

Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

**COMPTON CITY COUNCIL
AGENDA
03/19/2024**

5:30 PM

**CITY COUNCIL CHAMBERS
205 S. WILLOWBROOK AVE
COMPTON, CA 90220**

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. POWERPOINT PRESENTATION: SISTER CITY - VICTORIA, SEYCHELLES - (Councilmember Andre Spicer)
2. PRESENTATION: IN RECOGNITION OF NATIONAL WOMEN'S MONTH COMMUNITY BUSINESS APPRECIATION - (Councilwoman Lillie Darden)
3. PRESENTATION: GATEWAY CITIES COUNCIL OF GOVERNMENTS - EXECUTIVE DIRECTOR DE LA TORRE (Mayor Sharif)

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

REGULAR AGENDA

NEW BUSINESS

4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR W. FRANK NEWTON, INC. DBA WFN CONSULTING TO PROVIDE GRANT ADMINISTRATIVE SERVICES (\$131,550)
5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,479 AND AMENDING THE 2023-2024 FISCAL YEAR BUDGET TO APPROPRIATE AND RATIFY THE CITY'S ACCEPTANCE OF THE CALIFORNIA DEPARTMENT OF THE JUSTICE DIVISION OF OPERATIONS GRANT TO ENFORCE A LOCAL ORDINANCE OF STATE LAW RELATED TO ILLEGAL SALE AND MARKETING OF TOBACCO PRODUCTS TO MINORS (\$550,455)
6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON PROCLAIMING MARCH AS "WOMEN'S HISTORY MONTH" IN THE CITY OF COMPTON
7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ESTABLISH A PURCHASE ORDER WITH THE BLUE DIAMOND COMPANY FOR THE PURCHASE OF ASPHALT MATERIAL FOR CITYWIDE ROAD REPAIR IN AN AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000)
8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER FOR THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) FOR THE PAYMENT OF WATER SYSTEM ANNUAL FEES IN THE AMOUNT OF ONE HUNDRED THOUSAND FOUR HUNDRED AND TWENTY-THREE DOLLARS AND THIRTY-NINE CENTS (\$100,423.39) FOR FISCAL YEARS 22-23 (\$48,332.98 AND 23-24 (\$52,090.41).
9. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF COMPTON AND CITY VENTURES HOMEBUILDING, LLC A DELAWARE LIMITED LIABILITY COMPANY, TO ENABLE THE DEVELOPMENT OF A 60-UNIT MARKET-RATE HOUSING DEVELOPMENT PROJECT ON THAT CERTAIN LAND LOCATED AT 930 WEST COMPTON BOULEVARD, COMPTON, CALIFORNIA (**FIRST READING**)
10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE WATER DEPARTMENT'S 2023-2024 FISCAL YEAR BUDGET TO ACCEPT AND APPROPRIATE ONE HUNDRED TWENTY- NINE THOUSAND TWO HUNDRED TWELVE DOLLARS (\$129,212.00) FOR CALRECYCLE GRANT – ROUND 3

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 3/26/2024 5:30PM

Visit our website at <http://www.comptoncity.org>

March 19, 2024

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR W. FRANK NEWTON, INC. DBA WFN CONSULTING TO PROVIDE GRANT ADMINISTRATIVE SERVICES (\$131,550)

SUMMARY

Adoption of this resolution will authorize the City Manager to enter into a one year (March 2024 through March 2025) professional services agreement with W. Frank Newton, Inc, dba WFN Consulting to provide grant administrative services and establish a purchase order in the amount of One Hundred Thirty One Thousand, Five Hundred and Fifty Dollars (\$131,550).

BACKGROUND

The City's objective is to select a professional consultant to assist the Grants Division with developing and implementing numerous programs, documents for the successful management and administration of CDBG, HOME, HOME-ARP and other income-based programs. In October 2021, U.S. Department of Housing and Urban Development (HUD) sent a memo to the City, stating that "***Restarting the Corrective Action Process for Untimely Expenditure***", means that HUD is treating this non-compliance as a failure to meet the 1.5 standard for a second consecutive year. During that time, the City was forced to layoff several employees due to loss of revenue as a direct result of the global pandemic. Due to staff turnover and shortages, the City was unable to address the untimely expenditures. The selected consultant will have a complete understanding of the status of the City as it relates to the corrective actions needed for the untimely expenditures.

On November 2, 2023, the Grants Division advertised for grant administrative services. An essential component of this RFP was to obtain the services of a qualified and experienced firm understanding the grant cycle from proposal stage to the grant/contract closeout process. The selected consultant must have experience administering all aspects of HUD-funded programs for municipalities. On December 7, 2023, the City received eight (8) proposals that were reviewed and ranked by staff. The eight (8) proposals were ranked based on their responsiveness, qualifications, costs, work experience and profession expertise.

**Staff Report – Authorizing Professional Service Agreement with
W. Frank Newton, Inc. DBA WFN Consulting to
Provide Grant Administrative Services
March 19, 2024, Page 2**

The following eight (8) proposal are as follow:

<u>Firm</u>	<u>Amount</u>	<u>Service Proposed</u>
APTIM	\$76,000 Annually	Grant Administrative Services
B-Adair	\$105.00 Hourly	Grant Administrative Services
Iparametrics	\$206.00 Hourly	Grant Administrative Services
MVN & Associates	\$113.25 Hourly	Grant Administrative Services
The Ramsey Group	\$110.00 Hourly	Grant Administrative Services
Royo Reality	\$75.00 Hourly	Grant Administrative Services
Willdan Engineering	\$449,070 Annually	Grant Administrative Services
WFN Consulting	\$131,550 Annually	Grant Administrative Services

The scope of work for grant administrative services described within the RFP shall include all of the following, but not limited to:

- **Knowledge** - Minimum of three (3) year's federal grant administration experience to a public agency is required not limited to CDBG, HOME, and HOME-ARP
- **Reference** – Submitters that have demonstrated a positive relationship with municipal agencies and/or housing division within a public agency
- **Pricing** – Based upon the reasonable hourly rates of personnel identified to carry out services

SELECTION PROCESS

Pursuant to the Request for Proposals, it was requested that firms respond with their qualifications, scope of service, etc., in one package and their fee in a sealed, separate cover. The proposal review committee reviewed the material in the Request for Proposal (RFP) submitted by the consultants and ranked the most qualified proposals.

The selection of the most qualified firm for grant administrative services was on the basis of demonstrated competence and professional qualifications. Qualification Based Selection (“QBS”) is where selection is based on the most appropriate provider of professional services; fees are not an initial consideration nor a primary consideration for selection; however, staff will evaluate the price to ensure there is a comparability and consistency to the other proposals. The evaluation process used by the selection committee for ranking the proposal was based upon the completeness of the proposal, consultant's demonstrated understanding of the scope of services, quality of similar work previously performed by the firm, personnel assigned, resources required to perform the required services, and the proposed schedule of work. Fees are not considered until after the selection of the most qualified firms.

The review committee determined the proposal submitted by WFN Consulting was deemed the most qualified firm to provide the needed grant administrative services for this RFP for the following reasons:

- WFN Consulting has worked with federal, state and local government programs for 41 years
- WFN Consulting has delivered expert analysis, customized training and program management to municipal and county leaders
- WFN Consulting has been entrusted with managing over \$779 million in federal grant funds which include the development of numerous planning documents for the successful management and administration of CDBG and HOME and other income-based programs

STATEMENT OF ISSUE

Staff request authorization for the City Manager to enter into a service agreement with WFN Consulting for grant administrative services for the City of Compton, Grants Division.

FINANCIAL IMPACT

Funds in the amount of \$131,550 are available in the Community Development Department Fiscal Year budget in Account NO. 2800-540-M11-4266

RECOMMENDATION

Staff recommends that the attached Resolution be adopted.

**TURMEL WOODS
GRANTS COMPLIANCE MANAGER**

APPROVED FOR FORWARD

**WILLIE A. HOPKINS JR.
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL
SERVICE AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR
W. FRANK NEWTON, INC. DBA WFN CONSULTING TO PROVIDE GRANT
ADMINISTRATIVE SERVICES (\$131,550)**

WHEREAS, adoption of this resolution will authorize the City Manager to enter into a one year (March 2024 through March 2025) professional services agreement with W. Frank Newton, Inc, dba WFN Consulting to provide grant administrative services and establish a purchase order in the amount of One Hundred Thirty One Thousand Five Hundred and Fifty Dollars (\$131,550); and

WHEREAS, in accordance with the City's Purchasing Policies, staff issued a Request for Proposal (RFP) on November 2, 2023 to solicit new proposals from qualified and experienced consultants that can assist the City's Grant Divisions in grant administrative services and implementation of CDBG, HOME and HOME-ARP programs; and

WHEREAS, On December 7, 2023, the City received eight (8) proposals that were reviewed and rated by staff. The eight (8) proposals were rated based on their responsiveness, qualifications, costs, work experience, professional expertise and any other unique qualifications; and

WHEREAS, funding in the amount of One Hundred Thirty One Thousand Five Hundred and Fifty Dollars (\$131,550) is available in the 2023-2024 Fiscal Year Budget in the Community Development Department Budget in Account NO. 2800-540-M11-4266; and

WHEREAS, staff recommends and requests authority to enter into one (1) year contract with the option of an additional one-year extensions, at a maximum of One Hundred Thirty One Thousand Five Thousand and Fifty Dollars (\$131,550) per contract year, in which funding will be appropriated in future Community Development Department budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. That the City Manager, on the advice and approval of the City Attorney, is hereby authorized to accept the proposal of W. Frank Newton, Inc. dba WFN Consulting and enter into a one (1) year (i.e. March 2024 through March 2025) professional services agreement, with authority to enter into an additional one (1) year contract extension, for the provision of grant administrative services and implementation of CDBG, HOME and HOME-ARP programs for the Grants Division.

Resolution No. _____
Page 2

SECTION 2. That funds for services rendered during the 2023-2024 Fiscal Year have been appropriated in the Community Development Department's 2023-2024 Fiscal Year Budget (Account No. 2800-540-M11-4266), in the amount of One Hundred Thirty One Thousand Five Hundred and Fifty Dollars (\$131,550).

SECTION 3. That a purchase order in the amount of \$131,550 is authorized to be established for WFN Consulting for Grant Administrative Services from Account NO. 2800-540-M11-4266.

SECTION 4. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Attorney, and City Controller.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor and attested to by the City Clerk, at a regular meeting thereof held on the _____ day of _____, 2024.

Resolution No. _____
Page 3

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON



REQUEST FOR PROPOSALS

GRANT ADMINISTRATIVE SERVICES FOR FEDERAL HOUSING AND
COMMUNITY DEVELOPMENT PROGRAMS – CDBG, HOME, HOME-ARP
Compton, CA

A simply different perspective on Community Development.™

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December 7, 2023

Turmel Woods, Grants Compliance Manager
City of Compton
City Clerk's Office
205 South Willowbrook Avenue
Compton, California 90220

RE: Grant Administration Services for Federal Housing and Community Development

Dear Turmel Woods,

W. Frank Newton, Inc. (dba WFN Consulting, LLC, hereafter referred to as "WFN") has submitted this Proposal to provide grant administration services for federal housing and community development programs to include CDBG, HOME, and HOME-ARP.

As HUD Grant Program practitioners, we offer national expertise to our clients because we understand the challenges of managing HUD Grants for even the smallest community better than our competition. Why? Because WFN is currently managing more than \$30 million in HUD grant funds for our clients today. You will undoubtedly receive numerous proposals in response to this RFP, but only one firm can offer you a daily practitioner's perspective and expertise. No other firm you consider can say the same.

We are ready to commence work immediately, and WFN appreciates the opportunity to work with the City of Compton.

As the undersigned individual, I am authorized to negotiate a potential contract on behalf of WFN. I have designated my Director of Consulting, Eryca Fambro, as the primary point of contact for this proposal. She can be reached by email at efambro@wfnconsulting.com, or by phone at (770) 420-5634.

Thank you for your careful consideration. We look forward to hearing from you.

Sincerely,



Robert G. "Nick" Autorina, President and CEO
W. Frank Newton, Inc. dba WFN Consulting

OPERATING PHILOSOPHY

WFN has worked with federal, state, and local government programs for 41 years. A continuing focus of our firm has been to provide solutions for our clients which are effective and efficient. Our philosophy is the relentless pursuit for streamlining program administration activities through the life cycle of the grant. For example, understanding and combining related activities, such as administering all affordable housing-related federal grant programs into one system, typifies the WFN program integration philosophy and approach to management.

At WFN, we pride ourselves as “subject-matter” experts in the community development field. In essence, we operate as a “quasi-governmental” agency that works on behalf of our government clients. But as a contractor, we have learned to navigate that fine line by giving expert advice towards managing Federal Grant Portfolios while being aware of the political implications. As such, our clients expect us to be objective, regardless of the circumstances. WFN’s reputation has been forged by tackling the most diverse and challenging projects on the national stage. This allows us to constantly apply “best practices” for our clients based on “lessons learned” through our national consulting practice. Through these experiences, WFN is able to minimize the financial liability for our clients due to the depth and understanding we have gained over the years.

Full Program Administration

WFN currently provides full-time grant administration consulting services for Cobb County, Georgia, which boasts over 800,000 residents and contains six urban county participating municipalities. Our administration in Cobb County also includes oversight of the HOME program consortium with neighboring jurisdictions. Our firm has provided similar services for other local jurisdictions throughout Metro Atlanta, such as Gwinnett County, and Clayton County. To date, our clients have entrusted us with managing more than \$779 million in federal grant funds which has included the development of numerous planning documents for the successful management and administration of CDBG, HOME, ESG, and other income-based programs.

One of a Kind – WFN is Uniquely Qualified and Provides a Practitioners’ Perspective

WFN Consulting has delivered expert analysis, customized training, and program management to municipal and county leaders in search of meaningful and lasting community improvements on behalf of the families they serve. WFN Consulting equips local jurisdictions with all the necessary planning, research, application assistance, implementation, monitoring, reporting assistance and oversight of grants funded by the U.S. Department of Housing and Urban Development (HUD) through the Office of Community Planning and Development (CPD) and the U.S. Department of Treasury Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) and American Rescue Plan Act (ARPA).

STATEMENT OF QUALIFICATIONS

WFN is qualified to provide HUD grant administration, because our business model has been focused on HUD Grant Programs management since our Company's inception in 1981. WFN is confident we can work with City staff to provide innovative, flexible, and solutions-driven strategies in administering the City's CDBG, HOME, and HOME-ARP grant programs. WFN's experience in HUD grants management allows us to provide unmatched levels of expertise, and we are committed to providing outstanding customer service throughout this engagement.

WFN Consulting, LLC is an industry expert in managing the complexity of HUD grant programs. With over 41 years of experience, we possess in-depth knowledge of planning, implementation, monitoring, and reporting compliance responsibilities, including developing Consolidated Plans, Action Plans, and CAPERs for HUD grant programs. WFN works closely with local HUD Field Offices and HUD Headquarters to stay abreast of new requirements for rapid implementation. WFN has worked extensively with clients across the United States and has a unique and unmatched understanding of the work required by your jurisdiction, as an Entitlement Community through the U.S. Department of Housing and Urban Development.

Limited Engagement Consulting Services

In addition to providing full-time grant administration, WFN's consulting team provides solutions for jurisdictions seeking assistance with specific tasks through limited engagement consulting services. Since 2009, our firm has completed over 50 Consolidated Plans/Action Plans, CAPERs, and Analyses of Impediment documents for various government jurisdictions.

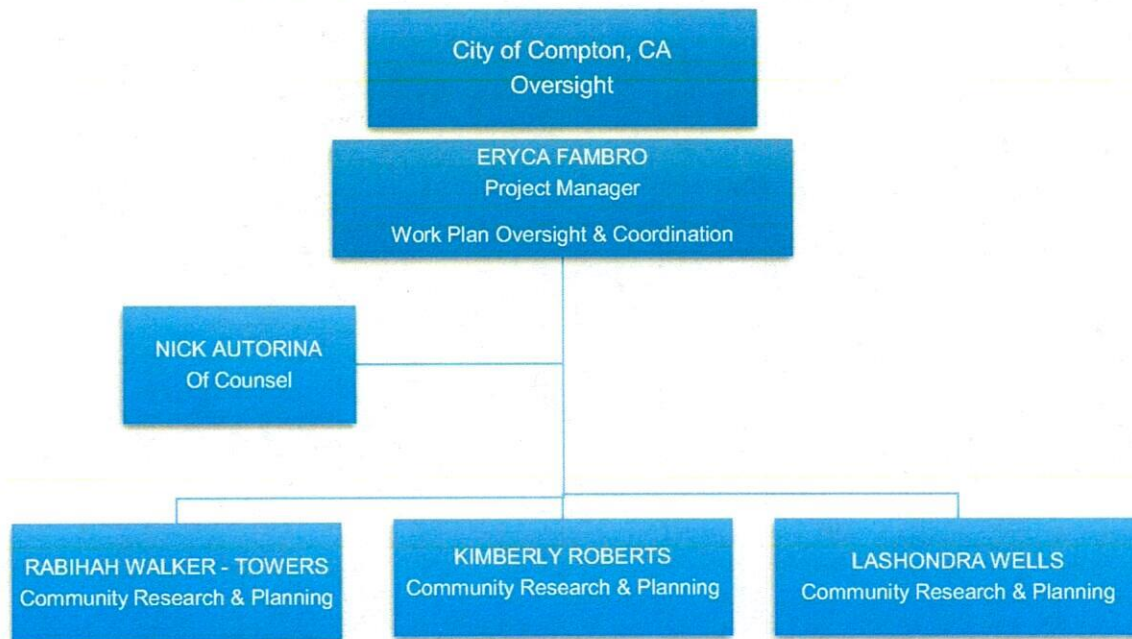
PROJECT TEAM EXPERIENCE

Proposed Project Personnel

WFN Consulting has identified the following staff members who will participate in the daily grant administration for the City's HUD grant programs should WFN Consulting be selected as the contractor. Key personnel identified for this project bring over 70 years of combined experience in research analysis, grant administration, and planning expertise. All proposed personnel have extensive experience in providing grant administration for entitlement communities. Each staff member identified below has served in a management capacity for large entitlement communities.

For this project, the WFN Key Staff identified below will be available during normal business hours of 8:00 am to 5:00 pm Monday through Friday. Eryca Fambro will serve as the project manager for this engagement ensuring that tasks related to research, community engagement, and administration are handled timely and efficiently. All other team members identified will conduct research, analysis, and community engagement. A full resume for each team member can be provided upon request.

City of Compton Project Organizational Chart



Robert G. "Nick" Autorina, JD, WFN President and CEO

President and Chief Executive Officer, Nick Autorina lead WFN Consulting. Nick has 25 years of direct experience in HUD grant programs and has managed HUD grant portfolios in four of the largest HUD entitlement jurisdictions in Georgia. His career in the community development field began in 1996, working for Augusta-Richmond County, Georgia. In 1998, he joined W. Frank Newton, Inc., where he has spent the last 23 years in various leadership roles.

Nick has created various qualitative tools for the community development practitioner, such as the Community Asset Gap Analysis™, the Housing Opportunity Zone Matrix, and the Investment-Based Efficiency Model. He has authored various professional papers as well. He continues to be a principal trainer and has been a featured speaker at workshops and conferences on programmatic and relevant regulatory issues.



Eryca Fambro Director of Consulting

Eryca currently serves as the Director of Consulting. She generates new business and develops client relationships focusing on HUD grants. Eryca served as the Director of a local County jurisdiction, overseeing daily program administration and development of the client's HUD Grant Portfolio. Eryca joined WFN in 2010 and has an extensive background in Planning and Operations.

Eryca holds a Master of Business Administration in Project Management from the University of Phoenix and a Bachelor of Science from Georgia State University.



Kimberly Roberts, Ph.D.
Senior Project Consultant

Kimberly is the Managing Director for Cobb County's Community Development Block Grant Program Office. She is responsible for coordinating all planning research and analysis and daily program administration and development of the County's HUD Grant Portfolio. Kim joined WFN in 2006 and has an extensive HUD Planning and Operations background.

Kimberly holds a Doctorate of Philosophy from the University of Phoenix and a Master of Public Administration from North Carolina Central University.



Rabihah Walker-Towers, MSW
Project Consultant

Rabihah Walker-Towers is the Deputy Director for Cobb County's Community Development Block Grant Program Office. Rabihah is responsible for all staff operational planning and analysis. Her background includes experience working in non-profit management and community development. Rabihah joined WFN in 2015.

Rabihah holds a Master's in Social Work from Clark Atlanta University.



LaShondra Wells
Project Consultant

LaShondra Wells currently serves as Project Consultant for new business. LaShondra is responsible for all staff operational planning and analysis. Her background includes experience working as the Deputy Director for a local County jurisdiction where she was responsible for the day-to-day operations of the Community Development Program. LaShondra joined WFN in 2015. LaShondra holds an Associate of

Business Administration from Delgado Community College in New Orleans, Louisiana.

PROJECT APPROACH AND EXPERIENCE

Scope of Work Statement of Understanding

The Scope of Services for this Request for Proposal have several key objectives. These objectives (plan development, meaningful stakeholder engagement, citizen participation, and overall grant administration) will serve as the framework for WFN throughout this engagement and will be the starting point for establishing sound planning and administration principles for use by the City of Compton.

Since 1981, WFN has been providing HUD Program Management Services for Entitlement Communities and has successfully managed over \$450 million dollars in CDBG, CDBG-CARES, HOME, HOME-ARP, ESG, ESG-CARES, and NSP. We are excited to potentially begin a long-term relationship with the City of Compton.

As program management consultant, WFN understands and appreciates the City's expectations for quality work and meeting established deadlines.

1. Planning

Planning requires WFN to conduct three primary activities throughout the calendar year. Each function may be tied to the annual application process and requires public outreach through citizen participation. After receiving feedback and analyzing shifts in demographics and community needs, WFN staff must ensure requested funding meets all eligibility requirements and that all planning documents required under CDBG, HOME, ESG, and NSP reflect "real-time" needs and accurately depicts projects, organizations, and strategies that help sustain the most vulnerable population groups residing in the City of Compton.

2. Administration:

WFN staff have four functions that are the framework for projects funded with CDBG, HOME, and HOME-ARP dollars. Each project requires programmatic oversight (via grant regulations), the reimbursement of program funds, the reporting of accomplishments and last, the return-on-investment or performance measurement based total persons served, leveraging of non-federal resources, and the timely expenditure of grant funds based on legal agreements and/or program regulation requirements.

3. Financial:

Requires WFN to integrate with the City's financial system and accurately submit invoices for all grant programs consistent with standards. This component is the most challenging due to various program requirements and expenditure deadlines.

4. Monitoring/Compliance/Reporting:

WFN must conduct two primary activities throughout the calendar year. Program Compliance is the regulatory standard required on every project where grant funds are expended. WFN must discern between different grant sources and apply the corresponding regulations to the corresponding grant source. Organizations who receive funding are monitored on an annual basis to ensure the goals, objectives, and financial expenditures are consistent with the City's Annual Action Plan and Five (5)-Year Consolidated Plan.

To safeguard the success of HUD Grant funds WFN staff provide Technical Assistance throughout the Program Year to ensure organizations understand the expectations for each grant source and assist personnel responsible for Project Management at the non-profit or individual level to safeguard the grant life-cycle process.

WFN's approach for administering the various grant programs is outlined below. The areas for successful implementation and management of these programs are steeped in expert coordination, mindful and proactive communication, subject matter expertise, training, fine-tuned operations, and monitoring guidelines that ensure timely, cost-effective delivery of services in the day-to-day management of these programs. Items "1.1 through 1.13" below outline WFN's approach to these critical management deliverables and detail "how" WFN's team will satisfy the requirement:

1.1. *Federal and State Legislation, Regulations, and Guidelines:*

Understanding appropriate legislation, regulations and guidelines for each federal and state grant program is paramount to successful program management and administration. WFN's staff are required to attend HUD-sponsored training sessions held several times each year (in-person or web-based) to review both existing regulations and proposed regulatory changes. Additionally, WFN staff monitors various web resources to obtain the latest copies of the federal legislation, regulations, and guidelines of the programs.

1.2. *Federal, State, and City Deadlines:*

Each of the programs has established dates for completion for each requisite activity, i.e., Public Hearings, Consolidated Plan Preparation, Amendments to Consolidated Plan(s), and related work elements. Deadlines are established with city staff to ensure that all requirements are met. WFN establishes an annual workplan that outlines all grant compliance and reporting deadlines. WFN staff adheres to this agreed upon workplan with city staff to ensure certain benchmarks and milestones are met.

1.3. *Scope of Services:*

The scope-of-services identified 20 Program Management Requirements and will serve as WFN's Quality Control Framework for the duration of the contract. The scope of services, along with the federal, state, and county deadlines provide the parameters for ensuring WFN manages Compton's HUD grant portfolio in an effective manner.

1.4. *Operating Procedures:*

WFN has separate Operating Procedures for the CDBG, HOME, and HOME-ARP Programs. These manuals are updated annually by WFN and serve as the framework and reference for staff and subrecipients across all grant activities. WFN recommends subrecipients adopt certain aspects for their use in carrying out activities which receive HUD grant funds from the City of Compton.

