning process for internal policy and procedure development.

EDUCATION:

Bachelor of Science – Public Policy and Management
University of Southern California, Los Angeles

AFFILIATIONS/ REGISTRATIONS:

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA
Director – 2000 to Present

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. Provides technical assistance to clients including cities and counties to enhance client capacity to administer federal and state grant programs. Responsible for the administration and implementation of CDBG Programs and activities funded with CDBG, HOME funds 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

Arthur J. Gomez

Senior Associate

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA **Senior Associate – 2010 to Present**

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

3 Day Express Appraisals – Real Estate Appraiser

Responsible for preparing detailed real estate appraisals for residential and commercial properties. Duties included measuring buildings and preparing reference drawings; conducting property inspection and observing construction methods, construction quality, and code deficiencies on the property. Conducted pre-evaluations of a properties as well as conducting property research through public City and County records.

Largo Concrete Incorporated – Union Carpenter

Responsible for the preparation and installation of forming and installation of structural framing for the installation of concrete. Duties included the reading of construction drawings, laying out the project, cutting material such as joists, plywood, and form material.

Home Depot – Plumbing Associate and Night Crew Supervisor

Assisted customers on a variety of plumbing related questions including but not limited to appropriate materials, installation procedures, and other plumbing related questions. Supervised the night crew in stocking all of the plumbing merchandise received during the day and the down stocking of all merchandise for the entire store.

EDUCATION:

Allied Business Schools – Laguna Hills, CA.
Real Estate Finance, Appraisal
East Los Angeles City College – Undergraduate Courses

TECHNICAL SKILLS:

Computer Skills: Knowledge of Microsoft Windows Operating systems, Microsoft Office (Word, Excel, Internet applications).
Bilingual/Bi-Literate in English and Spanish.

AFFILIATIONS/REGISTRATIONS:

Certified State of California Building Inspector
Certified State of California Notary Public

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA

Senior Associate: 2003 to Present

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

PROFESSIONAL EXPERIENCE:

MDG Associates, Inc. – Rancho Cucamonga, CA

Senior Associate: 2011 - Present

Provides Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) consulting services to U.S. Department of Housing and Urban Development (HUD) grantees. Assists clients in the design and implementation of NOFA processes, development of Annual Action Plans, preparation of environmental reviews, preparation of written agreements, review of performance reports, approval of payment requests, Integrated Disbursement and Information System (IDIS) data entry and management, and preparation of the Consolidated Annual Performance and Evaluation Report. Areas of specialization include subrecipient management, program monitoring and nonprofit capacity building.

Responsible for Davis-Bacon and Related Acts (DBRA) prevailing wage compliance and monitoring, including bid document preparation, HUD-11 Employee Field Interviews, review of certified payroll reports, identification and resolution of labor standards violations, MBE/WBE and Section 3 compliance. Assists in the monitoring of CDBG and HOME funded projects for compliance with HUD regulations. Conducts subrecipient programmatic and financial monitoring of CDBG funded projects to determine compliance with HUD regulations. Also responsible for reviewing applications for participation in rehabilitation programs to verify compliance with CDBG and HOME program requirements.

Accurate Background, Customer Service Manager

Managed customer service call center for pre-employment background check organization. Ensured all aspects of a client's background check met federal reporting guidelines, contained accurate information, and ensured all technical questions were addressed regarding a client's background check. Ensured all productivity accomplishments were recorded monthly, quarterly, and yearly. Specialized in the implementation of I-9 (E-Verify) program platform for the organization's customer service center, ensuring that all clients had a digital platform to enter and view requests, ask questions through a chat session, and provide technical assistance about their accounts. Account manager for customer service requests for the organization's largest client, Starbucks.

Target Corporation, Executive Team Leader

Plan, organize, and supervise sales-floor, logistics, and guest services teams in various store locations throughout Orange County. Implemented best practices, monitored team productivity, report generation and statistical review, performance management to ensure efficiency and productivity levels were meeting company standards.

Relevant Student Course Work

Econometrics, Labor Economics and Business Finance, Business Accounting, Financial Investment, Business Decisions, Economic Development, and Money and Banking.

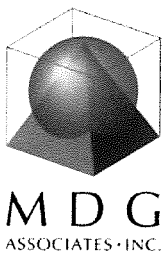
Computer Skills: Microsoft Office (Word, Excel, Outlook, and Power Point, Adobe)

Bilingual: English/Spanish

EDUCATION:

Bachelor in Business Economics & Administrative Studies

University of California, Riverside



Appendices

Required Documents

**FEDERAL LOBBYIST
REQUIREMENTS CERTIFICATION**

Name of Firm: MDG Associates, Inc. Date: 05-18-2020

Address: 10722 Arrow Route, Suite 822, Rancho Cucamonga

State: CA Zip Code: 91730 Phone No.: (909) 476-9696

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Rudy E. Munoz Title: President

Signature:  Date: 05-18-2020

CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION

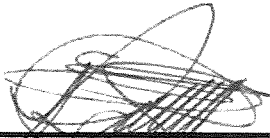
I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

 _____ Signature	05-18-2020 _____ Date
Rudy E. Munoz _____ Printed Name	President _____ Title

2019.05.08sh

CLIENT REFERENCE

In order to more fully evaluate your background and experience for the project herein proposed, it is requested that you submit a list of references and/or similar projects completed or in progress within the last 24 months or as noted in the requirements of the RFP or IFB. Your cooperation in this matter is greatly appreciated.

Company Name: MDG Associates, Inc.

Number of years as a contractor in the work of this type: 29 years

Three projects/clients references for this type of work:

Client Name City of Paramount

Address 16400 Colorado Avenue, Paramount, CA 90723-5012

Contact Name Karina Lam Liu, Finance Director Contact Email Klam@ParamountCity.com

Contact Phone Number (562) 220-2210

Project Description 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.

Project Start Date 2003 to Present Project End Date Currently under contract

Project Amount Current FY Contract Amount \$111,800 (Multiple Programs)

Client Name City of Irvine

Address 1 Civic Center Plaza, Irvine, CA 92606-5207

Contact Name Mr. Steve Holtz, Manager of Neighborhood Services

Contact Email sholtz@ci.irvine.ca.us

Contact Phone Number (949) 724-6612

Project Description 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.

Project Start Date 2001 to Present Project End Date Currently under contract

Project Amount Current FY Contract Amount \$399,000 (Multiple Programs)

Client Name City of Upland

Address 460 North Euclid Avenue, Upland, C A 91786

Contact Name Liz Chavez, Manager of Development Services

Contact Email lchavez@ci.upland.ca.us

Contact Phone Number (909) 931-4146

Project Description CDBG Program Technical Assistance; CalHome and RDA funded Housing Rehabilitation Program Implementation (4 separate programs); CDBG and 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.

Project Start Date 2004 to Present (MDG's Affiliate) Project End Date Currently under contract (Affiliate)

Project Amount Current FY Contract Amount \$316,778 (Multiple Programs)

Bidder's Signature: 

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references and other information sufficiently comprehensive to permit an appraisal of his current financial condition.