All grant activities (including the application process, budgets, and amendments) are subject to public comment through the citizen participation process. This process requires advertising public notices and conducting public hearings. WFN readily encourages public participation and to solicit the involvement of the various City Departments and Non-Profit organizations that provide services to the citizens of

Compton. Staff also participate with various local social service organizations, so that employees are in tune with the myriad of grant-assisted community services and programs offered in the city.

WFN uses "operational checklists" to ensure all program requirements are conducted in a timely and effective manner. Procedures are in place that outline the preparation of the Consolidated Plan, Annual Action Plan, CAPER, monitoring, environmental reviews, Executive Order 12372 reviews and approvals, and compliance with federal labor standards and wage classifications. Matrices have been created to track the receipt of subrecipient audits, subrecipient agreement renewals, and other programmatic documentation as required.

1.5. *Monitoring Guides:*

WFN has created Monitoring Guides for use in carrying out Annual Monitoring for CDBG, HOME, ESG and NSP subrecipients. Each guide also provides technical information for City Departments and non-profit agencies. WFN utilizes "best practice" monitoring strategies for risk analyses and assessments. WFN's monitoring protocols (both internal and external) ensure that the City is always "monitor-ready."

1.6. *Cost Efficiency:*

To ensure the proper administration of HUD Grant Entitlement Programs, WFN has developed a comprehensive approach to achieve the goals and requirements for these critical local, state, and federal programs. A continuing, overriding focus of the firm has been to provide services to the taxpayers in the most effective and most efficient manner. One of the major features of our philosophy is the dedication to program integration and simplification which results in a streamlined approach to program administration. Combining related activities, such as the administration for all affordable housing-related federal grant programs under one system typifies WFN's program integration philosophy and approach to management.

WFN believes in combining grant resources to address similar needs by developing processes and organizational structures which eliminate duplication of personnel and equipment, thus reducing operating costs. This provides the most return on investment and allows Compton to provide more grant dollars for actual services.

1.7. *Access and Availability:*

Another major focus of WFN is our emphasis on being available for elected officials and staff for our clients. WFN places a high priority on customer service for all subrecipients and community stakeholders (such as elected officials and non-profit organizations), to answer questions and provide technical assistance. We also recognize the importance of responding to requests for information from any elected official regarding grant programs, and to provide accurate information to citizens.

1.8. *Technical Assistance and Training:*

All grant programs involve compliance with legislative and regulatory requirements. WFN provides expert advice to its clients to ensure compliance issues are viewed as an opportunity to develop more efficient strategies to manage programs rather than a "necessary evil" that comes with government-controlled funding.

WFN uses a proactive approach to compliance by educating the Departments and agencies that receive grant funds. Our goal is to take the complicated regulations and guidelines governing the use of grant funds and make them "user-friendly" right from the start.

1.9. *Communications:*

Program planning, development and implementation are successfully carried out through close communication and constant exchange of information between the City and WFN. Recommendations developed by WFN are reviewed and approved through the City. Program documents such as the Consolidated Plan, CAPER, and Annual Action Plan are prepared by WFN, on behalf of the City of Compton, and submitted for review and approval, and subsequent submission to the appropriate Federal agency. Contracts and Agreements with subrecipients, and other similar agencies, are prepared by WFN for approval and signature by the authorized City officials.

To ensure project milestones are being met, a Monthly Management Report is prepared and reviewed at Monthly Status Report Meetings. WFN's Management team meets with City staff to review detailed program and financial management activities and establish joint time frames for work activity completion.

1.10. *Client/Contractor Coordination:*

WFN considers the relationship with City staff as absolutely critical in conducting an efficient and effective grants administration program. The current work program relies heavily on City staff to conduct critical, time-sensitive financial activities while WFN executes the day-to-day operations of federal and state grants administration activities.

1.11. *Five-Year Consolidated Plan and subsequent Annual Action Plans and CAPERs:*

WFN will prepare the City's Five-Year Consolidated Plan and subsequent Action Plans for submission through HUD's *eCon Planning Suite*. The planning process requires robust citizen participation when the documents are made available for public review and comment. WFN utilizes web-based platforms to involve the public by posting links for online surveys and a PDF version of the draft document once ready for public comment.

1.12. *HUD Environmental Review Online System (HEROS):*

HEROS streamlines the environmental review process by utilizing a comprehensive web-based system. WFN staff are able to create electronic Environmental Review Records (ERRs) and manage reviews from a centralized portal. HEROS allows staff

to organize their efforts to ensure compliance with environmental regulations and aims to eliminate the potential for error.

1.13. **General Reporting/Recordkeeping Protocols:**

WFN Staff use HUD's Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR), to ensure all required grant reporting is completed in a timely manner. Additionally, staff utilize an Excel-based *Financial Status Report* as a tool to reconcile with the City's financial system and IDIS.

REFERENCES

Government - Cobb County, Georgia

Contact Name: Dr. Jackie McMorris, County Manager
Email: Jackie.McMorris@cobbcounty.org
Address: 100 Cherokee Street, Marietta, GA 30090
Phone Number: (770) 528-2610
Services Provided: WFN provides full-time HUD Program Management Services for the County, including developing Consolidated Plans, Action Plans, and Fair Housing Planning Documents (AI/Equity Plans). Our firm also manages the day-to-day program administration of the grant programs (including all consortia activities) and performs all related tasks. Additionally, our firm is responsible for all local and HUD-required reporting. WFN has managed these grant programs for the County since 1981 and maintained good standing with HUD.

Government – City of Rio Rancho, New Mexico

Contact Name: Donald Martinez, Financial Services/Budget, and Grants Division
Email: domartinez@rrnm.gov
Address: 3200 Civic Center Circle, Rio Rancho, NM 87144
Phone Number: (505) 896-8766
Services Provided: WFN prepared the City's Consolidated Plan, which included all consultation and citizen participation requirements. WFN is currently under contract to prepare the City's Analysis of Impediments and Substantial Amendment.

Government – Miami Beach, Florida

Contact Name: Cristina Cabrera, MSW, CDBG Projects Coordinator
Email: cristinacabrera@miamibeach.net
Address: 1701 Meridian Ave, Suite 400, Miami Beach, FL
Phone Number: (305) 673-7000 ext. 26872
Services Provided: WFN prepared the City's Consolidated Plan, which included all consultation and citizen participation requirements.

FEE PROPOSAL

WFN Consulting proposes the following hourly rates to provide grant administration services:

Employee	Title	Rate
Eryca Fambro	Project Manager/ Senior Project Consultant	\$175
Kimberly Roberts	Senior Project Consultant	\$175
Rabihah Walker-Towers	Project Consultant	\$125
LaShondra Wells	Project Consultant	\$125

In addition to the applicable hourly rates shown above, WFN proposes a quarterly visit to Compton with the cost of travel including flight, hotel, meals, and incidental expenses, not to exceed the published federal GSA Per Diem Rates will be billed to the City at cost.

In lieu of hourly billing, WFN is open to negotiation of a flat monthly fee based on total services anticipated to be delivered over the City's program year.

RESUMES – KEY MANAGEMENT STAFF

ROBERT G. “NICK” AUTORINA

PROFESSIONAL EXPERIENCE

W. Frank Newton Inc. and WFN Consulting, LLC – Marietta, Georgia [2010 to Present]

President and Chief Operating Officer -

As President and CEO of W. Frank Newton Inc. and its wholly owned subsidiary, WFN Consulting, LLC, Nick oversees the day-to-day operations of the firm's corporate headquarters and 20 full-time employees assigned to WFN Field Office's in Marietta and Lawrenceville, Georgia. Under his leadership, WFN's product-offerings have expanded to include Affirmatively Furthering Fair Housing Reports [AFFH], Leadership Training Seminars, Fair Housing Education, Organizational Structure and Analysis, Expert-Witness testimony, and since 2010, a HUD-TA provider under HUD's OneCPD Technical Assistance Program.

W. Frank Newton, Inc. – Marietta, Georgia [1998 – 2010]

Program Manager, Senior Consultant, Deputy Director for Operations, and Managing Director

Nick has worked at every level in the Community Development field starting as a Program Manager for WFN's Field Office in Jonesboro, Georgia [Clayton County] from 1998 to 2002. He then transferred to the Cobb County Office where from 2002 through 2006, he managed the CDBG and HOME Programs until he was promoted to Deputy Director for Operations and held this position from 2006 -2008. Nick was promoted to Managing Director in 2008 where he managed a 12-person staff and was responsible for approximately \$15 million in Federal grant funds allocated to Cobb County from HUD [CDBG, HOME, ESG, and NSP] and the Department of Justice [DOJ] JAG.

MEMBERSHIPS:

National Association for County Community & Economic Development [NACCED]
Committee Chairman –Community Development – 2008 to 2011

National Association for County Community & Economic Development [NACCED]
Committee Chairman – Program Support & Education – 2007

EXPERT WITNESS:

- Elizabeth Musso v. County of Bergen, Kathleen Donovan, Edward Trawinski, and John Does 1-4. Docket No. BER-L-014093-11, 2013.
- United States of America v. Kenneth E. Fairley, Jr., and Artie Fletcher. Case number 2:16-cr-00003-KS-MTP, 2016.
- Monroe Walton Properties, LLC v. The County of Monroe, Georgia. Civil Action File SUCV2017001002, 2018 – ongoing.
- Gilead Community Services, Inc., et al v. Town of Cromwell. Civil Case No. 3:17-cv-627-VAB, 2018 – ongoing.

Community Development Inc.: The Orchards at Wildewood Limited Partnership; Walnut Creek CDI Limited Partnership; and, Chandler Place Limited Partnership v. Sarpy County, Nebraska; Sarpy County Board of Equalization; Dan Pittman, Sarpy County Assessor; the Nebraska Tax Equalization and Review

Commission; Robert W. Hotz, Vice Chairperson of the Nebraska Tax Equalization and Review Commission; and Steven A. Keetle, Commissioner of the Nebraska Tax Equalization and Review Commission. Case No. CI 15-1932, 2019 – ongoing.

DISTRIBUTED PAPERS:

- “Measuring the Return on Investment for Disaster Recovery Programs” – April 2015
- “Considerations of Craft, Organization, and Politics for the Community Development Professional” – February 2015
- “A Game Changer: Why HUD’s Efforts to Improve Their Affirmatively Furthering Fair Housing Framework Matters” – November 2014
- “Workplace Communications and Team Building: Lessons for the Community Development Field” – March 2014
- “Finding a Balance Between Policy and Pragmatism: Do HUD Programs Have a Future?” – December 2013
- “The Community Development Practitioner: Considerations on Organizational Structure, Leadership, and Talent Cultivation.” – November 2013
- “The Performance Measurement Dilemma: Making the Case for an Investment-Based Efficiency Model for HUD’s Federal Block Grant Programs” - October 2012
- “The Impact of the Community Development Block Grant Program in Cobb County, Georgia – An Historical Perspective – 1982-2005” - February 2006

PUBLISHED WORKS:

- “The Performance Measurement Dilemma: Making the Case for an Investment-Based Efficiency Model for HUD’s Federal Block Grant Programs” – Governing Magazine - October 2012
- National Association for County Community and Economic Development Community Development Block Grant Training Manual “Chapter 7 – Selecting Projects & Activities” Presented, March 2005, Publication Date: September 2005

SPEAKING ENGAGEMENTS:

Detailed information available upon request.

LICENSES:

GEORGIA SUPREME COURT,
General Civil Mediation, Arbitration

EDUCATION:

HARVARD UNIVERSITY, Cambridge, MA

Program on Negotiation for Senior Executives, May 2011

TAFT UNIVERSITY SCHOOL OF LAW, Santa Ana, CA

Juris Doctor [JD], April 2011

BRENAU UNIVERSITY, Gainesville, GA

Bachelor of Science [BS], May 1992

ERYCA FAMBRO

PROFESSIONAL EXPERIENCE:

W. Frank Newton Inc., 2010 to Present

Director of Consulting, 2023 – Present

Responsible for generating new business and developing client relationships with a particular focus on HUD grants. Oversee the growth and direction of the consulting department and maintain accountability for defining innovative strategies and achieving results.

- Expand and identify current and new business projects by strengthening client relationships.
- Possesses extensive experience preparing Five Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports, and Analyses of Impediments to Fair Housing Choice.
- Determines, develops, and delivers innovative strategies and tools to target clients.
- Initiate and center team efforts to gather, analyze and interpret data and formulate recommendations and conclusions.
- Ensure resource leverage by coordinating with staff scheduling and project planning.
- Develop solutions for complex client situations to ensure the meeting of goals and objectives and deliver results on time.
- Perform client interviews on analysis and interpretation of data.
- Engage in practice management such as tools, methodologies, people development, and proposals. Render quality control for the engagement team's work.
- Communicate with all client management levels.
- Measure project progress, client benefits, and budget expectations through proprietary tracking tools. Handle routine relationships.

Gwinnett County Community Development Program

Managing Director, 2015 - Present

Responsible for daily program administration and development of HUD CPD Grant Programs; routinely provides technical assistance to subrecipients and strengthens the capacity of local nonprofits; possesses extensive experience in managing and developing services for low-income families, coordinating, and preparing Five Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports, and Analyses of Impediments to Fair Housing Choice.

- Administers federally funded projects for local jurisdictions and provides financial and programmatic oversight to ensure contract compliance for CARES Act and ARPA funding.
- Administers federally funded projects for a large urban county and provides financial and programmatic oversight to ensure contract compliance for CDBG, HOME, ESG, NSP, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Manages a team of 8 to ensure compliance with federal regulations, establish work plans, and evaluate performance including administering disciplinary actions. Make hiring /termination decisions and/or recommendations. Develop, implement, and enforce policies and procedures.

- Coordinates the production and implementation of materials to include CPD policy and procedures manuals, cooperative agreements, organizational charts, subrecipient agreements, training programs, reporting documentation and preparation of Five-Year Consolidated Plans, Annual Action Plans, and Analyses of Impediments to Fair Housing Choice Plans.
- Conducts reporting and recordkeeping to ensure compliance with regulations, produces the annual CAPER, oversees monitoring and technical assistance activities for subrecipients.
- Provides financial management of grant-funded projects, including preparing operating budgets, reports, and cost allocations; managing expenses; and ensuring appropriate audit controls.
- Serves as a liaison to Department of Financial Services, Board of Commissioners, County departments, and other funding agencies necessary to implement community development and housing projects.

Cobb County Community Development Program

Deputy Director, 2012-2015

- Manages a staff of 9 to ensure compliance with federal regulations, establish work plans, and evaluate performance including administering disciplinary actions. Make hiring /termination decisions and/or recommendations. Develop, implement, and enforce policies and procedures.
- Provide oversight of federally funded projects for a local jurisdiction and provides financial and programmatic oversight to ensure contract compliance for CDBG, HOME, ESG, NSP, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Coordinates the production and implementation of materials to include CPD policy and procedures manuals, cooperative agreements, organizational charts, subrecipient agreements, training programs, reporting documentation and preparation of Five-Year Consolidated Plans, Annual Action Plans, and Analyses of Impediments to Fair Housing Choice Plans.
- Provides financial management of grant-funded projects, including preparing operating budgets, reports, and cost allocations; managing expenses; and ensuring appropriate audit controls.
- Serves as a liaison to County Manager, Chairman, Board of Commissioners, County departments, and other funding agencies necessary to implement community development and housing projects.

Cobb County Community Development Program

Community Program Specialist, 2010 - 2012

- Conducted research and planning activities necessary for the administration of State and Federal Grant Programs to establish community goals and objectives.
- Maintained knowledge of applicable rules and regulations pertaining to specific grant programs and ensures that the all-grant application activities are conducted in full compliance.

- Prepared Consolidated Plan, Annual Action Plan, Amendments, Consolidated Annual Performance Reports [CAPER], and Impediments to Fair Housing [AI] Report, Prepared agenda items, public notices, and advertisements.
- Maintained complete and accurate files and records on all planning activities to document regulatory compliance; Assists in the determination of project eligibility and conformity with local, state, and national goals and objectives.
- Assisted local, state, and federal agencies during monitoring visits; responds to information requests and monitoring reports as required; assisted in the coordination of community awareness activities including ground breakings, dedications, CDBG Week, Fair Housing Week, etc.

Maximus, 2005 - 2010

Community Outreach Coordinator

- Supervised operations of the region and lead team members to ensure that all program related tasks are met; conducted weekly team meetings and drafted monthly reports on team outreach efforts; and developed departmental policies and procedures.
- Maintained partnerships with and over 200 affiliated groups including regional community collaborative groups, planning and local collaborative groups.
- Developed and implemented strategies to conduct outreach throughout Georgia.
- Identified, recruited, and trained volunteers to conduct community presentations for program beneficiaries.
- Provided technical assistance to service providers and other stakeholders.
- Conducted departmental audits of policies and procedures, work instructions as a certified ISO 9000-2001 Internal Auditor.

First Team America, 2004 – 2012

Program Manager

- Developed, implemented, and managed "Crossroads to Courage" an intervention program for court appointed and school referred youth; developed media campaigns about violence prevention, safety education, teen pregnancy prevention and substance abuse prevention
- Partnered with various public service agencies to implement seminars, forums, and mobile community safety activities for youth and families

The Salvation Army Boys & Girls Club, 1998 -2004

Prevention Coordinator

- Planned, developed, and implemented "Quest for Success," a delinquency prevention and intervention program for court appointed youth as a pilot program.
- Worked directly with Fulton County Juvenile Court judges and probation officers to assist probationers in meeting the terms of probation, reduce delinquent behaviors, while increasing positive behaviors and leadership skills.

- Worked directly with Atlanta Public Schools and Community Education Partners to identify at-risk youth based on attendance records, behavioral grades, and referrals from counselors to participate in prevention programs that reduce delinquency and violence.

EDUCATION:

2011 – Master of Business Administration, Project Management, University of Phoenix

2001 – Bachelor of Science, Psychology, Georgia State University

CERTIFICATIONS:

- Certified HOME Program Specialist
- HUD IDIS and eCon Training
- Labor Standards
- Environmental Review

SKILLS AND ABILITIES:

- Financial and Grants Management
- Planning and Coordination
- Program Administration
- Reporting and Monitoring

KIMBERLY ROBERTS

PROFESSIONAL EXPERIENCE

W. Frank Newton Inc., 2006 to Present

Cobb County CDBG Program Office

Managing Director, 2012 - Present

Manages the Cobb County Community Development Block Grant (CDBG) Program Office. Responsible for daily program administration and development of Federal Grant Programs; routinely provides technical assistance to subrecipients and strengthens the capacity of local nonprofits; possesses extensive experience in managing and developing services for low-income families, coordinating and preparing Five-Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports (CAPER), and Analyses of Impediments to Fair Housing Choice (AI).

- Administers federally funded projects for local jurisdictions and provides financial and programmatic oversight to ensure contract compliance for CARES Act and ARPA funding.
- Administers federally funded projects for a large urban county and provides financial and programmatic oversight to ensure contract compliance for CDBG, HOME, ESG, NSP, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Manages a team of 8 to ensure compliance with federal regulations, establish work plans, and evaluate performance including administering disciplinary actions. Make hiring /termination decisions and/or recommendations. Develop, implement, and enforce policies and procedures.
- Coordinates the production and implementation of materials to include CPD policy and procedures manuals, cooperative agreements, organizational charts, subrecipient agreements, training programs, reporting documentation and preparation of Five-Year Consolidated Plans, Annual Action Plans, and Analyses of Impediments to Fair Housing Choice Plans.
- Conducts reporting and recordkeeping to ensure compliance with regulations, produces the annual CAPER, oversees monitoring and technical assistance activities for subrecipients.
- **Provides financial management of grant-funded projects, including preparing operating budgets, reports, and cost allocations; managing expenses; and ensuring appropriate audit controls.**
- Serves as a liaison to Department of Financial Services, Board of Commissioners, County departments, and other funding agencies necessary to implement community development and housing projects.

Deputy Director, 2010-2011

- Manages a staff of 9 to ensure compliance with federal regulations, establish work plans, and evaluate performance including administering disciplinary actions. Make hiring

/termination decisions and/or recommendations. Develop, implement, and enforce policies and procedures.

- Provide oversight of federally funded projects for local jurisdictions and provides financial and programmatic oversight to ensure contract compliance for CDBG, HOME, ESG, NSP, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Coordinates the production and implementation of materials to include CPD policy and procedures manuals, cooperative agreements, organizational charts, subrecipient agreements, training programs, reporting documentation and preparation of Five-Year Consolidated Plans, Annual Action Plans, and Analyses of Impediments to Fair Housing Choice Plans.
- Conducts reporting and recordkeeping to ensure compliance with regulations, produces the annual CAPER, oversees monitoring and technical assistance activities for subrecipients.
- **Provides financial management of grant-funded projects, including preparing operating budgets, reports, and cost allocations; managing expenses; and ensuring appropriate audit controls.**
- Serves as a liaison to County Manager, Chairman, Board of Commissioners, County departments, and other funding agencies necessary to implement community development and housing projects.

Affordable Housing Programs Administrator, 2008 - 2009

- Provided oversight and management responsibilities for Cobb County's CDBG, HOME, and ESG Programs.
- Conducted monitoring of HOME subrecipients and Housing Rehabilitation Program files.
- Maintained oversight of all expenditures for HOME subrecipients and Housing Rehabilitation projects.
- Monitored Housing Rehabilitation contractors and their obligations under the contract for quality, and timely workmanship for the Housing Rehabilitation Program.
- Prepared CDBG and HOME Program data for Cobb County Action Plans & CAPER.

CDBG & ESG Program Manager, 2006 – 2008

- Monitored contractors and their obligations under the contract for quality, timely workmanship, and Davis Bacon Requirements
- Performed environmental review for all upcoming CDBG/HOME & ESG Projects
- Maintained verification of contractor's debarment or suspension status for contracts.
- Prepared CDBG and HOME Program data for Cobb County Action Plans & CAPER
- Provided oversight and technical assistance to CDBG and ESG grant subrecipients.

Morehouse College, 2004-2006

Adjunct Professor

- Provided an educational focus of teaching in the classroom through academic advising and creative learning within Morehouse College's Political Science Department. Provided academic instruction for undergraduate courses. Conducted research on new academic

program initiatives and contributed to Morehouse's overall curriculum development. Evaluated and provided documented feedback to students on level of performance based on course objectives.

EDUCATION:

2013 – Doctorate of Philosophy, Higher Education Administration, University of Phoenix

2002 – Master of Public Administration, North Carolina Central University

1999 – Bachelor of Science, Political Science, Georgia Southern University

CERTIFICATIONS:

- Certified HOME Program Specialist
- HUD IDIS and eCon Training
- Labor Standards
- Environmental Review

SKILLS AND ABILITIES:

- Financial and Grants Management
- Planning and Coordination
- Program Administration
- Reporting and Monitoring
- Program Development and Implementation

RABIAH WALKER

PROFESSIONAL EXPERIENCE:

W. Frank Newton Inc., 2015 to Present

Cobb County CDBG Program Office

Deputy Director, 2016 – Present

Assists Managing Director in managing the Cobb County Community Development Block Grant (CDBG) Program Office. Responsible for the supervision of program staff in daily operations and the program administration of U.S. Housing and Urban Development (HUD) Grant Programs including program planning, project development, and grants management.

- Manages a staff of 7 to ensure compliance with federal regulations, establish work plans, and evaluate performance including administering disciplinary actions. Make hiring /termination decisions and/or recommendations. Develop, implement, and enforce policies and procedures.
- Provide oversight of federally funded projects for a local jurisdiction and provides financial and programmatic oversight to ensure contract compliance for CARES Act, ARPA, CDBG, HOME, ESG, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Coordinates the production and implementation of materials to include CPD policy and procedures manuals, cooperative agreements, organizational charts, subrecipient agreements, training programs, reporting documentation and preparation of Five-Year Consolidated Plans, Annual Action Plans, and Analyses of Impediments to Fair Housing Choice Plans.
- Conducts reporting and recordkeeping to ensure compliance with regulations, produces the annual CAPER, oversees monitoring and technical assistance activities for subrecipients.
- Provides financial management of grant-funded projects, including preparing operating budgets, reports, and cost allocations; managing expenses; and ensuring appropriate audit controls.

Program Specialist, 2015 - 2016

- Manage HUD grants, HOME Investment Partnerships Program and CDBG grants.
- Coordinate client intake and verification.
- Prepare subrecipient agreements, expense reports.
- Coordinates with stakeholders regarding project status.
- Prepare and approve payment requests.
- Maintain project files, databases, and environmental review records.
- Monitors contracts or agreements to ensure compliance with contract terms.
- Obtain copies title reports, records security deeds.
- Manage project procurement to include reviews bids, cost estimates and change orders.
- Conduct external/internal monitoring for all housing projects.
- Track and maintains budgets for all projects and activities.

American Red Cross, 2007 - 2014

Program Manager

- Managed the mobilization of the local community to prepare for, respond to and recover from emergencies. Met the needs and expectations of clients and stakeholders. Developed human and material resources to ensure the full cycle of disaster services was delivered.
- Intake and process incoming volunteers: coordinated volunteer responses to local disaster incidents, planned and implemented activities to recruit, train, recognize, and motivate volunteers. Conducted trainings and workshops.
- Served as the Red Cross leader on a local level with government and other agencies and organizations involved in disaster. Developed and maintained partnerships with community leaders, corporations, businesses, and government agencies.
- Served as the Field Instructor for Bachelor/Master Social Work Schools; maintained relationship with Universities, interviewed potential interns, developed learning plans, evaluated progress, and assigned grades.

Neighbor-to-Family, 2004 – 2007

Case Manager

- Established positive working relationships with foster parents, DFCS, birth parents, therapists, schools, and juvenile court; continually assessed the needs and safety of children.
- Maintained a caseload of up to 26 children; supervised at least 13 staff and foster parents, signed off on work hours, resolved conflicts, and determined employee performance on an annual basis.
- Visited clients in their homes and affiliate institutions. Assessed home conditions to protect child from harmful environment.

DeKalb/Clayton County Department of Family and Children Services, 2001 - 2004

Case Manager

- Investigated possible child abuse/neglect within required response times (5 days or 24 hours) in accordance with GA law and state policy; interviewed child and parents to assess the risk to the child; referred families to appropriate services to lower risk, if necessary.
- Facilitated/participated in family conferences; attended/facilitated court hearings that are held 72 hours after child has come into custody and each subsequent hearing. Collaborated with community agencies and schools to ensure safety of child.

EDUCATION:

1998 – Georgia Southern University, Bachelor of Science in Health Science

2001 – Clark Atlanta University, Master in Social Work

SKILLS AND ABILITIES:

- Financial and Grants Management
- Planning and Coordination
- Program Administration
- Reporting and Monitoring

- Staff Management
- Program Development and Implementation

PROFESSIONAL EXPERIENCE:

W. Frank Newton Inc., 2015 to Present

Project Consultant, 2023 – present

Responsible for planning, organizing, delegating, influencing, and leading the project management team pertaining to HUD related grants.

- Coordinate with relevant stakeholders, both inside and outside the organization.
- Allocate tasks to the project management team and providing regular guidance to team members.
- Ensure the scope and schedule of projects are achievable within the given time and budget.
- Undertakes periodic reviews to make sure that projects are on track.
- Update project documentation on a consistent basis and conveying them to the management.
- Develops positive relationships with associates and clients.
- Defines the structure of a project, its goals, and resource requirements.
- Applies theoretical, managerial, and technical skills to fulfill identified objectives and deliverables.
- Implements a solid project management strategy for task interdependency.
- Consults issues associated with a project with the project management team, clients, and other interested parties.
- Manages project risks, contingency, and mitigation plans.
- Maintains high team performance and productivity.

Gwinnett County Community Development Program

Deputy Director, 2017 – Present

Responsible for daily operations and the program administration of Housing and Urban Development (HUD) Grant Programs.

- Provides staff supervision to a team of 7 while providing oversight and guidance for various aspects of the grant program to include: planning, financial management, project development, and regulatory compliance.
- Provide oversight of federally funded projects for a local jurisdiction and provides financial and programmatic oversight to ensure contract compliance for CARES Act, ARPA, CDBG, HOME, ESG, CSBG, EFSP, and JAG grant programs with an annual budget exceeding \$10 million.
- Served as the secondary contact person for affordable housing programs with Federal/State/Local organization such as the U.S. Department of Housing and Urban Development, Georgia Department of Community Affairs, local housing agencies, Community Housing Development Organizations [CHDO], and local housing authorities.
- Conducted research and planning activities necessary for the administration of affordable housing programs. Prepared briefings for staff of both current and new program requirements, including applicable OMB Circulars, notices, handbooks, and similar documents issues by other Federal, State, and local housing organizations.

- Provides technical assistance or supervised staff providing technical assistance to subrecipients as needed.

Grants Financial Analyst, 2016-2017

- Primary contact/liaison between the Department of Financial Services on financial issues including budgeting, accounts payable, accounts receivable, and cash management.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Verifies vendor accounts by reconciling weekly expenditure reports and monthly statements for related transactions of grant expenditures.
- Maintains accounting ledgers by verifying and posting account transactions.
- Prepares monthly, quarterly, and /or annual financial reports for all grant programs.
- Analyze federal grant expenditures for compliance with all applicable state and federal requirements.
- Prepares journal vouchers/transfer requests, cash receipts and disbursement entries while maintaining supporting documentation to analyze expenses and verify payments.
- Conducts annual financial monitoring for subrecipients.
- Provides assistance to internal and external auditors from local, state, and federal agencies, when requested.
- Conducts financial workshops and technical assistance meetings upon request.

Program Administrative Assistant, 2015-2016

- Greet all internal and external customers.
- Answers/Route all incoming calls.
- Distribute incoming mail and prepare outgoing mail.
- Maintain/facilitate calendars/registrations for conference rooms.
- Maintain reception area, lobby, and printer/copier/fax workstations in accordance with office standards.
- Ensure operation of equipment by completing preventative maintenance requirements including calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Process and track grant expenditures and beneficiaries for all grant projects and activities.
- Assist with coordination of client intake and verification.
- Assist with maintaining project files, monthly reports, databases, and environmental review records.
- Update and maintain mailing lists.

County of Kenner, Louisiana

Secretary II / Payroll Clerk [2013-2015]

- A high-profile executive-level administrative position that supports the Director and Senior Staff for a multifaceted government department.
- Utilized expertise and sound judgment in handling competing priorities.
- Served as department liaison between the Mayor's Office, Finance, IT, Legal, Personnel, Public Works, Purchasing, and Recreation departments.

- Coordinated, scheduled, and arranged board, committee, public, and staff meetings.
- Prepared and submitted bi-weekly time and attendance sheets for over 25 employees.

EDUCATION:

2008 – Associates of Science, Business Administration, Delgado Community College

CERTIFICATIONS:

- HUD IDIS and eCon Training
- Environmental Review

SKILLS AND ABILITIES:

- Financial and Grants Management
- Planning and Coordination
- Program Administration
- Reporting and Monitoring

FEE PROPOSAL

WFN Consulting proposes a price inclusive of all costs associated with completing the following tasks for the City of Compton.

Task Breakdown	Total Cost
2020 and 2022 CAPER outstanding	\$10,500
Consolidated Plan 2024-2029 & First-Year Action Plan	\$36,550
CDBG Rehab program	\$36,400
HOME DPS/TBRA program	\$21,500
Public Service program	\$9,625
Public Improvement projects	\$9,625
TA with IDIS for staff	\$5,250
TA with financial dept with IDIS	\$2,100
	\$131,550

Specifically, WFN Consulting's cost includes the cost of staff to oversee, manage, and perform the specified services. WFN Consulting proposes a fee of \$131,550 for the administration of CDBG and HOME grants to be billed monthly for 12 months. This total for all services described herein is valid for thirty calendar days following the January 30, 2024 submission date.

GRANT ADMINISTRATIVE SERVICES FOR FEDERAL HOUSING & COMMUNITY DEVELOPMENT PROGRAMS



DATE: December 7, 2023

The information contained in this proposal contains proprietary and confidential financial and business information and shall not be used or disclosed, except for evaluation purposes, without the written consent of Aptim Environmental & Infrastructure, LLC, provided that if a contract is awarded to Aptim Environmental & Infrastructure, LLC as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requester's right to use or disclose any technical data obtained from another source without restriction.

PROPOSED TO:
CITY OF COMPTON
205 South Willowbrook Avenue,
Compton, CA 90220

PROPOSED BY:
**APTIM ENVIRONMENTAL &
INFRASTRUCTURE, LLC**
3240 El Camino Real, Suite 230
Irvine, CA 92602



December 9, 2023

Mr. Turnel Woods, Grants Compliance Manager
t.woods@comptoncity.org
City of Compton City Clerk's Office
205 South Willowbrook Avenue
Compton, CA 90220

Subject: RFP Grant Administrative Services for Federal Housing and Community Development Programs

Dear Mr. Woods and Selection Committee,

Aptim Environmental & Infrastructure, LLC (APTIM), appreciates the opportunity to submit our qualifications in response to the City of Compton's (City) Request for Proposal (RFP) for Grant Administrative Services for Federal Housing and Community Development Programs. APTIM has helped numerous local government clients boost community development and resilience with grant funding.

Our unique blend of subject matter experts and proven processes for assisting grant applicants, adherence to Federal program requirements, and assistance with environmental compliance efforts has allowed us to exceed the needs of numerous clients, including California entities such as Paradise Irrigation District, Lake Madrone Water District, El Dorado Irrigation District, and the County of Santa Clara. Regardless of project size, scale, or complexity, our team recognizes that each community has unique needs and varying degrees of understanding of the grants process.

For more than 22 years, communities have turned to APTIM to find funding to enhance critical infrastructure and to build community resilience. APTIM has completed over 16,000 projects in California over the past 10 years. We understand California environmental regulations, federal funding challenges, and the need to develop a strong funding pipeline to enhance the overall health, equity, and resiliency of the City. With our in-house grant subject matter experts, we are well positioned to work alongside City staff to effectively provide comprehensive grant administrative services for Housing and Community Programs funded by the Department of Housing and Urban Development (HUD).

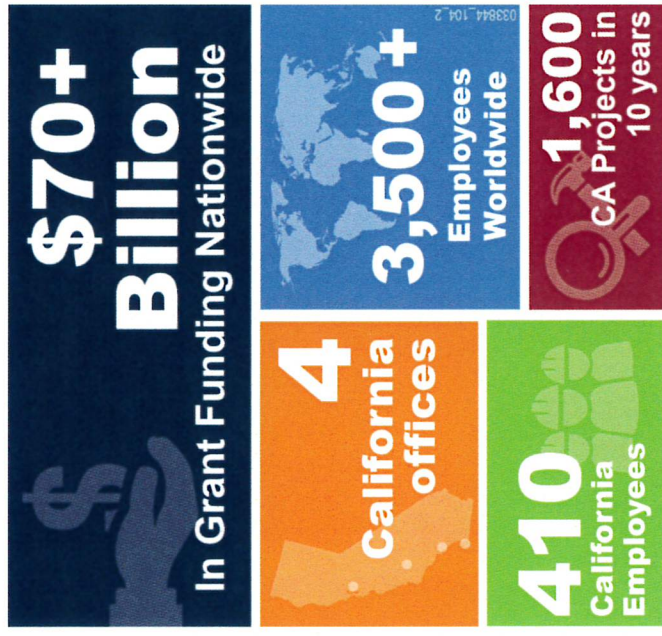
This project will be managed from our Irvine, California office located at 3240 El Camino Real, Suite 230. Greg Coffman, Executive Sponsor, is authorized to contractually bind the firm and negotiate a contract with the City, and Patti Toews, Project Manager, is the designated contact person for this proposal. This submission is valid for ninety (90) days. We appreciate your consideration of our team of committed grant experts. We look forward to discussing this project further at your request. We have addressed each of the areas you outlined in your RFP under organization of qualifications.

1. Personnel

Our team organization is represented in **Figure 1**. By working collaboratively with internal and external stakeholders, our objective is to reduce delays, avoid appeals, and maximize/prioritize funding. As your primary contact, APTIM's **Project Manager Patti Toews**, is responsible for contract management and ensuring appropriate resources are available to execute this project and associated programs. She will assist with the preparation of the allocation of funds/capital expenditure activity reports for the City Council. **Project Task Manager Anna Malone** provides technical assistance to City staff, develops public notices, and monitors all CDBG, HOME & HOME-ARP projects ensuring records, reporting and compliance. In addition, Anna will review the application packages prior to submittal.

Expect the Extraordinary.

APTIM.com



Project Analyst Daisy Tinajero will develop the monitoring plan, prepare environmental review forms, close out CDBG, HOME, and HOME-ARP projects/programs, and monitor Section 3/Davis-Bacon Wage Compliance. **Project Analyst Abigail Bunnell** will set up and maintain activities/narratives in the Integrated Disbursement Information System (IDIS), prepare all HUD required reports, notices, and documents, gather documentation, and provide strong grant administrative/technical support.

Grant Resource Manager Steve Kral, Grant Specialist Nicole Maddox, and Grant Specialist Brandon Kanatani will work with City staff reviewing submitted funding applications and qualifications for completeness and eligibility, assist with audit responses, provide training for City staff, advise on labor compliance, and assist with environmental compliance.

Executive Sponsor Greg Coffman is part of APTIM's senior leadership will monitor this project to ensure you receive the best client service possible.

Given the depth and breadth of APTIM's grant experienced personnel, the City can be assured that we have the capacity to "ramp-up" quickly and manage multiple tasks concurrently. Details of each team member's experience are listed on their resumes in **Appendix A**. Also, see **Figure 2** for staff's experience with your 20 scope of work areas.

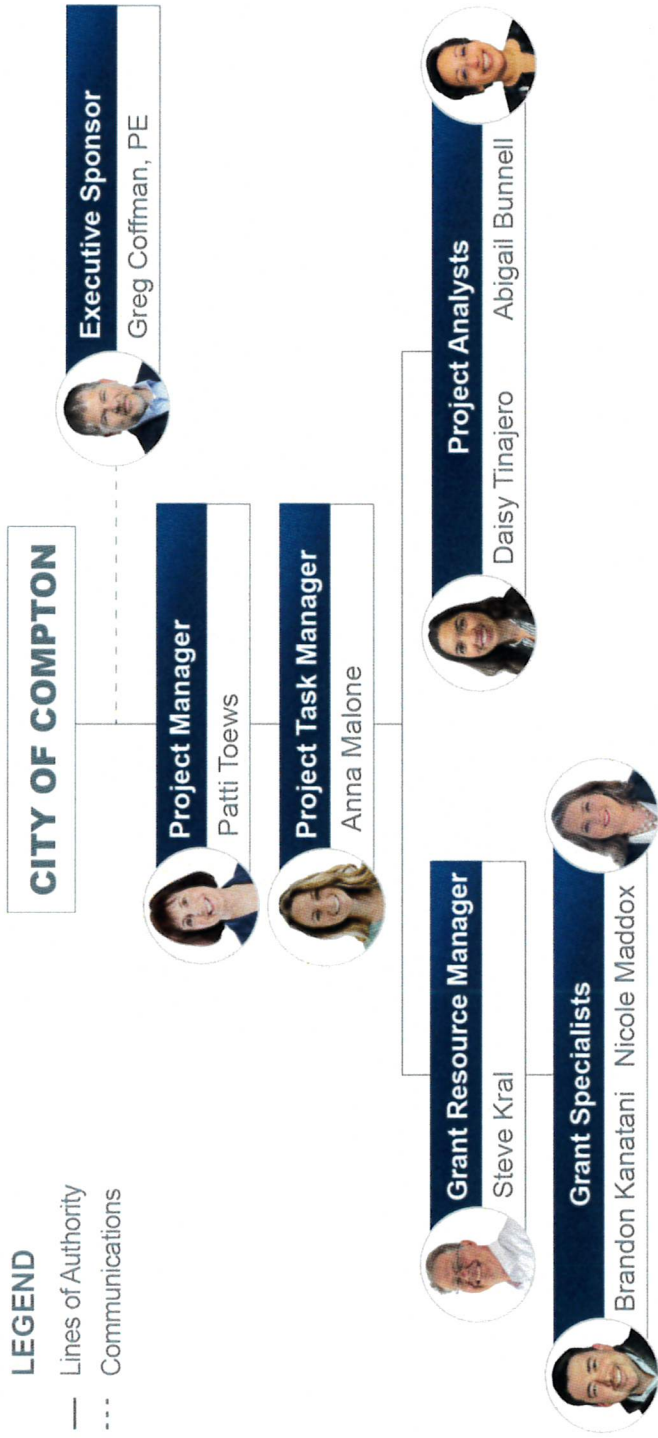


Figure 1. Project Organizational Chart

2. Experience

For over 22 years, APTIM has been a trusted partner for communities seeking to fortify community development and foster community resilience. Understanding the nuances of HUD, California's environmental regulations and the imperative to secure funding for improving the overall health, equity, and resiliency for the Compton community. APTIM will collaborate seamlessly with City staff to effectively secure applicant funding. Our extensive experience aligns with the services requested in the RFP for Grant Administrative Services for Federal Housing and Community Development Programs, including the CDBG, HOME, and HOME-ARP. We have a proven track record in providing a wide array of administrative services:

- ▶ Preparation of necessary reports and notices as mandated by the U.S. Department of Housing and Urban Development, including Annual Action Plans, Consolidated Plan reports, Contractor/Subcontractor activity reports, and public notices.
- ▶ Assistance with funding application reviews and qualifications assessment, working closely with City staff for completeness and eligibility.

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- ▶ Development of monitoring plans and meticulous oversight of CDBG, HOME & HOME-ARP projects/programs to ensure compliance with program requirements.
- ▶ Provision of comprehensive quarterly status reports, serving as vital documentation to track project progress and provide necessary feedback.
- ▶ Advising on Labor and Environmental Compliance efforts as required by CDBG projects.

APTIM's commitment to the City extends beyond mere grant administration; we stand ready to support the successful implementation of initiatives like the First Time Homebuyer Program and Rehabilitation Program, offering a holistic approach to community development.

This section focuses on the Scope of Services listed in ATTACHMENT I of the RFP. To better address topics 1 – 20, **Figure 2** shows how we have categorized the scope items into three main tasks to meet the needs of the City. The table also summarizes key personnel and project experience for each of these tasks.

APTIM Task Categories RFP Scope of Services 1-20																					
Project Experience		Tasks																			
Name	Description	Task 1				Task 2															Task 3
		1	3	6	17	2	4	5	8	9	10	11	12	13	14	15	16	18	19	20	7
Paradise Irrigation District, CA	Grant Services	●			●			●	●			●	●		●	●		●			●
Port Authority of NY/NJ	Grant Services	●			●			●	●			●	●		●			●			●
New York Housing Authority	Grant Services	●			●			●	●			●	●		●			●			
Lake Madrone Water District, CA	Grant Services	●						●	●			●	●		●			●			
New York County Housing Authority	Grant Services	●						●	●			●	●		●			●			
El Dorado Irrigation District, CA	Grant Services	●						●	●			●	●		●			●			●
Merced County, CA	Grant Services	●		●				●				●	●		●	●					●
City Moorpark, CA	Program Maintenance Services			●	●			●	●	●					●	●			●		●
City of Menifee, CA	Program Maintenance Services	●		●	●			●							●	●			●		●
City of Fremont, CA	Program Maintenance Services			●	●			●							●	●			●		

Key Personnel Experience			Tasks																			
Staff Name	Project Role																					
		Task 1					Task 2															Task 3
		1	3	6	17	2	4	5	8	9	10	11	12	13	14	15	16	18	19	20	7	
Patti Toews	Project Manager	●		●				●				●			●	●					●	
Anna Malone	Task Manager							●								●					●	
Daisy Tinajero	Project Analyst	●		●	●			●				●			●	●						
Abigail Bunnell	Project Analyst	●		●	●							●			●	●					●	
Steve Kral	Grant Resources Manager	●										●				●					●	
Nicole Maddox	Grant Specialist	●		●	●			●	●	●	●	●	●	●	●	●					●	
Brandon Kanatani	Grant Specialist	●		●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	

Figure 2. Project and Key Personnel Experience By Scope of Services

The follow section focuses on the Scope of Services listed in ATTACHMENT I of the RFP. To better address topics 1-20, we have rearranged them and then placed them under three main tasks to meet the needs of the City.

TASK #1 REPORTS & PLANS

The significance of reporting should not be underestimated in the context of our partnership with the City. These reports serve as a vital conduit, providing the City with comprehensive documentation and insight essential for measuring project progress, task evaluation, and fostering a collaborative environment conducive to ongoing improvement. As requested by the City, APTIM commits to delivering a minimum of eight quarterly reports in an excel spreadsheet format over the two-year project duration. These reports serve as a cornerstone, encapsulating:

- ▶ **Summarized Documentation:** A comprehensive summary encompassing all aspects of the Annual Action Plan, Consolidation Plan, Contractor/Subcontractor activity reports, CAPER, and public notices executed to date, ensuring a holistic overview of project activities.
- ▶ **HUD Report Status:** A detailed status update on all prepared HUD reports, notices, and necessary documentation, offering transparency and accountability in adherence to federal regulations.
- ▶ **Program Coordination and Administration:** An assessment of the status of program coordination and administration, ensuring alignment with outlined objectives and strategies.
- ▶ **Task-Based Analysis:** Detailed insights into budgeted hours allocated per task, remaining balance, progress made, milestones achieved, and results attained, providing a granular view of task-specific accomplishments.
- ▶ **Addressing Challenges and Solutions:** Identification of challenges, obstacles, or roadblocks encountered during project execution, accompanied by proactive solutions devised by APTIM to mitigate these hurdles, ensuring seamless project progression.

Preparing reports is a key component of the majority of APTIM projects. **Figure 2** shows some of our most relevant projects involving reporting. These detailed quarterly reports not only fulfill the City's requirements but stand as a testament to APTIM's commitment to transparency, precision, and proactive collaboration, ensuring a synchronized effort towards the achievement of our collective project objectives. The following scope items will be addressed under Task 1:

1. Annual Action Plans, Consolidated Plan, Contractor/Subcontractor activity reports, CAPER, and public notices.

The Consolidated Plans were created to assist local jurisdictions assess their housing and community development needs. Moreover, the Consolidated Plan is supported by Annual Action Plans which summarize activities and actions, resource needs, and priorities. APTIM is prepared to provide start to finish plans, report writing, and even author public notices services to support City staff.

3. Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.

As discussed under subtask 1. Annual Action Plans, Consolidated Plan, Contractor/Subcontractor activity reports, CAPER, and public notices, APTIM is prepared to support City staff on these endeavors.

6. Assist in the preparation of reports for the City Council concerning the allocation of funds for public service and capital expenditure activities.

City staff will rest assured that City Council reports will be written by APTIM. City Council reports bring members up to speed quickly, provide essential information, allowing accurate program performance evaluations, and keeping Council members engaged in the process and programs. For 15 years, APTIM's project manager Patti Toews worked as a local government official providing written content for the monthly 13-member joint power authority board, and she looks forward to providing this service to the City.

17. Provide quarterly status reports on the status of work projects/activities and programs assigned, unless otherwise instructed by the City.

The importance of quarterly reports should not be underestimated given that they will provide the City with the necessary documentation/insight to measure project progress on tasks and afford the opportunity to provide feedback to APTIM identifying areas that need improvement (if any) or budgetary adjustments. As requested by the City, APTIM at a minimum will provide agency staff with eight quarterly written reports over the course of this two-year project in an excel spreadsheet summarizing: annual action plan, consolidation plan, and contractor/subcontractor activity reports, CAPER, and public notices to date, the status of all prepared HUD reports, notices, etc., and the status of program coordination and administration. In addition, budget hours worked per task and balance remaining, results/progress/milestones made toward each task and its associated end-goals, and challenges, speedbumps, and/or roadblocks and APTIM's solution(s) to mitigate and move forward.

TASK #2 PROGRAM COORDINATION & ADMINISTRATION

Our extensive experience in federal and state grants has been exemplified through successful collaborations with various state and local government entities, aligning with diverse grant applicant needs and objectives as outlined in this RFP. Our track record includes pivotal projects that demonstrate our multifaceted capabilities. **Figure 2** shows some of our most relevant projects involving program coordination and administration. For example, since 2019, APTIM has been instrumental in securing a significant \$120 million funding for the **Paradise Irrigation District** in California. This allocation was critical in mitigating the extensive damage caused by the 2018 Campfire, necessitating comprehensive grant administration and technical support to rebuild crucial water infrastructure and aid in the community's recovery. The following scope items will be addressed under Task 2:

2. Set up and maintain activities and narratives in the Integrated Disbursement Information System (IDIS).

Our management in navigating the Integrated Disbursement Information System (IDIS) stands as a foundation in our comprehensive grant administration approach. With a meticulous eye for detail and a strategic understanding of IDIS functionalities, our team excels in streamlining the setup and maintenance of activities and narratives within this crucial system. Our expertise extends to:

- ▶ **Efficient Setup:** We ensure the establishment of activities within IDIS, aligning them meticulously with grant objectives and compliance standards. Our systematic approach guarantees accurate input of data, facilitating a clear and comprehensive overview of funded projects.
- ▶ **Narrative Precision:** Crafting narratives that resonate with the essence of each funded project is key. We excel in articulating compelling narratives within IDIS, reflecting the impact, progress, and milestones achieved by each initiative. This ensures a coherent and impactful representation of project progression.
- ▶ **Real-time Maintenance:** Continual upkeep and real-time maintenance of activities within IDIS are vital for accurate reporting and tracking. Our proactive maintenance strategies guarantee the accuracy of data input, facilitating informed decision-making and swift adaptation to evolving project needs.
- ▶ **Comprehensive Record-Keeping:** We prioritize meticulous record-keeping within IDIS, maintaining a clear and auditable trail of all activities, expenditures, and outcomes. This comprehensive record-keeping ensures transparency, compliance, and ease of reporting for both internal and external stakeholders.

APTIM's proficiency in leveraging IDIS as a robust tool for grant management empowers our clients with a clear, organized, and audit-ready system, facilitating a streamlined process for monitoring, evaluation, and reporting.

4. Prepare necessary environmental review forms and documents for CDBG, HOME & HOME-ARP projects and activities, where required.

Navigating the intricate landscape of environmental compliance is crucial in ensuring the alignment of projects with federal, state, and local environmental standards. We understand that the Office of Environment and Energy (OEE) oversees HUD's compliance with the National Environmental Policy Act (NEPA), coordinating the environmental review process for HUD-funded initiatives. This process involves reviewing and evaluating a project's potential environmental impacts against a spectrum of regulatory frameworks. We also understand that not all projects warrant a comprehensive environmental review. APTIM is prepared to conduct thorough environmental impact reviews for CDBG, HOME & HOME-ARP projects, offering tailored feedback and recommendations to ensure every project is compliant with NEPA and other related federal and state environmental laws.

5. Work with the City staff to review submitted funding applications and qualifications for completeness and eligibility

APTIM cares about the details and will meticulously verify application guidelines, confirm eligibility criteria, and assess each critical section and document. This thoroughness not only expedites the funding process but also enhances the applicant's chances for successful funding consideration, setting the stage for efficient and effective project execution. Simply put, we ensure that applicants follow the application guidelines and funding opportunity instructions, that the applicant is eligible to apply, the applicants include all critical sections, all appropriate information, and other required documentation.

8. Develop a monitoring plan and monitor all CDBG, HOME & HOME-ARP projects/ programs for appropriate records maintenance, reporting, and compliance with applicable program requirements.

Drawing from best practices, APTIM will develop and implement monitoring plans for CDBG, HOME & HOME-ARP initiatives. We ensure comprehensive oversight, including detailed record maintenance, precision reporting, and steadfast compliance with program requirements. Our strategy encompasses collaborative training sessions, proactive risk assessments, robust software integration for efficient administration, and consistent dialogue to maintain accountability and continuous improvement within our monitoring framework. By adopting these methodologies, we guarantee transparent and compliant project execution in line with program requirements. APTIM will also assist in developing a Performance Management Plan and monitoring of required policies and procedures, including the establishment of a quality control and quality assurance plan that will ensure compliance with Monitoring and Audits. Documenting policies and procedures used by CDBG-DR programs is critical for ensuring consistent compliance with HUD regulations. This includes documentation used to support audits as well as keeping stakeholders and staff members informed on the details of the program management. Equally important is transforming written policies into procedures that can be operationalized. Our Project Managers have extensive experience in adapting policies into workable procedures.

9. Close out CDBG, HOME & HOME-ARP projects/programs in compliance with applicable program requirements.

We understand that the "close out" is the process used by HUD to evaluate and/or ensure that the grantee has completed all applicable programmatic and administrative requirements of the grant and/or loan. To facilitate efficient close outs, APTIM has developed a streamlined process that is audit compliant. It has been vetted across multiple programs and HUD audits; cuts immediately to documentation solutions that can be gathered from public resources; and is supported by our experienced quality control closeout team members. All project file reviews will have a QA/QC checklist included as part of the complete closeout package, with multiple levels of review and manager sign off—certifying its accuracy and completion. Closeout reviews will include a comprehensive review of the entire file from the beginning—encompassing initial site inspections, finalized scope, DOB and grant award calculations, construction and progress inspections, payment requests completed, and status as stated by case manager's notes and homeowner input. In addition to individual project closeout, APTIM will also assist with program closeout, including transitioning responsibilities at the end of the contract, as needed. Our experienced team members will provide the documentation necessary to close out Programs, be present, and responsive to all audit examinations by HUD.

10. Provide Section 3 and Davis-Bacon Wage Compliance procedures and monitoring for them (depending on activities the City deems).

We recognize the significance of Section 3 and Davis-Bacon Wage Compliance in Federal projects. Our commitment extends beyond acknowledgment; we offer comprehensive procedures and vigilant monitoring tailored to meet the City's requirements. Whether facilitating job opportunities for low-income residents under Section 3 or ensuring adherence to prevailing wage regulations mandated by the Davis-Bacon Act, our approach prioritizes compliance. We work hand-in-hand with project stakeholders to navigate these regulatory frameworks, ensuring that the City and funding projects remain aligned with federal standards, including quarterly and annual reporting. This proactive stance ensures regulatory compliance while supporting local economic development and promoting equitable labor practices.

11. Provide Compliance Reports as needed for projects using grant funds.

Using comprehensive tools such as the [Annual Compliance Review Checklist](#) and other associated documents, APTIM will provide project compliance reports as needed by the utilization of grant funds. This guarantees our reports are accurate and precisely tailored to meet the distinct demands of grant-funded projects.

12. Create and maintain files for CDBG, HOME & HOME-ARP funded projects/activities and programs.

Recordkeeping is important to successfully manage funded activities. APTIM will develop a document repository that has a process for incoming documents, organizing documents, storing, retrieving, and reporting information on funding activities. All program related records will be maintained by APTIM. Mirroring HUD's recommended elements, from defining deteriorated areas to detailing salary records of inspectors and procurement compliance, our repository will streamline information management, leading to effective oversight of funded activities.

13. During HUD monitoring, assist the City in gathering and providing requested information to support compliance with HUD requirements.

Program monitoring assistance for City staff is critical to ensure grantees meet program eligibility, objectives, and goals. At the request of the City, APTIM is prepared to conduct "desk reviews" and/or "on-site" monitoring reviews monthly and/or quarterly, holding meetings to discuss issues and provide technical assistance to program participants. Discuss project schedules/milestones, target costs, etc. For additional details, please refer to sub-section 8.

14. Assist with Audit responses

Working closely with the Offices of Audit and Evaluation, APTIM will assist City staff with all audits, evaluations, and other reviews to ensure audits are expedited efficiently and effectively. For additional details, please refer to sub-section 8.

15. Provide research, analysis, and training as requested by City.

APTIM is prepared to research and provide analysis to City staff ensuring applicants/City adhere to the policies and procedures for the HUD programs. APTIM will perform the following:

16. Provide any other administrative services as required to properly administer the City's CDBG, HOME & HOME-ARP programs.

Providing as needed administrative services for the City's CDBG, HOME & HOME-ARP programs will include but by no means be limited to, coordinating referrals, determining and documenting qualifying applicants, coordinating project activities, and waiting lists (if applicable). Additional administrative services could include summarizing comments received from the public, qualifying populations within the jurisdiction, unmet needs, gaps, in housing/shelter, assistance, and services, estimating qualifying populations etc.

18. Advise regarding Labor Compliance for CDBG funded projects.

Referencing HUD's Labor Standards Compliance Requirements, APTIM will assist City staff with prevailing wage and compliance standards for working subcontractors providing guidance for field operations, wage certification requirements, statutory and regulatory language interpretation.

19. Assist with Environmental Compliance efforts.

APTIM offers the City substantial knowledge and experience providing clients with the full range of environmental compliance documentation and services required by the National Environmental Policy Act (NEPA) for federally funded projects. For Tier II EA execution on CDBG-DR programs, APTIM has developed standard procedures to ensure uniformity in data collection during initial site inspection, for the development of ER documentation and review, and for the submittal process. For Galveston County, APTIM developed a detailed standard procedure for the management of the Texas's first approved digital Environmental Review Record in compliance. This enabled quick file access for the Grantee and facilitated state and federal audits of Tier II records. Moreover, we will implement methodology that enhances the precision, overall quality, and consistency of the Tier II EA process, and other ER documentation potentially required to achieve compliance. This will enhance our overall capability to maintain quality from the outset while scaling production levels as needed to successfully achieve the City's/County's ER requirements and its projected schedule. APTIM's NEPA-knowledgeable cadre of scientists, including those with HUD ER training and substantive CDBG-DR program experience, are familiar with the myriad of environmental conditions encountered in disaster-affected areas. They have both completed and reviewed thousands of tiered ER documents to secure environmental clearances for projects in accordance with NEPA (40 CFR Parts 1500-1508), HUD standards (24 CFR Parts 50, 51, 55, 58) and for the protection of Historic Properties (36 CFR Part 800). Our scientists know that some environmental compliance issues may arise that need close-scrutiny and creative thinking to resolve. We are equipped to provide the City a wide variety of resourceful solutions to such situations. The APTIM environmental team has also managed Environmental Site Assessments (ESA) per ASTM to address site findings when necessary to ensure properties proposed for use in HUD-funded programs are free of hazardous materials (24 CFR Parts 50.3(i) and 51C; 24 CFR 58.5(i)(2)).

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20. Assist in Program Implementation of the First Time Homebuyer Program and Rehabilitation Program.

Working closely with HUD, APTIM will walk First Time Homebuyer and Rehabilitation Program applicants through the process, answering questions, providing additional information resources, including federal mortgage programs, and even linking applicants to housing counseling agencies and assisting with shopping for loans/FHA-approved lenders. If applicants are rejected, we will provide assistance to explore additional home buying options and work with sellers to cover some and/or all of the closing costs or to make repairs ensuring applicants are not left hanging.

TASK #3 TRAINING

Figure 2 shows some of our most relevant projects involving training, program coordination, and administration. For example, for the City of Menifee, APTIM was asked to create and host two public facing webinars to provide training on the new SB 1383 regulations. For the second phase of this project with the City, APTIM is currently providing one-on-one business regulatory outreach and educational training that includes compliance checks. In addition, we provide compliance training to our local government staff and City officials.

The following scope item will be addressed under Task 3:

7. Provide training and technical assistance to staff.

Our commitment to knowledge transfer and capacity building extends beyond conventional grant acquisition and administration. We prioritize enabling teams through tailored training sessions and knowledge transfer initiatives, ensuring that our collaborations leave lasting impacts on organizational capacity. In particular, a recent initiative called Justice 40 significantly influences grants funded by federal sources. This initiative, focused on ensuring at least 40% of federal climate investments go directly to frontline communities most affected by poverty and pollution, embodies the Biden-Harris Administration's commitment to confront and address decades of underinvestment in disadvantaged communities. APTIM's experience and project work history in Justice40 uniquely equip us to comprehensively train City staff to effectively conduct the required data collection, develop application components, and conduct other compliance related to Justice40 for federal agency funding. Moreover, we routinely provide training to our disaster recovery and grant management clients because we believe that knowledge benefits them as they prepare for and manage future events. Our staff includes certified trainers who understand the best way to evaluate needs and structure training programs. These programs are tailored to address diverse needs, providing practical insights and tools necessary to manage, secure, and administer grants across various sectors. APTIM's expertise not only supports compliance but drives meaningful impact, positioning the City to leverage federal funding opportunities and make substantial strides toward community empowerment and development.

3. Reference

Client Name & Contact	Project Name & Description	Dates of Services
Puerto Rico Department of Housing (PRDOH) Theresa Tucker, Vice President, ICF International (Prime) 813.863.1984 Teresa.tucker@pr.icf.com	CDBG-DR Program Management Services Deployed APTIM subject matter experts and local bilingual key staff with experience in CDBG-DR and FEMA program management services spanning intake and eligibility, environmental, inspections and construction management	July 2019 – July 2022
Paradise Irrigation District, CA Mickey Rich Assistant District Manager 530.877.4971 mrich@paradiseirrigation.com	FEMA PA and Disaster Recovery Management Services Comprehensive grant management services, including applications for additional grants, following extensive damage to water delivery system from fire.	July 2019 – July 2022
Port Authority of New York and New Jersey Joseph Simenic Program Director 212.435.4051 jsimenic@panynj.gov	Professional Services in Support of Sandy, COVID-19, Hurricane Isaias, and Non-Disaster Grant Programs Advise on grant management process, minimizing risk, and maximizing reimbursement from FEMA's PA Program, HMGP, and BRIC grant program. PANYNJ received \$866M in reimbursable funds.	July 2019 – July 2022
New York County's Housing Authority (NYCHA) Joy Sinderbrand, Vice President	Hurricane Sandy Resiliency & Renewal Negotiation efforts on NYCHA's behalf yielded the largest PW (the primary form used to document the project) in	July 2019 – July 2022

Client Name & Contact	Project Name & Description	Dates of Services
212.306.8824 joy.sinderbrand@nycha.nyc.gov	FEMA history at \$3.2 billion in eligible repairs and mitigation.	
Beauregard Electric Cooperative Ashley Mazilly Vice President, Finance & Corporate Services 337.462.8379 amazilly@beci.org	Comprehensive support, guidance, project formulation, and documentation for winter storm clearance and sheltering and permanent restoration	September 2020-present

4. Pricing

Project Team	Title	Hourly Rate
Patti Toews	Project Manager	\$180
Anna Malone	Project Task Manager	\$163
Steve Kral	Grant Resource Manager	\$260
Nicole Maddox	Grant Specialist	\$186
Brandon Kanatani	Grant Specialist	\$186
Daisy Tinajero	Grant Analyst	\$110
Abigail Bunnell	Grant Analyst	\$110
Administration/Billing	Administration/Billing	\$80

NOTE: If requested by the City, other ODC (lodging, meals, personal mileage, etc.) will be billed cost plus 10%. No overtime charges are applicable as staff are salaried employees. In addition, APTIM respectfully requests a 3% rate escalation per year.

5. Signature

Patti Toews is the Project Manager and the City's and point of contact. Greg Coffman, Executive Sponsor, is authorized to contractually bind the firm and negotiate a contract with the City. This submission is valid for ninety (90) days.

Sincerely,
Aptim Environmental & Infrastructure, LLC



Greg Coffman
Senior Vice President/Executive Sponsor
greg.coffman@aptim.com
913.317.2638



Patti Toews
Project Manager
patti.toews@aptim.com
805.801.7869

Appendix: Resumes

PATTI TOEWS, TRUE ADVISOR

PROJECT MANAGER

Ms. Patti Toews has 17 years of experience providing strategic and administrative program support for counties, cities, special districts. Ms. Toews has been responsible for all aspects of agency grant research, application development, and once awarded, funding/reimbursement documentation for City/County grants, Beverage Recycling Grants, Used Oil Grants, and five Hazardous Waste Facility Infrastructure Grants. Additionally, she's responsible for environmental programing, completing state regulatory reporting, and successfully implementing several environmental policies/programs for multiple local government entities. She designs, implements, educates, and monitors cradle to grave extended producer responsibility programs.

Relevant Experience

APTIM; Local/State Government Sustainability/Waste Management Solutions; March 2022–Present

- Assists counties, cities, and special districts to comply with environmental state regulations
- State grant funding subject matter expert. Primary point of contact contributes analytical support, develops strategies for compliance and grant planning
- Oversees budget, reconciling weekly subcontractor progress reports, invoicing, and milestone management

Subject Matter Expert; Solid Waste and Recycling Consulting Services; City of Moorpark, CA; August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services for the City of Moorpark. Additionally, APTIM is providing start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Ms. Toews supports a team of waste minimization experts providing expertise on SB 1383 implementation including Tier 1 & Tier 2 Commercial Edible Food Generator compliance, organics collection, recordkeeping, education, and outreach.

Project Manager; Comprehensive Facility Waste Characterization Study; Simpson Strong-Tie; Stockton, CA; March 2023

Ms. Toews managed and led the grounds team while they conducted a comprehensive waste audit of office, distribution, and manufacturing facilities to help build company's diversion strategy and provide documentation necessary for the company's environmental, social and governance (ESG) annual report. APTIM provided a comprehensive final project report, including project background, scope of work, facility background, California legislative drivers, the material management facilities, audit findings, data collection and extrapolation, limitations, recommendations, conclusions, case studies, and additional informational resources.

Project Manager; Organics Service Enrollment; City of Fremont, CA; October 2022–Present (Phase 1, Phase II & Phase III)

Ms. Toews manages the team as they navigate organics service enrollment for businesses, managing budgets, maintaining schedules, addressing the city's day-to-



17 years
leading local
governments in
regulatory compliance

Key Scope Experience

- Project Direction
- Program Compliance
- Council Reporting/Grant Management

Education

- Master of Public Policy, California Polytechnic State University, San Luis Obispo
- BS, California State University, Fresno

Professional Certifications

- TRUE Advisor Certificate
- SWANA Certified Zero Waste Principles/Practices
- SWANA Certified HHW & CESQG Collection Operations

Professional Affiliations

- Solid Waste Association of America, 2022
- California Product Stewardship Association
- National Product Stewardship Association Board Member
- California Resource Recycling Association

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day project needs, and ensuring key milestones are achieved. APTIM is assisting the City in meeting SB 1383 compliance by conducting outreach to businesses, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics right-sizing needs.

Project Manager; SB 1383 Route Reviews; City of Davis, CA; December 2022–September 2023

Ms. Toews led the APTIM IT team as they developed a customized route review tracking system/dashboard for City staff allowing real-time access to the field audit as APTIM provides contamination documentation for the City. In addition, Ms. Toews led both the internal project analyst and external field auditing team providing SB 1383 lid lift route reviews for five organics, three recycling, and five trash commercial routes totaling 330 containers and eight organics, six recycling, and five trash residential routes totaling 575 containers.

Project Manager; SB 1383 Support Services; City of Menifee CA; 2022–Present

Ms. Toews is providing SB 1383 education and outreach support services to businesses inside the city limits. Ms. Toews is providing regulatory guidance, designing waiver forms, reviewing, and providing guidance on large venue event forms, multifamily property owner forms, Tier 1 & Tier 2 compliance/generator outreach letters, and small generator waiver form assistance.

San Luis Obispo City Integrated Waste Management Authority; Interim Executive Director September 2021–March 2022; Deputy Director April 2021–September 2021; Program Director March 2008–April 2021

- ▶ Planned and directed overall agency operations, programs, and budgetary functions for solid waste, recycling, food scrap/green waste diversion, hazardous waste, and extended producer responsibility collection programs, including countywide planning activities
- ▶ Provided strategic, administrative leadership to comply with a range of solid waste resource management initiatives, including **SB 1383**, AB 1826, AB 827, AB 341, and AB 939 compliance for multiple cities and special districts
- ▶ Managed agency staff, field staff, and oversaw the management of six hazardous waste facilities
- ▶ Monitored and analyzed state mandated 18-member agency program requirements verifying operational efficiencies and **regulatory compliance**
- ▶ **Implemented, educated, and provided compliance for nine separate ordinances** all EPR retail take-back programs related to battery (365 locations), fluorescent lighting (112 locations), paint (23 locations), mercury thermostats, sharps, and unwanted medications

ANNA MALONE, TRUE ADVISOR

TASK MANAGER

Anna is a highly dedicated and results-driven sustainability professional with a proven track record in waste minimization and circular economy initiatives. With over five years of experience in driving sustainability efforts globally, she brings **expertise in planning and executing** comprehensive waste management strategies. Anna has **conducted extensive onsite waste audits** across diverse facilities in Central America and Kenya, showcasing her proficiency in **identifying and implementing innovative solutions**. Notably, she spearheaded the development of a robust waste management framework for a factory in Belize, collaborating seamlessly with waste pickers, recovery facilities, and corporate partners. Her background emphasizes her ability to **execute assessments, direct and promote projects**, ensure compliance, conduct effective program education and outreach, and diligently manage program administration and reporting requirements.

Relevant Experience

APTIM; Sustainability Assistant Project Manager; July 2023–Present

Project Assistant; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA; November, 2023–Present

APTIM is designing and implementing a **grant pilot program** to reduce single-use plastic and other foodware distributed by providers located in the **disinvested neighborhoods** of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Anna provides comprehensive project task management and support by overseeing weekly project progress tracking and facilitating communication channels between the city, field assessors, and food service providers.

Data Specialist; Sustainable Sport Index; Denver, CO; August 2023–Present

Contributed to a nationwide sustainability initiative by **organizing data collection and report creation**, aimed at enhancing and broadening the scope of a comprehensive survey for sports venues across the nation. The survey encompassed crucial aspects such as energy consumption, carbon emissions, water conservation, waste management, and wellness initiatives. The overarching mission centered on advancing sustainability and environmental practices within the sports industry.

Project Development Manager, Semillas Del Oceano, Guatemala City, Guatemala; January 2018 – November 2020

Worked with **disadvantaged community members** to boost the local recycling network, increasing participation from 12 to 48 individuals, and designed incentive programs to support diverting ocean waste.

Directed 20 beach cleanup events under the Corona X Parley project and organized local handcrafters to convert salvaged waste into marketable consumer goods, creating jobs and boosting the local economy

- ▶ Executed waste characterization studies in 6 coastal communities over a one-year period. Executed **waste characterization studies** in six coastal communities over a one-year period. The results of the studies drove community participants to reduce single-use plastic consumption by 30%.

- ▶ **Lobbied, local government officials** to increase capacities while assisting The Great Ocean Cleanup in R&D



5 years

Experience driving waste management efforts worldwide

★ Key Scope Experience

- ▶ Project Direction
- ▶ Program Oversight
- ▶ Administration and Reporting
- ▶ Grant Management

Education

- ▶ BS, Economics, Clemson University, Clemson, South Carolina

Professional Certifications

- ▶ TRUE Advisor Certificate
- ▶ Market Leadership Advisory Board – USGBC
- ▶ Executive Certificate in Social Impact Strategy, University of Pennsylvania
- ▶ From Linear to Circular, Ellen MacArthur Foundation

Environmental Impact Coordinator, Ocean Sole, Nairobi, Kenya; August 2018 – February 2019

- ▶ **Conducted onsite visit/waste audit** and assessed model for applicability to Central American wastescape
- ▶ Developed a model and framework for the first international impact factory in Belize, coordinating with local waste pickers, recovery facilities, and corporate partners
- ▶ **Utilized municipal grant funds** to create waste bins for coastal communities from misprinted packaging waste in partnership with Tetra Pak
- ▶ **Developed and proposed plan** for global expansion/relevance to USA market
- ▶ Assisted with launch of online store and USA office for global distribution and expansion, resulting in 40% YoY increase in online sales

DAISY TINAJERO

PROJECT ANALYST

Ms. Daisy Tinajero has more than 16 years' experience working in analytic roles, tracking data, researching, and preparing analytical reports. In her previous role at Integrated Waste Management Authority (IWMA), she was responsible for assisting community members with their Waiver applications, leading outreach and education, organizing, and directing field staff in implementation efforts for with state regulatory programs for the cities of Arroyo Grande, Atascadero, El Paso de Robles, Grover Beach, Morro Bay, Pismo Beach, the City of San Luis Obispo, and 12 special districts. She coordinated with local jurisdictions, and their waste haulers to ensure timely reports.

Relevant Experience

APTIM, Waste Management Business Analyst, October 2022–Present

- ▶ Supports analyzing and conducting account audits, and providing account drill-down analysis recommendations and waiver and/or certification eligibility verification
- ▶ Conducts community phone/email program educational outreach and step-by-step compliance assistance
- ▶ Compiles data, manages budgets, and prepares analytical reports

Project Analyst; Solid Waste and Recycling Consulting Services; City of Moorpark, CA; August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services for the City of Moorpark. Additionally, APTIM is providing start to finish grant management services for the SB 1383 Local Assistance **Grant Program** FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. **Ms. Tinajero is building a customized repository** for the City's Implementation Record. She is conducting comprehensive data sorts and **managing records** for SB1383 compliance and preparing for CalRecycle audits.

Project Analyst; SB 1383 Route Reviews; City of Davis, CA; December 2022-May 2023

Ms. Tinajero supports the project by leading a team of developers through the route review process to **customize a dashboard for the City's SB 1383 route reviews** for 1,005 accounts. She helped lay the groundwork for the APTIM developers providing insight on the City's commercial routes totaling 330 containers and residential routes totaling 575 containers. **The customized route review tracking system/dashboard provided the City to see the field audit team in real-time.**

Project Analyst; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA; September 2023–Present

APTIM is designing and implementing a **grant funding pilot program** to reduce single-use plastic and other foodware distributed by providers located in the **disinvested neighborhoods** of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Ms. Tinajero is **providing outreach and technical assistance to businesses** in disadvantaged communities. She provides education to priority communities through phone calls and emails providing materials and answering questions in **English and Spanish**.

Project Analyst; Organics Service Enrollment City of Fremont; Fremont, CA; October 2022–Present



16 years

tracking data,
managing budgets, and
preparing analytical
reports

★ Key Scope Experience

- ▶ SB 1383 Food Recovery Implementation
- ▶ Ordinance and Polystyrene Compliance
- ▶ Education/High Waste Generators

Education

- ▶ MBA, California State University, Fresno, CA
- ▶ BS, California Polytechnic State University, San Luis Obispo

Professional Affiliations

- ▶ Solid Waste Association of America, 2022
- ▶ California Product Stewardship Association
- ▶ National Product Stewardship Association
- ▶ California Resource Recycling Association

City of Compton | Grant Administrative Services for Federal Housing & Community Development Programs

Ms. Tinajero is assisting the City of Fremont in meeting **SB 1383 compliance** by conducting outreach to businesses within the city, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics needs.

Project Analyst; **SB 1383 Support Services; City of Menifee CA; 2022-Present**

APTIM is providing SB 1383 education and outreach support services to businesses inside the city limits. In addition, Ms. Tinajero and the team are designing waiver forms, reviewing, and providing guidance on large venue event forms, multifamily property owner forms, **Tier 1 & Tier 2 generator outreach letters, and small generator waiver form assistance.**

San Luis Obispo County Integrated Waste Management Authority; Program Coordinator; San Luis Obispo, CA; April 2022–September 2022

- ▶ Discussed with jurisdiction representatives a plan to maintain compliance with state mandates
- ▶ Created a countywide route review and contamination audit procedure manual
- ▶ Documented activity and collected data to show compliance with state policies
- ▶ Communicated with State Regulatory agency (CalRecycle) regarding jurisdiction compliance
- ▶ Guided contractor's workflow to assist in reaching goals, and promoted public awareness and community involvement programs

ABIGAIL BUNNELL

PROJECT ANALYST

Ms. Abigail Bunnell has 16 years' experience in data management, data validation, analytics, managing budgets, determining cost allocation, and preparing detailed data reports. She has experience in supply operations, procurement, and supply distribution analytics. Ms. Bunnell has direct project experience with team coordination, schedule forecasting, resource scheduling, cost, and scheduling analytics.

Relevant Experience

APTIM; Project Manager Analyst; April 2023–Present

As a project management analyst, Ms. Bunnell tracks, reviews, and analyzes all raw data provided, received, or collected and presents to the client for statistical purposes. Ms. Bunnell supports analyzing capacity needs, conducts phone/email educational outreach and step-by-step compliance assistance with businesses and multifamily owners/property managers.

Project Analyst; Solid Waste and Recycling Consulting Services; City of Moorpark, CA; August 2023–Present

APTIM is providing comprehensive grant funded solid waste, recycling, and organics services for the City of Moorpark. Additionally, APTIM is providing start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Ms. Bunnell is conducting a comprehensive desk-top audit of the City's Tier 1 & Tier 2 Commercial Edible Food Generators.

Project Analyst; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA; August 2023–Present

APTIM is designing and implementing a grant pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Ms. Bunnell is providing outreach and technical assistance to businesses in disadvantaged communities. She provides education to priority communities through phone calls and emails providing materials and answering questions in English and Spanish.

Project Analyst; SB 1383 Route Reviews; City of Davis, CA; May 2023–September 2023

Ms. Bunnell supports a team providing SB 1383 lid lift route reviews. She developed training education for City staff and field teams to demonstrate the use of the customized dashboard and explain field efforts. In addition, Ms. Bunnell developed a comprehensive approach for route reviews in the City of Davis managing and leading field teams through 330 commercial container audits and 575 residential container audits.

Project Analyst; Organics Service Enrollment City of Fremont; Fremont, CA; April 2022–Present

Ms. Bunnell is assisting the City of Fremont in meeting regulatory compliance by conducting outreach to businesses within the city, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics needs.



16 years
tracking data,
managing budgets, and
preparing analytical
reports

★ Key Scope Experience

- ▶ Project direction
- ▶ Program oversight
- ▶ Administration and Reporting
- ▶ Grant Management

Education

- ▶ AA, Mathematics with Physics Emphasis, Allan Hancock College, Santa Maria, California
- ▶ AA, Liberal Arts: Arts and Humanities, Allan Hancock College, Santa Maria, California
- ▶ AS, Architectural Drafting, Allan Hancock College, Santa Maria, California

Professional Affiliations

- ▶ California Resource Recovery Association, 2023

Eligibility Worker; Santa Barbara County Department of Social Services; Santa Maria, CA; February 2022–April 2023

Ms. Bunnell interviewed people of diverse socioeconomic backgrounds and temperaments using a variety of standard interview and interaction techniques to determine eligibility and need for public grant social programs and services. She explained program requirements and assisted applicants in the completion of applications and declaration forms upon which eligibility decisions were based; elicited information in difficult and emotional situations on such matters as applicant earnings and financial obligations, parental status and living arrangements. **She determined grant program eligibility in accordance with a variety of regulations;** using various automated eligibility systems and ancillary systems that included document imaging and task management tools, computed the amount of aid authorized using all potential income and allowable deductions from earnings; completed accurate computer entries by navigating through computer-guided workflows. Ms. Bunnell managed inbound and outbound calls in a timely manner; prepared necessary documentation to initiate, continue and modify public assistance; planned and organized workload to ensure that necessary work was completed in accordance with **regulations relating to eligibility and timeliness; reviewed documentation for accuracy, completeness, and consistency; contacted applicants and recipients regarding discrepancies and referred questionable cases to the fraud unit for further follow-up.** She ensured accurate case record entries, identified customers' needs and clarified information; provided information and made routine referrals to grant resources available through the County and within the community which helped meet health, housing, and food needs or provided assistance with employment, childcare and transportation; and made referrals to protective services.

Payroll Supervisor; Supply/Inventory Specialist; Grower Accountant; Central West Produce; Santa Maria, CA; May 2019–January 2022

As the Payroll Supervisor, Ms. Bunnell was responsible for team management, **team training**, foreman training, implementation of new processes and tools to help accuracy, consistency and communication in the field and office, verification of field labor and cooler deliveries, processing and payment of quarterly taxes, reconciliation of payroll, analysis of payroll allocations to cost centers and corrections. As Supply/Inventory Specialist, she was responsible for verifying receipt of supplies, verifying purchase orders, processing supply vouchers, allocating charges to different ranches, cost centers and general ledger accounts, as well as analyzing the distribution of supplies and helping upper management with forecasting. **She served as a liaison between** warehouses, suppliers, ranch managers and sales to coordinate adequate delivery of supplies needed for harvest. As a Grower Accountant, she was **responsible for tracking field yields and sales, verifying expenses, confirming cost center expenses, and analyzing cost accounting reports.**

STEVE KRAL

GRANT RESOURCE MANAGER

Mr. Steve Kral is a senior level director with expertise in obtaining grants for local government for a variety of programs, including community resilience, disaster recovery, emergency management, public safety, and homeland security. He has 25 years of program/project management experience in both private and public sectors environments. He is a facilitative leader with experience in consensus building and change management, strong and lasting professional relationships with federal, state, and local officials. He brings extensive experience writing grants, providing expert testimony, creating strategy plans, and drafting legislative bills, rules, and regulations.

Relevant Experience

APTIM, Director Disaster Recovery and Resiliency, 2021–Present

Project Executive; Grant Management; Paradise Irrigation District; Paradise, CA; June 2019–Present

Mr. Kral is supporting the development and submittal of funding grant applications, following extensive damage to the water system from the 2018 Camp Fire. He assisted in negotiating with FEMA and the California Governor's Office of Emergency Services (CalOES) for maximum eligible benefits and helped implement HMGP/404 applications aimed at mitigating future fire damage.

Project Executive; Grant Management Services; Port Authority of New York and New Jersey (PANYNJ); August 2015–Present

Mr. Kral helps manage PANYNJ's portfolio of projects stemming from Superstorm Sandy, COVID-19, and Tropical Storm Isaias. He advises on navigating the grant management process, minimizing risk, and maximizing reimbursement from FEMA's Public Assistance Program, Hazard Mitigation Grant Program (HMGP), and Building Resilient Infrastructure and Communities (BRIC) grant program. The PANYNJ has received \$712 million in reimbursable funds with APTIM's support and guidance. PANYNJ's current portfolio exceeds \$1 billion in eligible funding.

Project Executive; New York City Housing Authority, Grant & Program Management Services, Hurricane Sandy Long-Term Recovery, New York, NY; August 2015–Present

Mr. Kral leads the program management services for Hurricane Sandy Resiliency and Renewal Program. Negotiation efforts yielded largest project worksheet in FEMA history and the largest Public Assistance Alternative Procedures (PAAAP) Consolidated 428 Grant in the Sandy footprint.

Project Executive; Grant Management Consulting; Beauregard Electric Cooperative, Inc; DeRidder, LA; September 2020–Present

Mr. Kral provides comprehensive support, guidance, project formulation, and documentation preparation for FEMA Public Assistance (PA) projects for DR-4559-LA (Laura); DR-4570-LA (Delta), and DR 4590 LA (Winter Storm) in support of Debris (Category A), and Emergency Protective Measures (Category B).

Principal Consultant, USDA Grant Development Services, Bartlett Grain Company, Coffeyville, KS; 2019–2023



25 Years

Facilitating stakeholder consensus and creating strategic funding plans

★ Key Scope Experience

- ▶ Funding needs analysis
- ▶ Grant Funding Research
- ▶ Grant Proposal Development
- ▶ Monthly Reports

Education

- ▶ MS, Homeland Defense and Security, Naval Post Graduate School, Monterey, CA, 2013
- ▶ BS, Biology, Fordham University, Bronx, NY

Training

- ▶ Introduction to the Incident Command System, ICS-100 (FEMA)
- ▶ ICS for Single Resources and Initial Action Incident, ICS-200 (FEMA)
- ▶ Advanced ICS for Command and General Staff (FEMA)
- ▶ Public Information Officer Awareness (FEMA)

City of Compton | Grant Administrative Services for Federal Housing & Community Development Programs

Mr. Kral assisted in applying for USDA Partnerships for Climate-Smart Commodities funding for a soybean crushing facility to produce renewable fuels. He applied experience in grant management and understanding of federal funding to develop application for funding to strengthen Bartlett's business and help Kansas soybean farmers.

Former positions include:

- ▶ Director, ATCS, P.L.C., Herndon, VA, 2020–2021
- ▶ Senior Manager, Ernst & Young, LLC, Washington, DC Metro Area, 2016–2020
- ▶ Executive Vice President & Director of Emergency Management Programs, Tidal Basin Government Consulting, LLC, Alexandria, VA, 2013–2016
- ▶ Homeland Security Government Relations Officer, Washington Metropolitan Area Transit Authority, Washington, DC, 2009–2013
- ▶ Senior Policy Advisor, Homeland Security and Emergency Management Agency, Washington, DC, 2007–2009
- ▶ Administrator, Office of Homeland Security Grants and Program Management, Washington, DC, 2004–2007

NICOLE MADDOX

GRANTS SPECIALIST

Ms. Nicole Maddox has over 17 years of experience in Grant Management. She has successfully guided government clients in building their communities through federal fund management, from strategy formulation to implementation of projects. Using robust program management, she is a proven client champion, identifying opportunities for alternate funding, reducing cost share, and helping set project priorities. Ms. Maddox has successfully guided clients through various grant programs, including FEMA, US Fish and Wildlife, Environmental Protection Agency, National Oceanic and Atmospheric Association, and USACE.

Relevant Experience

APTIM, Project Manager, October 2017–Present

Project Manager; Grant Consulting Services; San Lorenzo Valley Water District (SLVWD); Boulder Creek, CA; October 2023–Present

The District suffered extreme losses to portions of their water system from the 2020 CZU Complex fire as well as the winter and spring floods of 2023. Ms. Maddox and her team provide FEMA PA consulting services to assist in speeding up the processing of recovery project grants. In the first month of work, her team identified an unclaimed \$400K contract that was eligible for reimbursement. She coordinates the District's interactions with FEMA Region IX and the California Governor's Office of Emergency Services (Cal OES) helping to facilitate a smooth project formulation and obligation process.

Project Manager; Grant Appeal Services; Lake Madrone Water District (LMWD); Berry Creek, CA; December 2021–Present

Approximately half of the district's residences were destroyed by the 2020 North Complex Fire. LMWD provides well water delivery to 120 district members. Ms. Maddox provided appeal support for five FEMA Public Assistance (PA) determination memos involving projects written for recovery from the fire and reconstruction of the water system.

Project Manager; Grant Consulting Services; El Dorado Irrigation District (EID); Placerville, CA; September 2021–Present

The District suffered extreme losses to a significant portion of the canals and flumes that form their pre-treatment water delivery system from the 2021 Caldor Fire. EID serves approximately 125,000 customers. Ms. Maddox provided FEMA PA consulting services. She coordinates the District's interactions with FEMA Region IX and the California Governor's Office of Emergency Services (Cal OES) helping to facilitate a smooth project formulation process.

Project Manager; Grant Management Services; Paradise Irrigation District (PID); Paradise, CA; July 2019–Present

APTIM serves PID with full Grant Management Services to recover from devastating losses in the town of Paradise from a 2018 fire, including water distribution for the city affecting approximately 26,000 residents. Ms. Maddox supports PID to manage funds and recovery efforts under the FEMA PA and HMG Programs, HUD CDBG-DR and -MIT programs, and the Drinking Water State Revolving Fund grants. She coordinates the PID's interactions with FEMA and Cal OES in the FEMA PA and HMG programs, helping to facilitate a smooth project formulation process. The nature of the catastrophic damage has paved the way for innovative applications of code upgrades, mitigation, and the improved project process, resulting in projects that will lead to a



17 Years

Providing
government client
Grant Services

★ Key Scope Experience

- ▶ Funding needs analysis
- ▶ Grant Funding Research
- ▶ Grant Proposal Development
- ▶ Monthly Reports

Education

- ▶ BS, Microbiology, Southwest Texas State University, San Marcos, TX

Professional Affiliations

- ▶ Chair, Recovery Topic Committee, National Hurricane Conference
- ▶ Member, Security and Emergency Management Committee, American Water Works Association – California/Nevada Chapter
- ▶ Member, Emergency Management Association of Texas

City of Compton | Grant Administrative Services for Federal Housing & Community Development Programs

more resilient community. She is also assisting PID pursue grant funds to accomplish additional resiliency and capital improvement projects. With the award of Drinking Water State Revolving Fund grants, the District's cost share was reduced to 0.3%. Current projects total over \$120 million across PA and HMGP programs. PID awarded follow-on contract to APTIM in August 2022, based on our progress.

Project Manager; Grant Management Support; Texas Division of Emergency Management (TDEM); Austin, TX; April 2018–August 2020

Ms. Maddox led a team of five grant specialists assigned to manage Hurricane Harvey recovery for 160 subrecipients in three counties. She fulfilled a recipient role in meetings and calls on behalf of TDEM, advocated for subrecipients during project formulation and helped resolve issues between subrecipients and FEMA. As one of the first large-scale implementations of both FEMA's New Delivery Model for PA and TDEM's Grant Management System, she provided input from prior local experience towards additional training for subrecipients on how to utilize both systems and understand the new process flow for disaster recovery.

Team Lead; Puerto Rico Response and Immediate Needs Funding in Response to Hurricanes Irma and Maria; PR; October 2017–April 2018

Ms. Maddox provided grant management support to subgrantees, leading the project specialist team assigned to the social services agencies Departments of Health Education, Family, and the University of Puerto Rico. She compiled information from these agencies to develop damage descriptions and SOW to formulate project worksheets submitted to the state and FEMA for review. She led an effort that resolved bureaucratic misunderstandings and resulted in the release of nearly \$1 million in expedited funding to the Department of Family. Also protected DOH from losing additional cost share during the 100% emergency response period by clarifying discrepancies in regulation interpretation from Spanish speaking FEMA personnel.

BRANDON KANATANI

GRANT SPECIALIST

Mr. Brandon Kanatani has over 20 years of quality control, project and construction management experience, including 12 years of disaster recovery experience. He has supported CDBG-DR funded programs by providing support in developing program policies and procedures, reporting, monitoring to ensure compliance with HUD guidelines, damage assessments and Xactimate reports, contractor oversight, and QA/QC during the program and closeout.

He has provided construction management and technical support to Restore Louisiana (April 2016 Floods) Florida Housing Rebuild and Rehabilitation Program (Hurricanes Hermine and Matthew), Calcasieu Parish Police Jury (Hurricanes Laura and Delta), Road Home (Hurricanes Katrina and Rita), Small Rentals Program (Hurricanes Katrina and Rita), Texas Homeowner Assistance Program (Hurricane Rita) and City of Clute, TX (Hurricane Harvey).

Relevant Experience

APTIM Environmental & Infrastructure, LLC, Recovery Specialist, 2023–Present

Recovery Specialist, Post-Fire Disaster PA and Disaster Recovery Management Services, Paradise Irrigation District, Paradise, CA; April 2023–Present

Assist with the District's interactions with FEMA and Cal OES, helping to facilitate smooth project formulation process. The nature of catastrophic damage paved the way for innovative applications of code upgrades, mitigation, and improved projects resulting in program that will lead to a more resilient community. Projects current total over \$125M across PA, HMGP and CDBG programs, as well as additional state grants.

Project Manager, St. Mary Parish Water and Sewer Commission #4 ARPA Grant Management, St. Mary Parish Water and Sewer Commission #4, St. Mary Parish, LA; April 2023–Present

Grant Management services to manage the over \$5M American Rescue Plan allocation for drinking water improvements. Advising and consultation client on U.S. Treasury guidelines in concert with Louisiana Governor's Office of Homeland Security and Emergency Preparedness.

CSRS, Project Manager

Statewide CDBG Programs, Florida Department of Economic Opportunity | 2022 – 2023 **Provided monitoring and QA/QC closeout file review for CDBG-DR funded projects. Provided on-site monitoring for Hurricanes Hermine and Matthew CDBG-DR programs. Provided closeout file review for the Florida Housing Rebuild and Rehabilitation Program, verifying all program policies were followed inc. eligibility, duplication of benefits, environmental review and construction.**

Hurricane Laura and Delta Repairs, Calcasieu Parish Police Jury | 2022 – 2023

Provided general oversight, reviewed the construction scope of work to determine FEMA reimbursement, insurance claim and owner additions for Hurricane Laura/Delta damaged properties. Provided project management for 40+ individual projects, including change order review, pay application review, and advising the client of what scope fell under FEMA reimbursable repairs.



20 Years

Providing
government client
Grant Services

★ Key Scope Experience

- ▶ Project direction
- ▶ Program oversight Administration and Reporting

▶ Grant Management

Education

- ▶ Construction Management Coursework, Louisiana State University, Baton Rouge, Louisiana, 1996-2001

Professional License or Certification

- ▶ Infrastructure Disaster Management Certificate, 2021
- ▶ US Army Corps of Engineers CQM

Professional Skills

- ▶ 10 years of CDBG-DR experience in various roles on multiple projects
- ▶ Experience in developing program processes and procedures

City of Compton | Grant Administrative Services for Federal Housing & Community Development Programs

Grant Administration, City of Clute, TX

Supported the City of Clute as Grant Specialist assisting with writing its CDBG-MIT grant project application and administering the \$9 million grant awarded through the Texas General Land Office ensuring compliance with federal regulations.

Plexos Group, LLC, Project Manager and Business Analyst

Restore Louisiana Program (RELA), Office of Community Development - Disaster Recovery Unit | 2018–2019

Maintained and distributed daily reporting for Solution I team to Program Management. Ensured construction data was accurately captured in reports. Resolved discrepancies in client data and system of record. Responsible for resolving issues between the development team and inspection team.

Shaw Environmental & Infrastructure, LLC, Project Manager/Quality Control

Louisiana Small Rental Property Program (SRPP), LA Office of Community Development - Disaster Recovery Unit, 2009–2010

Managed 15 construction contractors that were overseeing the work of subcontractors on new residential construction and renovation projects. Successfully performed over 3,200 home inspections to ensure all city, parish, and state codes were met. Assisted with the processes and set-up of the Small Rental Repair program. Assisted with the design and implementation of the Worktrac System used by the company and subcontractors.

Louisiana Road Home Program, LA Office of Community Development - Disaster Recovery Unit, 2008–2009

Performed home evaluations and accurately recorded information used in the disbursement of funds needed to rebuild damaged homes including documenting the damage and precise measurement of the square footage. Reviewed documentation from other evaluators to make sure information was entered correctly before submission for final review.

Texas Homeowner Assistance Program, Texas Department of Housing and Community Affairs, Texas, 2008

Managed eight construction contractors that were overseeing the work of subcontractors on new residential construction and renovation projects. Managed home evaluators and provided the information that would be used in the disbursement of funds needed to rebuild damaged homes including documenting the damage to the home and precise measurement of the square footage of each home. Reviewed documentation from other evaluators to make sure information was entered correctly before submission for final review. Performed over 8,000 home inspections to ensure all city, parish, and state codes were met.



6971 KNOLLCREST LN # 51
Garden Grove, CA 92845
714-852-9477

brandy.adair@sbcglobal.net

December 7, 2023

Turmel Woods
City of Compton
Grants Management Division
205 S. Willowbrook Ave.
Compton, CA 90220

Subject: Proposal to Provide Grant Administrative Services for Federal Housing and Community Development Programs

Dear Mr. Woods:

In response to your request for proposals, I am pleased to hereby submit to the City of Compton's Grants Division this proposal to provide Grant Administrative Services for Federal Housing and Community Development Programs.

Having administered the City's Federal Grant programs in various capacities over the last twenty years, I have specialized knowledge needed to administer these grants, including IDIS and DRGR access. Additionally, I have a master's degree in public administration and I have assisted over 30 cities with similar tasks. The scope of work contained herein takes into consideration a familiarity with and past experience working with your City's CDBG, HOME, ESG, and NSP funded programs.

Should you have any questions or require additional information, please call me at (714) 852-9477. The following proposal is valid for 90 days.

Sincerely,

A handwritten signature in black ink that reads "Brandy A". The signature is fluid and stylized, with a long, sweeping flourish extending from the end.

Brandy Adair
Owner/Sole Proprietor

OVERVIEW AND SCOPE OF WORK

Typically, communication takes place at least weekly or as needed and requested and is based on the tasks due. Consultant will accommodate the desired level of contact by the City.

The approach to plan preparation is largely based on HUD guidance. Recently HUD incorporated the Consolidated Plan, Annual Action Plan, and CAPER into IDIS OnLine, so that all key elements of the grants management cycle are integrated into a single system. This is expected to ensure consistency among the goals described in the Consolidated Plan and Action Plan and the outcome tracked in IDIS and reported in the Consolidated Annual Performance and Evaluation Report (CAPER) making the Consolidated Plan a more useful management tool.

The following scope of work is based on my familiarity with the new format, twenty-three years of IDIS experience (which includes having an existing user ID that will allow for expedited access to be an authorized user for your City), experience writing NSP Action Plans and QPR accomplishment reports in the DRGR system (which are very similar to the new Con Plan format) and extensive experience in preparing Consolidated Plans, Annual Action Plans, AI's, and CAPERs. The proposed scope of work is consistent with the content requirements recommended by the US Department of Housing and Urban Development (HUD) and assumes the City will help facilitate all community outreach as required. Consultant shall assist in the development of a community outreach strategy, provide consultation, and will be present at community meetings if requested.

All work as stated in Attachment 1 of the RFP will be performed with specific detail as follows:

Task 1: Annual Action Plan (approximately 70 hours)

Per HUD guidelines the annual Action Plan must include the following components:

- Resources Available
- Activities to be Undertaken
- Geographic Distribution of Activities
- Actions to Remove Impediments to Fair Housing
- Homeless Strategy
- Anti-Poverty Strategy
- Coordination
- Leveraging
- Monitoring
- Program Specific Requirements for each federal grant received
- Certifications
- Federal Application (SF 424)
- Listing of Proposed Projects (Table 3C)
- Public Comments/Citizen Participation
- Proof of Publication
- Be entered into IDIS OnLine (eConPlan Suite)

The Annual Action Plan is due to HUD 45 days before the start of the new fiscal year, which is around May 15. Consultant will assist the City to ensure proper public notices and public outreach for the Annual Action Plans are provided and will also assist with staff reports and resolutions for Council.

Task 2: Consolidated Annual Performance and Evaluation Report (CAPER)
(approximately 80 hours)

Consultant will assist the City in preparing the annual CAPER. The CAPER will include:

- Assessment of Five-Year Goals and Objectives
- Affirmatively Furthering Fair Housing
- Affordable Housing
- Continuum of Care
- Other Actions
- Leveraging Resources
- Citizen Comments
- Self-Evaluation
- Monitoring
- Program-Specific Requirements for each grant received per HUD guidelines
- Related IDIS reports
- Any changes required by HUD
- Attendance at related meetings with City staff and/or City Council (if requested).
- Be entered into IDIS OnLine (eConPlan Suite)

The Annual CAPER for is due to HUD 90 days after the close of the fiscal year, which is around September 28. It is assumed that the city will be responsible for ensuring proper public notices and public outreach for the CAPER.

Task 3: Provide Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR) Maintenance, Technical Assistance, and Grant Administration Services *(approximately 200 hours)*

Consultant will assist staff in setting up and maintaining CDBG project information on the Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR) including but not limited to the following tasks:

- Activity set- up new and maintenance of activity status
- Enter and maintain project/activity accomplishments
- Report generation
- Activity funding as requested by City staff
- Set up draw-down vouchers as requested by City staff
- Create Program Income receipts
- "Clean up" IDIS and DRGR information as needed
- Provision of technical assistance to City staff on HUD program administration and reporting requirements

- Monitoring of programs and files for eligibility,
- File set-up and close-out
- Application Review and income eligibility determination
- Document drafting (i.e. agreements, environmental forms, tracking spreadsheets, budget, resolutions, staff reports, presentations to Council, etc.)
- Provide sub-recipient monitoring
- Provide staff training as requested
- Provide annual affordable housing monitoring
- Provide other administrative services as requested and included in the RFP Scope of Work/Services to be provided.

IDIS maintenance will occur as requested by City each year, with a minimum of quarterly to update accomplishments and create drawdown vouchers. General technical assistance will be provided as requested.

Services that are typically subcontracted include: GIS mapping, Environmental compliance, and Labor Compliance. These items can be further discussed upon award of contract. Administration of Programs such as First-time Homebuyer Program and Residential Rehabilitation Programs may be provided by consultant but would require further discussion upon award of contract to determine the level of service/hours needed on-site.

Examples of my work, all of which have met HUD guidelines were approved by HUD upon submission, can be found online.

Please see attached links below:

<http://lahabraca.gov/DocumentCenter/View/2803>
<http://cityofchino.org/home/showdocument?id=11846> (starts on page 30)
<http://cityoflagunaniquel.org/DocumentCenter/View/9434>

Task 4: 5-year Consolidated Plan (*approximately 225 hours*)

The Consolidated Plan shall be written in the format recommended by HUD in the new manual found in the eCon Planning Suite at:

http://www.hud.gov/offices/cpd/about/conplan/pdf/conplan_manual.pdf and the estimated hours to complete each section are in parentheses:

The Consolidated Plan Template in IDIS Online provides a uniform and flexible template that helps ensure the Consolidated Plan is complete per the regulations found in 24 CFR Part 91. The template is divided into seven sections:

- 1. Setup** (approximately 5 hours)
- 2. Executive Summary** (approximately 5 hours)
- 3. The Process** (approximately 10 hours)
- 4. Needs Assessment** (approximately 50 hours)
- 5. Housing Market Analysis** (approximately 30 hours)

6. Strategic Plan (approximately 40 hours)

7. First-Year Action Plan (approximately 70 hours) [separate document; see Task 1]

Each screen in the template includes a combination of data tables and narrative sections that set a baseline for HUD's expectations for the amount of information required. Grantees have the option of adding additional content, in the form of maps, pictures, text boxes, and tables, to support the baseline information. This allows grantees to customize the plan and add elements to tell a more compelling story.

In addition, the following components and estimated hours are incorporated into the Consolidated Plan task:

8. Consultation (approximately 20 hours): various agencies within the jurisdiction will be consulted to obtain information and input on needs.

9. Community Workshop and Survey (approximately 45 hours): Consultant will coordinate two to four community workshops and a need survey and help tabulate results. City staff may need to help administer these events and book meeting places as needed.

10. Document Preparation (approximately 5 hours): a draft document will be prepared for public review and distribution. Final number of drafts to be determined upon award of contract, based on the number of locations the jurisdiction chooses to place them at. Any comments received will be incorporated and addressed in the final version delivered. City will be responsible for printing draft versions for public review, or additional funds can be budgeted for document reproduction.

11. Mapping (approximately 15 hours): provides an attractive visual of the low- and moderate-income census block groups, racial/ethnic concentrations, location of banks and access to transit. The GIS mapping component of the document may be subcontracted if, City staff cannot provide.

PERSONNEL

Brandy Adair, Sole Proprietor. As the sole owner and only employee of B-Adair Consulting and Administrative Services, I will provide all services related to the RFP. With twenty-three years of experience working with local governments in both the public sector (as a city staff member for the City of Bellflower and Compton) and in the private sector (as an urban planning consultant for Cotton/Bridges/Associates, P&D Consultants, and myself), I have a broad knowledge and experience analyzing data, writing technical reports, as well as administering CDBG, HOME, ESG, and NSP grants, programs and activities.

Typical work performed by B-Adair Consulting consists of all aspects related to CDBG, HOME, ESG, and NSP grants provided by the US Department of Housing and Urban Development, such as Analysis of Impediments to Fair Housing Choice (AI) study's, Action Plans, Consolidated Plans, Consolidated Annual Performance Reviews (CAPER's), sub-recipient monitoring, IDIS and DRGR technical assistance/administration, as well as administering residential rehabilitation and first-time homebuyer programs. I have also assisted numerous grantees with preparing for HUD monitoring visits and finding letters; and even monitoring from the Office of Inspector General (OIG). This experience gives me a unique ability to write reports and help administer grants in compliance with the federal regulations imposed by HUD.

Specifically, during the last twenty-three years, I have prepared or participated in the preparation of Consolidated Plans, Action Plans, CAPERs and Analysis of Impediments to Fair Housing Choice studies (AIs) for various jurisdictions throughout southern California including: Alhambra, Bellflower, Carson, Camarillo, Chino, Chino Hills, Chula Vista, Compton, Gardena, Glendora, Huntington Beach, Laguna Niguel, La Habra, Moreno Valley, National City, Porterville, Rancho Cucamonga, the City of Santa Clarita, the City and County of Los Angeles, the City and County of San Diego, the Apple Valley/Victorville Consortium, and joint AI between the cities of Costa Mesa, Mission Viejo, San Clemente and Tustin.

EXPERIENCE

The following table illustrates my relevant work experience over the past twenty-three years; any/all of these agencies may be contacted as references. The studies listed in the table are divided into two groups -- projects completed by B-Adair Consulting and projects completed by CBA/P&D Consultants where I participated as an employee. Asterisks indicate work I completed as B-Adair Consulting that was subcontracted to me by other consultants.

Local Jurisdiction	Tasks Performed from 2000 through 2023
Projects Completed by B-Adair Consulting	
Apple Valley/Victorville Consortium	Consolidated Plan, Action Plan, Analysis of Impediments to Fair Housing (AI)
City of Bellflower***	Analysis of Impediments to Fair Housing (AI)
City of Carson***	Analysis of Impediments to Fair Housing (AI)
City of Chino	Action Plan, CAPER, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting
City of Chino Hills	Action Plan, Analysis of Impediments to Fair Housing (AI), CAPER, Consolidated Plan, Grants Administration, Sub-recipient Monitoring, IDIS

	Technical Assistance and budgeting
City of Chula Vista	Administration of the Community Housing Improvement Program (CHIP), Action Plan, CAPER, Consolidated Plan, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting
City of Compton*	Action Plan, Analysis of Impediments to Fair Housing (AI), CAPER, Consolidated Plan, Grants Administration, Redevelopment Implementation Plan (AB 1290), IDIS, Technical Assistance, budgeting, NSP grant administration, DRGR, and loan processing
Cities of Costa Mesa, Mission Viejo, San Clemente, and Tustin	Analysis of Impediments to Fair Housing (AI)
City of Gardena*	Action Plan, CAPER, Consolidated Plan, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting, Analysis of Impediments to Fair Housing (AI),
City of Glendora	Consolidated Plan and Action Plan in eConPlanning Suite**
City of Huntington Beach**	Sub-recipient Monitoring, IDIS and CPMP Technical Assistance
City of La Habra	Action Plan, CAPER, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting
City of Laguna Niguel*	Action Plan, CAPER, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting
City of Santa Clarita	Consolidated Plan and Action Plan
Projects Completed by CBA, a Division of P&D Consultants	
City of Alhambra*	Action Plan, Analysis of Impediments to Fair Housing (AI), CAPER, Consolidated Plan, Grants Administration, IDIS Technical Assistance and budgeting
City of Bellflower	Action Plan, Analysis of Impediments to Fair Housing (AI), CAPER, Grants Administration, Sub-recipient Monitoring, IDIS Technical Assistance and budgeting
City of Chino	Consolidated Plan
City of Camarillo	Action Plan, CAPER
City of Los Angeles	Analysis of Impediments to Fair Housing (AI)
City of Maywood	Administration of the entire CDBG Program, Sub-recipient Monitoring, and Home Improvement Program Implementation
City of Mission Viejo	CAPER, IDIS Technical Assistance and budgeting
City of Monterey	Analysis of Impediments to Fair Housing (AI)
City of Moreno Valley	Analysis of Impediments to Fair Housing (AI)
City of National City	IDIS Technical Assistance and budgeting and sub-recipient monitoring
City of Porterville	Analysis of Impediments to Fair Housing (AI)
City of Rancho Cucamonga	Analysis of Impediments to Fair Housing (AI)
City of San Diego	Analysis of Impediments to Fair Housing (AI)
City of Scotts Valley	Action Plan, Consolidated Plan
City of Upland	Housing Element/Constraints Analysis
City of Yuma, AZ	IDIS Technical Assistance and budgeting
County of Los Angeles	Consolidated Plan/Needs Assessment
County of San Diego	Analysis of Impediments to Fair Housing (AI)
Town of Apple Valley	Regional Analysis of Impediments to Fair Housing (AI)
	Consolidated Plan/Needs Assessment

*Work for these cities from February 2002 to October 2004 was completed during employment at CBA, Inc., a division of P&D Consultants. From October 2004- October 2005, work was completed as B-Adair Consulting under sub-contract to CBA, Inc., a division of P&D Consultants; and from October 2005 to the present solely as B-Adair Consulting. **Work completed under sub-contract to Veronica Tam and Associates. ***Work completed under sub-contract to SJC3 Consulting.

In addition, see resume below:

Brandy Adair
Owner/Sole Proprietor

EDUCATION

M.A. Public Administration, California State University Long Beach, Long Beach, CA, May 2003

B.A Political Science/Minor Socio-cultural Anthropology, San Diego State University, San Diego, CA, August 1999

SUMMARY OF EXPERIENCE:

**B-Adair Consulting and Administrative Services
Housing & Administrative Consultant**

Long Beach/Garden Grove/Westminster, CA September 2003 to present

- Provided Grants Administration of CDBG, HOME, ESG, and NSP grants for multiple cities, including Technical support, IDIS maintenance, DRGR reporting, sub-recipient monitoring, procedural training and budgeting
- Prepared HUD mandated Action Plans, Consolidated Plans, CAPERS, and Analysis of Impediments to Fair Housing Choice (AI) Studies for multiple cities

The City of Compton

Administrative Analyst/Project Manager (Temporary Position)

Compton, CA November 2010 to June 2011

- Assisted the Redevelopment Agency with the administration of NSP and HOME grants
- Responded to public inquiries regarding housing programs, commercial redevelopment, and public services

Cotton, Bridges and Associates (CBA, Inc.)/P&D Consultants

Associate/Planner/Consultant

Pasadena, CA February 2002 to October 2004

- Provided Grants Administration of CDBG, HOME, and ESG grants including: Technical support, IDIS maintenance, sub-recipient monitoring, procedural training and budgeting for multiple cities
- Prepared HUD mandated Action Plans, Consolidated Plans, CAPERS, and Analysis of Impediments to Fair Housing Choice (AI) Studies for multiple cities, Redevelopment Implementation Update Plans, Housing Elements
- Created training manuals for grants management and monitored sub-recipients for multiple cities
- Project manager for over 10 cities and oversaw employees working under those jobs

The City of Bellflower

Administrative Assistant

Bellflower, CA January 2001-February 2002

- Assisted the Housing & Grants Coordinator with the administration of CDBG and HOME grants
- Responded to public inquiries regarding housing programs, commercial redevelopment,

and public services

- Prepared the City's Action Plan, assisted with the CAPER, and wrote various other Staff Reports for Council
- Processed all payments for sub-recipients and contractors and entered all accomplishment data into IDIS
- Monitored sub-recipient performance, CDBG compliance, and all CDBG and HOME program expenditures
- Supervised two employees, coordinated lender/realtor training seminars, and wrote a Department training manual

Anteon, Corporation

Administrative Assistant

Naval Weapons Station, Seal Beach, CA January 2000-January 2001

(Secret Clearance)

- Processed personnel actions, maintained personnel and administration files, typed correspondence, created and maintained Excel spreadsheets, and PowerPoint presentations
- Assisted the Ordnance Superintendent, tracked and distributed various reports, and trained two employees
- Maintained account files, provided data entry, monitored reports/queries in Access, and tracked shipments/orders

US Department of State, Foreign Service Institute

Research Assistant/Intern

Arlington, VA January 1999-May 1999 **(Secret Clearance)**

- Assisted the Director of the Overseas Briefing Center in the research and production of a crisis management training video in response to previous US Embassy bombings
- Created a guide to researching jobs on the Internet for spouses of foreign officials moving overseas
- Facilitated Teen Section of Going Overseas course offered at the Overseas Briefing Center

PROFESSIONAL MEMBERSHIPS/REGISTRATIONS:

- Municipal Management Assistants of Southern California (MMASC) Member 2001-2004
- Pi Sigma Alpha National Political Honor Society Member
- Certification in Race- Relations Training and Elected Participant for President Clinton's Roundtable on Race
- California Real Estate License, with membership in the California Association of Realtors (CAR), National Association of Realtors (NAR), and Pacific West Association of Realtors (PWAOR), HAFA Short Sale Specialist
- Partnership Housing Board Member 2017 to present

REFERENCES

The following persons may be contacted for a review of my capabilities, work history, and performance (see table above for specific tasks performed by city):

1. Erich List, Associate Planner
City of Laguna Niguel
30111 Crown Valley Pkwy
Laguna Niguel, CA 92677
(949) 362-4360 EList@cityoflagunaniguel.org
2. Pat Cacioppo, Management Assistant
City of Chino
13220 Central Ave.
Chino, CA 91710
(909) 334-3355 PCacioppo@cityofchino.org
3. Angelica Davis, Community Development Specialist
City of Chula Vista
276 Fourth Ave.
Chula Vista, CA 91910
(619) 691-5036 adavis@ci.chula-vista.ca.us
4. Michael L. Antwine II, City Manager
6330 Pine Avenue
Bell, CA 90201
mantwine@cityofbell.org
(323) 588-6211 ext. 2617
5. Barbara Shull, Executive Director
Fair Housing Foundation
3605 Long Beach Blvd., #302
Long Beach, CA 90807
(562) 989-1206 bshull@fhfla.org
6. Veronica Tam, AICP, Principal [Supervisor CBA Inc, P&D, and as a sub-contractor]
Veronica Tam and Associates, Inc.
107 S. Fair Oaks Avenue, Suite 212
Pasadena, CA 91105
(626) 304-0440 Veronica.Tam@vtaplanning.com

Additionally, any cities listed in the experience section of this proposal may be contacted as references; contact information for those cities not listed above will be furnished upon request.

PRICING

The current billing rate which will apply to all work specified within the proposal, and that will be honored during the contract period of up to three years), is \$105 per hour. Estimating technical assistance/grant administration at 10 hours per week for a total of 20 weeks (200 hours) with a not to exceed amount of **\$21,000**. Report writing is billed as a fee job as follows: CAPER would be a fee job of **\$8,400** (80 hours) and the Annual Action Plan would be **\$7,350** (70 hours). The five- year Consolidated Plan is a fee of **\$23,625** (225 hours). Thus, a total not to exceed amount of **\$60,375**.

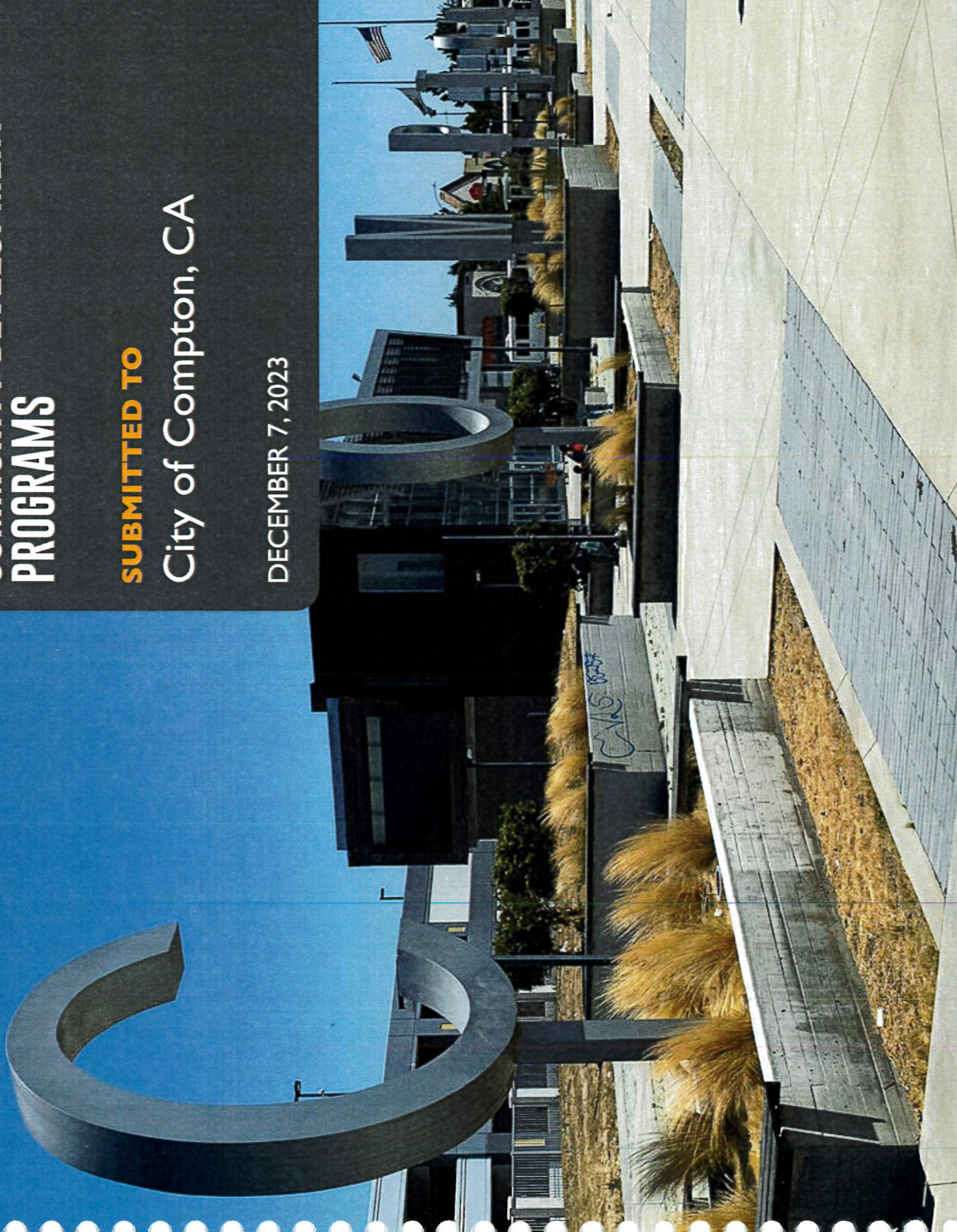


**GRANT ADMINISTRATIVE SERVICES
FOR FEDERAL HOUSING AND
COMMUNITY DEVELOPMENT
PROGRAMS**

SUBMITTED TO

City of Compton, CA

DECEMBER 7, 2023



Innovating Solutions for a Changing World



December 5, 2023

City of Compton, City Clerk's Office
Attn: Turnel Woods, Grants Compliance Manager
205 South Willowbrook Avenue,
Compton, CA 90220

RE: CDBG, HOME, and HOME-ARP, Administrative Services and Qualifications

Dear Mr. Woods,

We understand that the City of Compton is seeking a consultant to assist with grant administrative services for Federal Housing and Community Development programs, including CDBG, HOME, and HOME-ARP. The ideal consultant would be knowledgeable in the requirements for these programs, be able to quickly assist the City with completing grant documentation, and would be focused on compliance at all phases of the work.

The iParametrics team is that consultant. Our team offers the City of Compton competitive advantages in the critical areas of experience, innovation, cost, and a partnership-based and solutions-focused technical approach to grant administrative services for a variety of federal programs from HUD and others. We are results-driven and are prepared to achieve results for the City of Compton.

- **Extensive Experience.** Our team has supported grant administration for federal programs for over 20 years, working with a variety of clients across the United States on these and other programs. We have assisted in the application and administration of grants at the federal, state, and local levels, including grants through FEMA, HUD, the US Treasury, the American Rescue Plan Act (ARPA), Community Development Block Grants (CDBG), FEMA Public Assistance, and more.
- **Innovative Solutions:** Innovation facilitates doing more with less, increases the reach of your achieved funding, and unlocks new opportunities. We offer turn-key solutions for a web-based, born-digital recovery program, focused on leveraging data, streamlining processes, and centralizing record-keeping and reporting in a constantly accessible, digital location to achieve ongoing compliance with any funding source.
- **Partnership-based Technical Approach:** In grants management, expertise is a never-ending pursuit of understanding. We believe in ongoing personal development and development of those around us to foster a culture where the pursuit of knowledge is celebrated. We offer the City experts who possess activated knowledge of the nuance and intricacies of a variety of federal programs.

- **The Cost Advantage:** Control of costs starts with the vendor selected for this engagement and will impact every citizen your programs aim to serve. Our pricing reflects cost-conscious methods to maximize the reach of your recovery dollars.
- We are committed to delivering only the highest level of service to our clients. If awarded, the City of Compton can count on us to successfully administer and support these and other grants to make your community goals a reality.

As Executive Vice President of iParametrics, I offer my personal commitment to providing the City of Compton with the best resources and services available. If you need to contact me at any time, either before or after your selection decision, please call me at 401.536.8178 or via email at jeff.stevens@iParametrics.com with any additional questions. You can also contact our Project Manager and the City's main point of contact, Kennedy Shannon, Esq., on her cell phone at 313.587.0861 or email kennedy.shannon@iParametrics.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey Stevens', is written over a circular blue stamp that contains the text 'iParametrics'.

Jeffrey Stevens
Executive Vice President
iParametrics, LLC

iParametrics, LLC
6515 Shiloh Road, Suite 200 | Alpharetta, GA 30005
770.664.6636 | www iParametrics.com

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SECTION 1

Statement of Qualifications

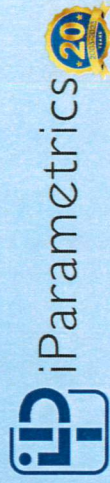
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SECTION 2

Resumes

SECTION I

STATEMENT OF QUALIFICATIONS



SECTION I

STATEMENT OF QUALIFICATIONS

Personnel

The iParametrics team holds all necessary qualifications to meet the items requested by the City within your Request for Proposals, and we are prepared to begin working immediately upon contract award. Our team of grant writing and disaster recovery professionals is committed to staying abreast on the newest laws and regulations surrounding federal grants, and we will continue to become familiar with the guidelines for opportunities such as the Bipartisan Infrastructure Law as they are released.

Our Grants Subject Matter Expert, Kennedy Shannon, Esq. and our grant writing professionals are looking forward to the opportunity to assist the City of Compton with applying for and receiving the maximum amount of funding available.

Our team's prior experience in identifying, writing, and applying for grants of various sizes and funding sources has allowed us to perfect these practices, meaning there will be no lag in the application process, regardless of any other projects we are committed to. All key staff proposed in these pages have recent experience implementing grant relief programs, funded through the Federal Emergency Management Agency (FEMA), the Department of Housing and Urban Development (HUD), the American Rescue Plan Act (ARPA), and other federal and state entities.

The key staff presented in these pages have worked with state, local, and non-profit clients around the nation to deliver the most creative, innovative, and comprehensive plans for leveraging grant funding to enhance resilience and leading clients through complex grant administration and closeout processes.

Below are brief bios about each key team member. Resumes can be found in section two of the proposal packet.



Kennedy Shannon, Esq., is an expert in federal grants compliance and serves as iParametrics' Director of Long-Term Recovery. Kennedy has a vast knowledge

of federal grant regulations and federal funding requirements, which she uses to guide clients through the legal and federal guidelines for a variety of federal funding programs. Kennedy is a subject matter expert in numerous federal programs including CDBG, CDBG-MIT, CDBG-DR, ESG, HOME, and ARPA. In her previous role as the Assistant Director of the Office of Grant Management for the City of Detroit, Kennedy provided program management and compliance oversight for neighborhood, community, and economic development grants and programs. While in this role, her grant portfolio totaled more than \$596 million (private and federal dollars). Previously, Kennedy also served as a Grant Writer for the Veteran's Association (VA) in downtown Detroit, focusing on securing grants and funding opportunities for the City's homeless veterans population. She has worked with clients from across the country on various long-term recovery projects. She provided subject matter expertise to the Texas General Land Office and their sub-applicants on their CDBG-MIT project. Additional work experience includes working with the City of Tallahassee on their Rebuild Florida Mitigation Grant Programs and with San Juan Puerto on their CDBG Management. Kennedy earned her Juris Doctorate from the University of Detroit Law School.



Michelle Fidelia serves as an Associate Project Manager for iParametrics, focusing on supporting our clients in managing and implementing projects through funding received through ARPA. She manages large-scale projects and ensures compliance with federal regulations while consulting local government officials on proper reporting requirements to the US Treasury. Michelle previously managed over 600 applicant files and assisted applicants in the State of Florida in navigating the Rebuild Florida program following Hurricane Irma.



Marjorie Townsend is a Senior Project Coordinator at iParametrics. She develops and executes comprehensive subrecipient monitoring plans, ensuring adherence to federal grant regulations. Marjorie plays a vital role in reviewing subrecipient agreements for alignment

SECTION I STATEMENT OF QUALIFICATIONS

CONTINUED

with federal guidelines, conducting regular audits of financial records and program activities, and collaborating with grant management teams to create effective corrective action strategies. In her current role, Marjorie is focused on helping to manage ARPA grants totaling over \$131 million.

Emily Prestenbach has six years of experience as a Senior Recovery Grants/Closeout Specialist in the FEMA PA Program. She has experience manipulating data and finding creative ways to gain insight from raw data. She has a background in designing and developing relational databases and provides financial accounting reconciliation guidance to clients during the grant closeout process. She is an analytical, detail-oriented, and accomplished data professional with a record of accomplishment of success in collecting, analyzing, and improving business data to enhance solutions.

Julianne Bertone has extensive experience with HUD's CDBG Program and in developing and executing federally funded programs. She is a quality improvement project leader who plans and organizes projects, meetings, and presentations, and creatively collaborates with partners in government, non-profit, for profit, and academic settings to enhance project skill sets and conduct data collection. Julianne is well-versed in training and technical assistance, subrecipient management, program design, and program compliance. With demonstrated subject matter expertise in public health and comprehensive disaster recovery, she is well-equipped to manage a broad range of disasters.

Full resumes are provided for the key staff named above. Additional resumes of roster/contract staff can be provided upon task order assignment.

Experience

iParametrics, LLC, is a recognized leader in grant writing, management and emergency management services. Since our founding in 2003, we have supported clients in all 50 states, including projects throughout California (as shown in the map to the right).

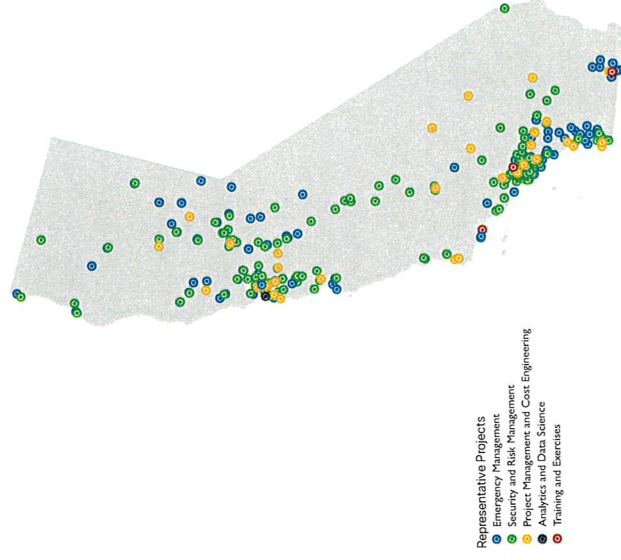
iParametrics has over 100 employees, including certified emergency managers, trainers, and facilitators, who have

experience with grant writing and management in addition to other disaster recovery work.

iParametrics has a strong history of providing emergency management, security and risk management consulting, and training and exercise services at all levels of government and the private sector. Our team has supported grant writing and management for over 20 years, working with a variety of clients to apply for and receive the maximum funding possible.

Our team members excel at working together with the key stakeholders in each community to understand their long-term goals and then apply for the best grants available to ensure those goals are put in motion.

By maintaining an understanding of the requirements, guidelines, and standards surrounding federal and state grants, our team members have become experts at navigating the grant application process. Corporately, we are consistently trained on regulatory compliance at the state and federal levels to stay abreast of the latest trends and nuances in the industry. We support our clients in efforts which include grant writing, grant application development,



SECTION I STATEMENT OF QUALIFICATIONS

CONTINUED

benefit cost analysis, regulatory coordination, project monitoring, reimbursement services, payment reconciliation, procurement development and oversight, cross-cutting compliance (specifically with OMB's 2 CFR, Part 200 federal funding requirements), external relations, and financial management.

Project Experience

Our team offers expert insight into the requirements of the grants process at the federal, state, and local levels, including grants through FEMA, HUD, the US Treasury, the Coronavirus Aid, Relief, ARPA, Build Back Better Challenge grants, Community Development Block Grants (CDBG), FEMA Public Assistance (PA), FEMA Hazard Mitigation, Economic Development Administration (EDA) grants, Building Resilient Infrastructure and Communities (BRIC) grant program, and more. Additionally, our team members stay abreast of the requirements surrounding funding sources that haven't been officially released or for which guidelines have yet to be finalized for, such as the Infrastructure Investment and Jobs Act.

While knowledge of the requirements surrounding these grants is a key element in a successful application, **it is equally important to understand how these different grants can be layered and leveraged to maximize the funding received.** For example, iParameters worked with the **City of Bonita Springs**, Florida, after Hurricane Irma to layer HMPG, CDBG-DR, infrastructure grants, and FEMA Flood Mitigation Assistance funding to maximize all available mitigation funding after Hurricane Irma. This included three FEMA HMGP applications, totaling \$10 million, a \$5 million CDBG-DR Home Buy Out grant, and FEMA grant. By understanding the timeline of how grants are released after a disaster and grant requirements of these funding sources, our team was able to progressively layer the funding opportunities as the grant application windows opened to maximize the mitigation funding available across the community.

When it comes to grant writing, we know that one size does not fit all.

Rather, it takes an understanding of each community's strategic long-term goals to know if the grant will provide enough support to meet these goals. iParameters uses this thought process as we identify the best grants to put time and energy into. We realize that every grant may not be worth the effort, but by layering multiple grants or funding sources we are able to achieve the maximum return. **We are committed to identifying and layering the best solutions for our clients to ensure the most holistic result.**

Our team understands that each project is unique, and that careful strategic collaboration with decision makers is key to understanding and identifying the appropriate funding sources to meet all needs of the community. Quite often, after meeting with community leaders, we will learn of opportunities in which funding could be leveraged but is not, allowing us to shift gears to cover these missed opportunities.

For example, after the successful administration of ARPA funding and submission of an EDA Build Back Better Challenge grant (completed in three weeks with over 30 letters of support) in **Wyandotte County**, Kansas, we were asked to assist the County in the revitalization of their tourism industry by supporting their application for the ARPA Travel, Tourism, and Outdoor Recreation Grant. Additionally, the County requested assistance with the development and administration of a small business grant portal to deliver CARES Act funds to small businesses in Kansas City, Kansas. This portal, which was developed by iParameters' in-house team of analytics professionals, was available in both English and Spanish to meet the multilingual needs of the community. Finally, the County identified the need for additional resources to support their police department's efforts. Our team worked with County leadership to identify and apply for applicable grants to support a Real-Time Crime Center to operate within Kansas City.

The City of Compton deserves the support of a team that knows how to quickly, efficiently, and effectively identify needs, de-

SECTION I

STATEMENT OF QUALIFICATIONS

CONTINUED

termine financial resources, and receive all available funding to help meet the needs of your local communities and stakeholders.

We are excited to work with the City, helping to bring your recovery, resilience, sustainability, and infrastructure improvement plans to life through the layering of available and new funding sources.

WHAT SETS US APART: OUR SPECIALIZED APPROACH

The iParameters team understands how to most efficiently and effectively apply for and receive grant funding from a variety of funding sources. We are aiding numerous communities throughout the country as they faced disaster recovery efforts through ARPA, FEMA, and other federal funding. The team that will be working with you has decades of hands-on experience in the field and understands the challenges you face and the opportunities we can leverage together to be successful.

We will embed with City personnel – physically, when possible, and virtually, if needed – to fully understand the needs of your team, your constituents, and your stakeholders. This will allow us to focus on what matters most in the grants management process. This close working relationship will also allow us to identify potential “hidden costs” that may be eligible for reimbursement and to help you find funding sources to cover these costs.

We recognize that cost recovery is not a “sole-source” approach, and we will go the extra mile to determine the best methods to maximize cost recovery for the City. We have experience with many of these funding sources and will be able to help guide the City in finding ways to access these sources, when available, to support your own goals and those of your local communities.

Our team’s diverse range of experience assisting with over 70 presidentially declared disasters in all 50 states over the past 20 years means we are able to view and assess your funding initiatives through a comprehensive lens and identify the best opportunities for a complete, holistic recovery.

WHAT SETS US APART: OUR BREADTH OF EXPERIENCE

The iParameters team has significant experience nationwide with all federal funding and recovery grants and intimately understands how we can leverage this funding in an effective effort for the City of Compton. This experience has allowed us to identify and leverage effective strategies to help maximize cost recovery for all of our clients. If selected, we will support the City with various strategies focused on ensuring overall cost recovery and grants management.

We have the personnel, processes, and practical experience to ensure an effective, holistic, and inclusive grants management effort.

We recognize that each grant opportunity and funding source come with their individual challenges. To maximize cost recovery, our team is trained to ensure we avoid common pitfalls that can occur in the grants reimbursement processes. With our depth of experience, we will:

- Maximize reimbursement of services, personnel, contracting and subcontracting costs for projects.
- Avoid duplications of benefit(s) that could lead to ineligibility.
- Confirm personnel costs are appropriate for cost recovery purposes.
- Carefully review all paperwork to minimize potential audit pitfalls.
- Ensure documentation is audit-friendly and maximizes accountability and transparency to the funding agency as well as the taxpayers and critical stakeholders.
- Ensure continuity of the recovery process in the closeout so that you have all the information and resources necessary to continue any relevant work well after the work under this contract has completed.

WHAT SETS US APART: OUR BALANCED PERSPECTIVE

The iParameters team approaches all of our projects from multiple, balanced perspectives.

SECTION I

STATEMENT OF QUALIFICATIONS

CONTINUED

- **Technical Perspective.** The iParameters team stays abreast of the latest federal guidelines to support modern concepts in emergency management.
- **Financial Perspective.** Our team ensures the most effective yet efficient methodologies are implemented to maximize the client's financial resources. Client costs are minimized wherever feasible, while cost recovery using a variety of sources is maximized.
- **Stakeholder Perspective.** We pride ourselves on understanding that our clients themselves have stakeholders and customers they serve. In executing this project, we will work hard to understand not only your primary stakeholders but also the customer base and stakeholders that the City supports.
- **People Perspective.** We strive to understand the challenges and opportunities that confront your staff in the critical roles managing this contract and will work hard to ensure their satisfaction with our work. We truly become an extension of your team. We ensure our work, as well as the end-result product, will mesh with your culture, processes, goals, objectives, and strategies.

For this project we will be partnering with Metric Engineering. **Metric** is a privately held, women and minority-owned consulting firm that is headquartered in Miami, Florida. They specialize in preparedness, response, recovery, and mitigation. Their staff includes personnel with broad experience in the FEMA PA and CDBG programs.

as well as staff with backgrounds in a variety of other federal, state, and locally funded programs and initiatives. Metric focuses on grant management, project and program management, FEMA recovery and public assistance, hazard mitigation, debris monitoring, environmental services, and comprehensive emergency management planning and plan development geared towards mitigation, incident operations, logistics, recovery, and the continuity of operations for businesses.

Together, we understand how to lead clients through programs administered under FEMA, including the FEMA PA and Individuals and Households programs, as well as programs conducted by HUD, such as CDBG-DR, CDBG-MIT, and CDBG-CV. We can also navigate funding opportunities and identify projects for application development through new federal funding.

PAST SUCCESS IN IDENTIFYING AND SECURING FUNDING OPPORTUNITIES

To show our recent successes in securing grant funding, we have summarized recent projects that highlight services most like those we would perform for the City of Compton including our expertise with initiating and managing grant programs in which we identify applicable grants, write grant applications, administer awarded grant funding, and prepare reports in support of the grants. We have summarized this experience in the chart below.

CLIENT NAME / LOCATION	PROJECT DESCRIPTION	CONTRACT DATES
Newton County / Georgia	The iParameters team is supporting Newton County with its grant writing needs. To date, they have been awarded a total of \$5 million in grant funds. \$4 million was awarded through the 2023 Congressional Community Project funding (HUD Funding) to support the County's recreational facility, West Side Youth Center. \$1 million was applied for and awarded from the 2024 Congressional Community Project Funding (DOT Funding) to expand the roadway for Brown Bridge Road to allow more through-traffic and make the commute more energy-efficient and safer.	06/2022 - Ongoing
City of Stone Mountain / Georgia	iParameters assisted the City in applying for and receiving a \$200,000 Livable Cities Initiative (LCI) Grant from the Atlanta Regional Commission for the connecting parks, paths, and public spaces project, which will encourage seamless community connections between the City and Stone Mountain Park through a bicycle and pedestrian loop that links public green spaces. This funding was granted by the 2024 Congressional Community Project Funding (DOT funding) and required a 20% cash match.	07/2022 – Ongoing

SECTION I STATEMENT OF QUALIFICATIONS

CONTINUED

CLIENT NAME / LOCATION	PROJECT DESCRIPTION	CONTRACT DATES
Town of Sneads / Florida	iParameters has been assisting the Town of Sneads in the wake of Hurricane Michael. The town requested CDBG-DR and HMGP to rebuild after the category 5 storm ripped through the panhandle. The town applied for and was awarded \$750,000 in FEMA and HUD Funding .	7/2019 - Ongoing
City of Fayetteville / North Carolina	The iParameters team is supporting the City of Fayetteville's COVID-19 response and recovery efforts by identifying applicable uses for their ARPA funds to meet City goals through the initiation of specialized programs, including small business revitalization and new broadband infrastructure.	06/2021 – Ongoing
City of Providence / Rhode Island	The iParameters team was selected to assist the City in their recovery process from the pandemic while preparing for future disaster declarations. We are coordinating and managing all FEMA Public Assistance grant responsibilities while identifying other relief opportunities, including CARES CRF and ARPA.	7/2021 - Ongoing
Unified Government of Kansas City & Wyandotte County / Kansas	iParameters is providing the Unified Government's grant writing response and recovery efforts, which includes applying for recovery funding reimbursements and grant management services. We provide professional consulting services for grant discovery, community liaison, and technical government grant writing to maximize their ARPA-allocated relief funds while identifying and applying for additional opportunities. The Unified Government applied for and was awarded a \$1 million dollar grant (with a 20% cash match) from the US Department of Transportation through the Bipartisan Infrastructure Law (BIL) . This planning grant will be used to improve safety on local streets through the creation of a vision zero action plan. Additionally, we wrote and the Unified Government was awarded a grant for \$3.5 million from The Office Of Community Oriented Policing Services (COPS Office) , a component of the US Department Of Justice. This funding allowed the Kansas City Police Department to hire additional officers, which included filling existing officer vacancies that are no longer funded in the agency's budget.	07/2021 – Ongoing
City of Lowell / Massachusetts	The iParameters team is supporting the City of Lowell's disaster response and recovery efforts, including applying for CARES CRF reimbursements, planning for vaccine distribution, and establishing a call center using a cloud-based routing system. With our help, the City applied for and received \$3.2 million in FEMA Public Assistance (PA) Funds which were used for community outreach, response support, vaccination, and testing for COVID-19.	12/2020 - Ongoing
Mecklenburg County / North Carolina	The iParameters team is supporting Mecklenburg County COVID-19 response and recovery efforts, including applying for FEMA Public Assistance funds for non-congregated sheltering, vaccination, PPE, medical supplies, and community outreach. The County was awarded \$9.6 million.	04/2021 – Ongoing

SECTION I STATEMENT OF QUALIFICATIONS

CONTINUED

CLIENT NAME / LOCATION	PROJECT DESCRIPTION	CONTRACT DATES
Finney County / Kansas	The iParameters team delivered turn-key solutions for comprehensive The iParameters team delivered turn-key solutions for comprehensive management of COVID-19 recovery funding through the US Treasury's CRF grant. We provided program design, implementation, and management services, and have guided the County in securing \$1.8 million (with a 20% cash match) through FEMA Public Assistance grants which will be used to lay fiber internet across the County. We were selected to support the County with their ARPA funds as well.	07/2020 - Ongoing
City of Portland / Oregon	iParameters supported grant development for the City's Bureau of Parks and Recreation that will fund the planting of 10,500 trees over three years and increase in shade canopy to combat "Urban Heat Islands" in the city. The grant was submitted to the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA)'s Building Resilient Infrastructure and Communities (BRIC) grant program , a national competitive grant for an available almost \$2 billion in federal funding. The grant for \$2 million was awarded in August 2023 .	04/2023 - 08/2023
Chatham County / Georgia	iParameters is supporting the County's small business grants program using ARPA funding to support local businesses that are still recovering from COVID-19. We helped the County to design and implement the grant program, including marketing, helping with applications, and providing outreach.	02/2022 - Ongoing
Sumner County / Tennessee	The iParameters team is supporting the Sumner County's ARPA funding by identifying applicable uses for their ARPA funds, including plans to update broadband and water infrastructure and lines. Our team is assisting the County vet their planned expenditures, monitor for compliance, and complete all the necessary reporting, per federal guidelines.	11/2021 - Ongoing
City of Kalamazoo / Michigan	The iParameters team is supporting the City of Kalamazoo's ARPA funding by identifying applicable uses for their ARPA funds to meet the City's objectives for recovery.	04/2022 - Ongoing
Texas General Land Office	Metric was selected by TxGLO to provide CDBG-DR program administration , case management, and mobility counseling services in support of its Homeowner Opportunity Program (HOP) following Hurricanes Ike and Dolly. The HOP involved relocation of low-income applicants in FEMA-designated high-risk areas or areas of high minority or poverty concentration to higher opportunity areas. The Metric team drafted and implemented policies and procedures involving the provision of real estate services, housing counseling, protection of housing choice, affirmatively furthering fair housing, URA regulations concerning real property acquisition, and rights of displaced persons.	

SECTION I STATEMENT OF QUALIFICATIONS

CONTINUED

CLIENT NAME / LOCATION	PROJECT DESCRIPTION	CONTRACT DATES
Texas General Land Office	CDBG-DR General Program Services: Metric has completed over 1,500 Tier 2 Site Specific Environmental Evaluations to gain National Environmental Policy Act (NEPA) clearances for Hurricane Harvey housing assistance applications for Grant Works – the GLO’s Contract Manager for these projects. Upon receipt of a Task Work Order (TWO), application sites are screened to ensure they are covered by previous county-wide broad reviews and qualify for the program under one of several proposed actions. The Metric team then coordinates the historic and archaeological reviews to determine what known resources are present.	07/2012-06/2017
City of Panama City, Florida	Metric holds an ongoing contract to conduct environmental assessments, tiered environmental reviews, and to prepare the necessary ERRS to comply with HUD and NEPA regulations , as well as 24 CFR 58. Under the first TWO, our team is providing documentation for 35 houses in Panama City that will be purchased as part of the Buyback Program due to repeated flooding. For funding to be approved, an inspection of each house and the completion of an environmental assessment must be completed. This requires inspections of each house, and a corresponding environmental review as well.	01/2019-Ongoing
Louisiana Office of Community Development, Disaster Recovery Unit	Metric is assisting the State of Louisiana through the Office of Community Development-Disaster Recovery Unit with administering the Restore Louisiana Homeowner Assistance Program, funded through CDBG-DR funding , which was appropriated to assist homeowners in Louisiana recover from what is being referred to as the Great Floods of 2016, the 2020 hurricanes, and Hurricane Ida. The \$4.3 billion allocation of the Restore Louisiana program is being used to aid over 91,000 affected households.	04/2017-Ongoing

References

Below are several references for our firm that the City can contact to verify our prior experience. Any of the references provided can attest to our successes in meeting this goal for other clients, and we encourage the City to contact them.

Newton County, GA, Grants Management

iParametrics administered all ARPA programming for Newton County to provide funding to the community who were severely impacted by the COVID-19 pandemic. This included community outreach and developing a marketing campaign to ensure targeted local non-profits and small businesses were taking advantage of funding opportunities.

Dates: June 2022–Present

Contact: Harold Cooper

(678) 625-1615 | hcooper@co.newton.ga.us

City of Providence, RI, Disaster Recovery and Grants Management

iParametrics was selected to assist the City in their disaster recovery process pandemic while preparing for future disaster declarations. We are coordinating and managing all FEMA PA grant responsibilities while identifying other relief opportunities, including ARPA and other grant sources.

Dates: July 2021–Present

Contact: Patrice Jean Philippe

(401) 954-8278 | pjeanphilippe@providenceri.gov

SECTION I
STATEMENT OF QUALIFICATIONS

CONTINUED

City of Stone Mountain Georgia, Grant

Writing

iParametrics met with key stakeholders to determine the best uses of funding, developed a grant search action plan, and conducted research on available funding opportunities. Our team developed a targeted list of grant funders, identified applicable grant vehicles, and reviewed legal and regulatory requirements for each grant vehicle to ensure compliance before beginning grant applications.

Dates: 2022-Present

Contact: Darnetta Tyus
(770) 498-8984 x120 | dtyus@stonemountaincity.org

Unified Government of Wyandotte County and Kansas City, KS,

iParametrics was asked to identify federal funding opportunities available through ARPA while collaborating with state agencies to maximize the amount of funding the Unified Government received. This included community outreach to ensure local non-profits and small businesses were taking advantage of funding opportunities.

Dates: August 2021-Present

Contact: Kathleen VonAchen
(913) 573-5186 | kvonachen@wycokck.org

Pricing

The iParametrics team believes that collaboration and transparency are key to supporting our clients, especially when it comes to billing. **We will only charge the City of Compton for the hours in which we perform service.** Prior to starting the project, we will meet with City leadership to establish a proposed project timeline, and if any adjustments are needed, we will notify the City and explain those in an upfront, transparent manner.

The pricing structure proposed in the following Hourly Rates table offers hourly rates for staff time to support the City in obtaining exactly what it needs, only when needed. These hourly rates are the direct cost of the employees time working for the City. There are no indirect costs associated with our hourly rates. All travel will be billed to the City at GSA rates. The positions proposed offer a mix of experience, expertise, and training levels so we can scale to meet your needs for any program. We will work with the City of Compton to ensure cost of our services remains within the guidelines, when established by the US Treasury, so services rendered under this engagement are reimbursable through your federal grant program, minimizing out-of-pocket costs to the City.

We track our costs very effectively using a proprietary Excel workbook. Using our expert knowledge, we developed this system using Microsoft's trusted platform.

This tracking program maintains client transparency, ensures grant compliance, and allows multiple users from different organizations to track their costs effectively.

HOURLY RATES	
Project Executive	\$191
Subject Matter Expert	\$206
Project Manager	\$173
Associate Project Manager	\$163
Senior Engineer	\$154
Engineer	\$129
Senior Closeout Specialist	\$149
Closeout Specialist	\$123
Senior Project Writer	\$134
Project Writer	\$124
Outreach Team Lead	\$100
Outreach Coordinator	\$92



SECTION 2
RESUMES





KENNEDY SHANNON, JD

PROGRAM MANAGER

Kennedy Shannon is a grants expert with over 15 years of disaster grant management, nonprofit management, federal grant compliance, and diversity & inclusion experience across public and private sectors. She has a proven track record in CDBG funding management and disaster recovery initiatives. Kennedy has played a pivotal role in driving disaster relief, restoration, and economic revitalization efforts across various jurisdictions. In San Juan, Puerto Rico, Kennedy expertly facilitated compliance and program management services, leveraging an in-depth understanding of State and Federal CDBG-DR statutory responsibilities. Kennedy's expertise extends to overseeing multi-million-dollar recovery funds ensuring meticulous regulatory compliance.

EDUCATION

- Diversity & Inclusion Master's Certificate, Cornell University, 2021
- Project Leadership & Project Management Master's Certificate, Cornell University, 2015
- Juris Doctorate, University of Detroit Law School, 2010
- Bachelor of Science, Public Policy & Public Administration, Michigan State University, 2005

EXPERIENCE

- **CDBG Management, San Juan, Puerto Rico.** Provided comprehensive compliance and program management services to facilitate disaster relief, recovery, restoration, and economic revitalization in area affected by natural disasters. Provided subject matter expertise in State and Federal CDBG-DR statutory responsibilities, including, but not limited to, performing grant administration services for non-housing and housing projects.
- **City of Detroit, CDBG - Entitlement.** Ensured regulatory compliance for the City of Detroit's Community Development Block Grant (CDBG) Entitlement funds, overseeing over \$50 million annually. Supervised and approved expenditures for all HUD-related activities, ensured adherence to 2 CFR Part 200 regulations for all HUD awards, verified and approved IDIS entries, and closely monitored fund utilization and spend-down.
- **Rebuild NC Buyout Program, CDBG-DR, North Carolina Office of Recovery & Resiliency.** Managed CDBG-DR Buyout initiatives by providing subject matter expertise and legal and regulatory guidance regarding the program and state law.
- **City of Detroit, CDBG - Entitlement.** Authored the policies and procedures guide for the Voluntary Buyout Program, encompassing URA standards. Established methodologies for property valuation, inspections, and streamlined real estate closing procedures.
- **Hazard Mitigation Grants Program Management, Texas General Land Office.** Directly manage a staff of 3 and subcontractors for general management services related to HMGP Supplemental program implementation. Provide subject matter expertise on CDBG-MIT to sub-recipient applicants, as well as to the grantee Texas GLO.
- **Rebuild Florida Mitigation Grant Programs, City of Tallahassee, FL.** Managed a team of 5, drafted and submitted grant applications for the Rebuild Florida Critical Facilities Hardening program, General Infrastructure program, and General planning support program.
- **City of Detroit Assistant Director of the Office of Grant Management.** Housing, Economic Development, & Community Economic Services. Provided oversight of a grant portfolio of \$596,098,959.40 (private and federal dollars).





MARJORIE TOWNSEND

SENIOR GRANT WRITER AND RESEARCHER

EDUCATION

- BS, Hospitality Administration, Boston University
- International Studies Program, Haifa University, Israel

Marjorie Townsend is a Senior Project Coordinator at iParameters. She develops and executes comprehensive subrecipient monitoring plans, ensuring adherence to federal grant regulations. Marjorie plays a vital role in reviewing subrecipient agreements for alignment with federal guidelines, conducting regular audits of financial records and program activities, and collaborating with grant management teams to create effective corrective action strategies. In her current role, Marjorie is focused on helping to manage ARPA grants totaling over \$131,000,000.

Marjorie received her Bachelor of Science in Hospitality Administration from Boston University and completed Haifa University's International Studies program.

EXPERIENCE

- American Rescue Plan Act (ARPA), Pawtucket, Rhode Island. Leads the sub-recipient monitoring team, quarterly reporting to the treasury, project and data management.
- American Rescue Plan Act (ARPA), Hutchinson County, Kansas. Receives and reviews contracts, reports, and expenditures of ARPA grant allocations to ensure the program meets federal compliance.
- American Rescue Plan Act (ARPA), Saline County, Kansas. Assists in receiving and reviewing contracts, reports, and expenditures of ARPA grant allocations for 3 programs: Childcare Grant Program (\$1 Million), Housing Infrastructure (\$500K), Small Business Assistance (\$300K).
- American Rescue Plan Act (ARPA) Reno County, Kansas. Receives and reviews contracts, reports, and expenditures of ARPA grant allocations which support ARPA grant allocations which support Childcare Grants(\$4.5 Million), Housing Infrastructure (\$2 Million), and Commercial Cooridor (\$1 Million)
- American Rescue Plan Act (ARPA), City of Fayetteville, North Carolina. Assists in the management of ARPA funds for 3 programs: Childcare Stipend Grant Program (\$1Million), Small Business Assistance (\$2 Million), and Commercial Cooridor (\$1Million).
- American Rescue Plan Act (ARPA), Unified Government of Kansas City-Wyandotte County. Leads the sub-recipient monitoring team, quarterly reporting to the treasury, project and data management.
- COVID-19 Pandemic Response, Narragansett, Rhode Island. Receives and reviews contracts, reports, and expenditures of ARPA grant allocations to ensure the program meets federal compliance.
- ARPA Grant Management, Sanilac County Michigan. Ensures the ARAPA program meets federal compliance by reviewing contracts and reports.





MICHELLE FIDELIA

GRANT WRITER AND RESEARCHER

EDUCATION

- BA, International Studies and French, North Carolina State University

Michelle Fidelia serves as an Associate Project Manager for iParameters, focusing on supporting our clients in managing and implementing projects through funding received through the American Rescue Plan Act (ARPA). She manages large-scale projects and ensures compliance with federal regulations while consulting local government officials on proper reporting requirements to the US Treasury. Michelle previously managed over 600 applicant files and assisted applicants in the State of Florida in navigating the Rebuild Florida program following Hurricane Irma.

EXPERIENCE

- American Rescue Plan Act (ARPA), City of Fayetteville, North Carolina. Project Manager / QC Reviewer. Overseeing the \$3 million Small Business Program, approved over 50 small business for the Small Business Program, and obligated over \$2.3 million of the City's ARPA allocated funds.
- American Rescue Plan Act (ARPA), Hutchinson County, Kansas. Team Lead for meetings and discussions for the impending implementation of a small business, housing, and childcare program/application process.
- American Rescue Plan Act (ARPA), Newton County, Georgia. Supporting County officials on identifying uses to allocate ARPA funds. Assisting in the initiation of a nonprofit and small business project with ARPA funding.
- American Rescue Plan Act (ARPA), Saline County, Kansas. Provide subject matter expertise in the American Rescue Plan Act and provide federal compliance with 2 CFR part 200. Assist with developing and implementing programs/projects that meet ARPA federal requirements.
- American Rescue Plan Act (ARPA), Pawtucket, Rhode Island. Serve as Associate Project Manager to help the City create a plan for their ARPA funding and decide on best uses for the City's citizens.
- American Rescue Plan Act (ARPA), Kalamazoo, MI. Serve as Associate Project Manager to help the City decide on ARPA funding uses and create a plan for grant management that meet ARPA federal requirements.
- Grants Management for Providence, Rhode Island. Assisting the team with grants management support for Providence's COVID-19 recovery, including developing and implementing a Grants Application System created by the iParameters analytics team.
- American Rescue Plan Act (ARPA), Hopkinton, Rhode Island. Supporting the City's plan for their ARPA funding and best uses for the City's citizens.
- American Rescue Plan Act (ARPA) Reno County, Kansas. Serve as Associate Project Manager to help the City create a plan for their ARPA funding and decide on best uses for the City's citizens.



EMILY PRESTENBACH

GRANT MANAGER

Emily has six years of experience as a Senior Recovery Grants/Closeout Specialist in the FEMA PA Program. She has experience manipulating data and finding creative ways to gain insight from raw data. She has a background in designing and developing relational databases and provides financial accounting reconciliation guidance to clients during the grant closeout process. She is an analytical, detail-oriented, and accomplished data professional with a record of accomplishment of success in collecting, analyzing, and improving business data to enhance solutions.

EDUCATION

- BS Business Administration, Nicholls State University

CERTIFICATIONS

- FEMA IS-100
- Excel for Accounting and Finance Professionals, 2021
- IS-0230.e: Fundamentals of Emergency Management
- IS-276.a: Benefit-Cost Analysis Fundamentals
- IS-01000: Public Assistance Program and Eligibility
- IS-1001: The Public Assistance Delivery Model Orientation
- IS-1002 FEMA Grants Portal
- IS-1005: Public Assistance Alternative Procedures
- IS-1006: Disaster Damage and Developing Project Files
- IS-1008: Scope of Work Development

EXPERIENCE

- Reconnecting Communities and Neighborhoods Grant Preparation Services, Chipley, FL. Worked with the City of Chipley to create and apply for the DOT Reconnecting Communities and Neighborhoods (RCN) Grant.
- Department of Transportation's Neighborhood Access and Equity Grant Preparation Services, Morgan City, LA. Selected by the City of Morgan City to prepare and apply for the Department of Transportation's Neighborhood Access and Equity (NAE) Grant program.
- FEMA PA Consultant, Pasco County, FL: Conducts QA/QC reviews for FEMA PA reimbursement from Hurricane Ian. She reviews data for force account equipment with FEMA's schedule of current equipment rates, as well as 20% compliance reviews for all Force Account Labor summaries.
- Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Consulting Services, Franklin County, OH. Worked with Franklin County to develop a HOME-ARP Allocation Plan, ensuring the creation of a plan that best serves the Franklin County community.
- Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Consultation Services, City of Columbus, OH. Metric was selected to provide grant consultation services for the City of Columbus' \$16 million HOME-ARP allocation. The allocated funds are intended to reduce homelessness and increase housing stability across the County.
- COVID-19 Response and Assistance, Unified Government of Wyandotte County and Kansas City, KS: In response to the COVID-19 pandemic, ARPA funding was utilized to provide urgent and targeted funding for workers and families. The Unified Government sought assistance to maximize its ARPA funding while identifying additional grants to provide relief to citizens. To expedite their efforts, the Unified Government requested grant discovery, community liaison, and technical government grant writing services to maximize their allocated funds.
- Needs Assessment for ARPA Funding, Saline County, KS: Ensured compliance with federal regulations while maximizing the usage of ARPA funding in the local community.



JULIANN K. BERTONE

ASSOCIATE PROJECT MANAGER

Juliann has extensive experience with HUD's CDBG Program and in developing and executing federally funded programs. She is a quality improvement project leader who plans and organizes projects, meetings, and presentations, and creatively collaborates with partners in government, non-profit, for profit, and academic settings to enhance project skill sets and conduct data collection. Ms. Bertone is well-versed in training and technical assistance, subrecipient management, program design, and program compliance. With demonstrated subject matter expertise in public health and comprehensive disaster recovery, she is well-equipped to manage a broad range of disasters.

EXPERIENCE

- **Coronavirus Relief Fund (CRF) Grant Management, Seward County, Finney County, and Neosho County, KS.**
Serves as Program Manager for Neosho and Finney County's suite of programs aimed at recovery and ongoing mitigation of impacts of COVID-19, including programs providing assistance to individuals and households, grants to small businesses, FEMA match, and grants to non-profits and government entities to design and administer recovery initiatives.
- **ARPA Grant Management, Saline and Unified Government of Wyandotte County and Kansas City, KS.** Associate Program Manager. Assists County staff in quickly, compliantly, and efficiently expending ARPA funds, including planning, design and implementation of grant programs, preparation of reports required by state and federal funders including the U.S. Treasury. Served as Portfolio Manager for Puerto Rico's suite of CDBG-DR programs targeted to address the needs of its most vulnerable, including a Social Interest Housing Program and Housing Counseling Program. In this role, she managed a portfolio of over \$50 million.
- **Colorado Department of Public Health and Environment, Denver, CO.** Communications & Policy Analyst. As the Public Information Specialist for the Office of Emergency Preparedness and Response (OEPR), Juliann led all communications, outreach, and mass messaging for emergency and non-emergency health situations.
- **Reconnecting Communities and Neighborhoods (RCN) Grant Preparation Services, Chipley, FL.** Metric worked with the City of Chipley to create and apply for the DOT Reconnecting Communities and Neighborhoods (RCN) Grant.
- **Department of Transportation's Neighborhood Access and Equity (NAE) Grant Preparation Services, Morgan City, LA.** Selected by the City of Morgan City to prepare and apply for the Department of Transportation's Neighborhood Access and Equity (NAE) Grant program. Provided the city with cost estimating, needs assessments, and application creation from start to submittal for this project.

EDUCATION

- MA, Global Leadership & Sustainable Development, Hawaii Pacific University

- BS, Integrated Marketing Communications, Ithaca College

CERTIFICATIONS

- Trainer – Center for Disease Control and Prevention's Crisis and Emergency Risk Communications (CERC)

- Certified Facilitator through the Rocky Mountain Public Health Training Center

TRAINING

- CDBPHE Project Management Essentials
- CDPHE Behavioral Health for Spokespersons Training
- FEMA Introduction to ICS for Operational First Responders
- FEMA National Incident Management System
- FEMA Joint Information Center / Joint Information System





CITY OF COMPTON GRANT ADMINISTRATIVE SERVICES

MVN & Associates, LLC.

Section 1: Background, Experience, Knowledge, and Approach

MVN & Associates, LLC. (MVN), although recently established in 2023, is an affiliate of DPC Consulting LLC (DPC), which has been established since 2011. MVN is a registered corporation in the State of California. MVN is a Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disadvantaged Business Enterprise (DBE). MVN provides its clients with a variety of consulting services including but not limited to: Grant Administrative Services, Compliance Monitoring, Labor Compliance and Section 3 Monitoring, and Part 5 Income Determination Review.

Grant Administrative Services and Compliance Monitoring

MVN provides administration and compliance monitoring services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant – CARES Act (CDBG-CV), HOME American Rescue Plan Program (HOME-ARP), and Neighborhood Stabilization Programs (NSP).

MVN is currently under contract with the City of Compton (City) to prepare U.S. Department of Housing and Urban Development (HUD) planning and reporting documents including but not limited to Annual Action Plans (AAPs) and Consolidated Annual Performance Evaluation Reports (CAPERs). Although MVN is newly established, its affiliate DPC has provided sub-consulting services for CDBG, HOME, ESG, CDBG-CV, HOME-ARP, and NSP for the following grantees: Apple Valley, Compton, Corona, El Monte, Fontana, Hawthorne, Hesperia, Huntington Park, Irvine, Laguna Niguel, Lancaster, Newport Beach, Rancho Cucamonga, Rialto, Salinas, Santa Ana, Simi Valley, Torrance, and Upland.

MVN proposes to provide CDBG, HOME, and HOME-ARP grant administrative and compliance monitoring services that include but are not limited to the following:

- Preparation of Annual Action Plans, Consolidated Plan, CAPER, and public notices.
- Preparation of grant documents (i.e., SF-424, SF-424D, Certifications, etc.) to ensure receipt of program funds, as applicable.
- Preparation of HUD required reports, notices, and documents necessary to process any Minor/Substantial Amendment(s) to the Consolidated Plan, and Annual Action Plan(s).
- Preparation of HUD Reports (i.e. HUD-4710 Semi-Annual Labor Standards Enforcement Report, Section 5.7 Report, HUD-2516 Contractor/Subcontractor

- Activity Report, Minority Business Enterprise (MBE) Summary Report, and Cash on Hand Report).
- Assist City with Integrated Disbursement Information System (IDIS) activity set-up, accomplishment reporting, drawdown preparation, and activity closeout.
- Provide financial management and reconciliation assistance for drawdown preparation.
- Preparation of reports for City Council concerning allocations of funds for public service and capital improvement activities.
- Prepare compliance reports for projects, as needed.
- Develop and implement a monitoring plan for CDBG, HOME, and HOME-ARP.
- Closeout CDBG, HOME, and HOME-ARP projects and programs.
- Assist City during HUD Monitoring and Single Audits.
- Create and maintain files for CDBG, HOME, and HOME-ARP funded projects and programs.
- Prepare quarterly status reports on scope of services, projects and programs assigned.
- Review Subrecipient program applications for completeness, accuracy, eligibility, and national objective compliance.
- Prepare budgets, agreements, amendments for the City's Subrecipients.
- Review and process Subrecipient reimbursement requests and performance reports for public service activities.
- Preparation of Environmental Reviews (Exempt & CENST, only).
- Provide technical assistance and training to City staff, subrecipients, and contractors.
- Address questions regarding the CDBG, HOME, and HOME-ARP program from City Staff and the public.

Labor Compliance (Davis-Bacon Act) & Section 3 Monitoring

MVN's typical scope of work includes review of bid documents for compliance with Federal Labor Standards Provisions and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-bid and pre-construction meetings and present information to respective attendees; review submitted bids; records retention of required documents; conduct employee interviews and documentation of jobsite postings; review weekly certified payroll reports and supporting documentation; monitoring contractors responsiveness and compliance with Section 3; and submission of required labor standards reports to HUD.

Part-5 Income Determination Review

MVN proposes to only provide Part-5 Income Determination for the City's First-Time Homebuyer Program and Housing Rehabilitation Program to focus its efforts familiarizing itself with the City administrative needs and any immediate HUD concerns.

Section 2: Personnel

MVN staff that are proposed to provide grant administrative and compliance monitoring services, Davis Bacon and Section 3 monitoring, and Part-5 Income Determination review include Daniel Perez, President; Melissa Perez, Associate (Owner); and John Hernandez, Associate. Additional staff may be assigned on an as needed basis. Daniel Perez and Melissa Perez are authorized to sign contracts and other pertinent documents requiring company signature. Daniel Perez will be the City's direct contact and will manage the day-to-day aspects of the services provided by MVN to the City. Resumes of each staff member are included in Exhibit B.

Section 3: References

Below is a list of clients MVN, and its affiliate DPC, have previously or currently provide CDBG, HOME, ESG, CDBG-CV, HOME-ARP and/or NSP services for:

Town of Apple Valley: CDBG, CDBG-CV, HOME, and HOME-ARP administrative and compliance monitoring services (services provided under sub-consultant contract under DPC).

Silvia Urenda, HCD Supervisor

SUrenda@applevalley.org

(760)240-7000 ext.7910

2017 – Current

City of Compton: Preparation of 2022-2023 AAP, 2023-2024 AAP, and 2021-2022 CAPER. MVN's affiliate DPC, previously provided CDBG, HOME and ESG administrative and compliance monitoring services to the City as a sub-consultant from 2014 through 2018.

Turnel Woods, Grants Compliance Manager

T.Woods@comptoncity.org

(310) 605-5580

April 2023 - Current

MVN is newly established, and work performed by its affiliate DPC for the past 13 years has been performed as a sub-consultant. Therefore, the number of direct contract references reported under MVN is limited. However, MVN will be happy to submit personal references for personnel listed in this Request for Proposal (RFP) upon request.

Section 4: Pricing

MVN proposes to provide consulting services on an hourly basis, billed in quarter-hour increments. Rates for MVN staff positions are included in Exhibit A.

Section 5: Signature

I, Daniel Perez, serving as President of MVN, certify under penalty of perjury that this RFP submission for the City's Grant Administrative Services for CDBG, HOME, and HOME-ARP is valid for ninety (90) days upon receipt by the City.



Signature



Date

Exhibit A: Schedule of Hourly Rates

Effective Date	President	Vice President	Senior Associate	Associate	Senior Project Assistant	Assistant
07/01/23	\$110.00	\$100.00	\$90.00	\$80.00	\$65.00	\$55.00
07/01/24	\$113.25	\$103.00	\$92.75	\$82.50	\$67.00	\$56.50
07/01/25	\$116.75	\$106.00	\$95.50	\$84.75	\$69.00	\$58.25
07/01/26	\$120.25	\$109.25	\$98.25	\$87.50	\$71.00	\$60.00
07/01/27	\$123.75	\$112.50	\$101.25	\$90.00	\$73.00	\$62.00

Exhibit B: Resumes

DANIEL PEREZ

PRESIDENT

Daniel has provided program administration, implementation and technical assistance to cities, counties, non-profits, and contractors using federal funds to improve their communities. With over a decade of grant management focused on CDBG, HOME & ESG, he has applied that experience to multiple assignments in Apple Valley, CA, Compton, CA, the U.S. Territory of Puerto Rico, and many other assignments in the Southern California region.

EXPERIENCE

CPD GRANTS MANAGEMENT

Program Consultant / February 2011 - Current

Daniel has assisted over a dozen cities and counties with the design, administration, implementation, and oversight of their U.S. Department of Housing and Urban Development (HUD) funded Community Planning and Development (CPD) Programs. These include but are not limited to the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs. In addition, as a subconsultant, he has provided Technical Assistance (TA) to grantees in the CDBG-Disaster Recovery (CDBG-DR) programs.

As the president of MVN, he is responsible for the oversight and implementation for our client's programmatic and financial systems (Uniform Administrative Requirements under 2 CFR Part 200, and cross-cutting requirements such as Davis-Bacon Act, Section 3 and MBE/WBE) to ensure compliance with all applicable grant regulations and requirements.

Daniel's other responsibilities include the day-to-day oversight of subrecipients, contractors, and internal departments in their implementation of their CPD projects and programs. These tasks include preparing and issuing NOFA's, the preparation of Annual Action Plans and CAPERs, assisting in the development of procurement documents and program policies and procedures, reviewing and processing payment requests, IDIS data entry and management, grantee capacity building, compliance monitoring and preparation of HUD reports (HUD-4710, HUD-2516, etc.) and Part 5 Income Determination.

AREAS OF EXPERTISE

Compliance Monitoring:
CDBG, CDBG-DR, HOME,
ESG, NSP, CDBG-CV & HOME-ARP

Labor Compliance:
DBRA & CA State

Reporting Systems: IDIS & DRGR

YEARS OF EXPERIENCE

13 Years

EDUCATION

B.S. – Business Economics
Emphasis on Statistical
Analysis and Forecasting
University of California, Irvine

CERTIFICATIONS

HCV Housing Quality Standards

WORK HISTORY

DPC Consulting LLC
2011-Present

MELISSA PEREZ

ASSOCIATE

Melissa has provided CDBG program administration, implementation, and technical assistance to cities, counties, non-profits, and contractors to improve their communities. Furthermore, she has applied her program implementation experience to assignments with Los Angeles County Development Authority (LACDA) and the State of California to prevent evictions and homelessness.

EXPERIENCE

CPD GRANTS MANAGEMENT

Associate / 2018 - Current

Melissa has assisted cities with the design, administration, implementation, and oversight of their U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) programs.

As an associate with MVN, she is responsible for assisting MVN staff with monitoring subrecipients and contractors to ensure compliance with all applicable grant regulations and requirements.

Melissa's responsibilities include reviewing and processing payment requests and performance reports, day-to-day follow-up with subrecipients, city staff and contractors as well as providing technical assistance when necessary.

RENTAL RELIEF PROGRAM IMPLEMENTATION

Associate / 2020 - Current

Melissa has assisted city and county residents with the implementation of the Los Angeles County and California COVID-19 Rent Relief Programs which provided temporary rental subsidies for tenants who were unable to pay rent due to circumstances related to the COVID-19 pandemic. This assistance was provided under subcontracts with multiple community-based organizations.

AREAS OF EXPERTISE

Rental Assistance:
CA State & LACDA

Labor Compliance:
DBRA & CA State

Section 3 Compliance

YEARS OF EXPERIENCE

6 Years

EDUCATION

Medical Assistant
Everest College, Reseda

High School Diploma
Birmingham Community Charter H.S.

WORK HISTORY

DPC Consulting LLC
2018-Present

JOHN HERNANDEZ

ASSOCIATE

John has provided CDBG program administration, implementation, and technical assistance to cities, counties, non-profits, and contractors to improve their communities. Furthermore, he has applied his program implementation experience to assignments with the State of California to prevent evictions and homelessness.

AREAS OF EXPERTISE

Compliance Monitoring:
CDBG

Rental Assistance:
CA State

EXPERIENCE

CPD GRANTS MANAGEMENT

Associate / 2021 - Current

John has assisted cities with the design, administration, implementation, and oversight of their U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) programs.

As an associate with MVN, he is responsible for assisting MVN staff with monitoring subrecipients and contractors to ensure compliance with all applicable grant regulations and requirements.

John's responsibilities include reviewing and processing payment requests and performance reports, day-to-day follow-up with subrecipients, city staff and contractors as well as providing technical assistance when necessary.

RENTAL RELIEF PROGRAM IMPLEMENTATION

Associate / 2021 - Current

John has assisted city and county residents with the implementation of the California COVID-19 Rent Relief Program which provided temporary rental subsidies for tenants who were unable to pay rent due to circumstances related to the COVID-19 pandemic. This assistance was provided under subcontracts with multiple community-based organizations.

YEARS OF EXPERIENCE

2 Years

EDUCATION

B.A. – Screen Writing,
Minor in Psychology
California State University, Northridge

WORK HISTORY

DPC Consulting LLC
2021-Present



ROYO
REALTY CO.



City of Compton

2023-12-07 - Grants - RFP Grant Administrative Services For Federal Housing
And Community Development Programs

Stafanesha Rogers
President & Managing Broker
12074 Fountainbrook Blvd. Orlando, FL 32825
(407) 885-6035
Srogers@royorealtyco.com

December 4, 2023

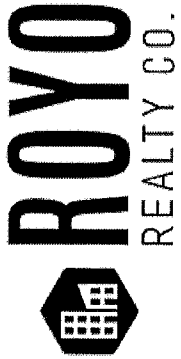


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ROYO
REALTY CO.

1. Personnel: This section shall define the experience of the Project Manager and other key personnel assigned to provide the services requested. The designated Project Manager shall be the primary contact with the City during the contract period.

Team Member: Stafanesha Rogers

10+ Years of Experience (CDBG & HOME)

Role: Project Manager

Stafanesha is a seasoned professional with over ten years of dedicated community service, excelling in Community Development Block Grant (CDBG) and CDBG-Disaster Recovery (CDBG-DR) programs. Currently, as a Senior Grants Manager at Witt O'Brien's, she provides expert federal grant guidance and leadership on various HUD-funded projects.

Her prior roles include Disaster Recovery Manager at Civix, where she managed capital improvement projects, and HUD Program Manager at Seminole County Government, overseeing housing programs and ensuring compliance. Stafanesha's commitment to compliance and program management is evident in her role as Housing Director at Community Action Agency, where she managed CDBG, Emergency Solutions Grants (ESG), HOME Investments Partnership, and CDBG-DR subgrants.

Earlier in her career, as a Community Development Specialist II at United Way, she actively contributed to CDBG and HOME subgrant administration, collaborating with community stakeholders for inclusive development. Stafanesha began her career as an LIHTC Property Manager at Cambridge Management, showcasing her property management skills and community engagement efforts.

Team Member: Bonnye Deese

10+ Years of Experience (CDBG & HOME)

Role: Compliance Officer

Bonnye Deese is a leader with over a decade of excellence in affordable housing development. Currently the Community Services Projects Administrator at Seminole County Community Services Department, she conducts research, implements programs, and fosters public-private partnerships to increase affordable housing availability. As the Community Development Division Manager, she managed budgets, supervised staff, and collaborated with the Affordable Housing Advisory Committee.

In her role as the Construction Projects Director at Housing Opportunities, Mortgage Assistance & Effective Neighborhood Solutions, Bonnye provided high-level project oversight for various local and federally funded projects, ensuring compliance and feasibility. Her leadership journey also includes being the Executive Director at Broward Alliance for Neighborhood Development, overseeing daily operations and driving positive change in the community by nurturing relationships with funders.

Throughout her career, including roles such as Housing and Financial Services Director at Opa-Locka Community Development Corporation and Interim Loan Fund Manager, Bonnye consistently demonstrated commitment to community development through coordinating development services, facilitating education training, and playing a crucial role in integrating new loan servicing systems.



2a. Experience: Explain your firm's experience, and in particular, how it relates to the Statement of Work set forth in this RFP.

In the world of community development, where the intricacies of CDBG, HOME, and HOME-ARP programs are often seen as a complex web of regulations, Royo Realty Co. emerges as a guiding light. Under the dynamic leadership of Stafanesha Rogers and Bonnye Deese, the firm boasts a wealth of experience and a proven track record in advising clients on the nuances of these vital federally funded programs.

Stafanesha, currently a consultant with Witt O'Brien's provides senior project management services for public housing programs. Her expertise spans a multitude of initiatives, from ARPA and SLFRF to CDBG, CDBG-DR, HOME and CRF. Throughout her career, Stafanesha has orchestrated an unique style of leadership in executing Economic Development, Voluntary/Involuntary Buyout, Homeowner Rehab/Recon., Capital Improvement Projects, and various other HUD-funded projects and programs. Stafanesha's proficiency shines in construction project management, work plan development, and the meticulous alignment of URA policies with federal regulations. Her track record is a testament to her ability to monitor budget utilization, conduct impactful training sessions, and ensuring compliance with the stringent NEPA requirements.

Complementing this expertise is Bonnye, currently serving as the Community Services Projects Administrator for Seminole County Community Services Department. Her role includes researching and analyzing the intricacies of community development issues. Bonnye's responsibilities extend far and wide, from facilitating the implementation of various Community Development-related initiatives such as CDBG, HOME, ESG, ARPA, and SHIP grants, to innovatively increasing affordable housing availability. She oversees public/private partnerships with finesse and contributes significantly to the development and implementation of Consolidated Plans and Action Plans.

Bonnys journey in community development weaves through various roles, each showcasing her mastery. As the Interim Executive Director at Rescue Outreach Mission of Central Florida, she provided high-level administration for a 98-bed emergency shelter, demonstrating proficiency in shelter operations, budget administration, and compliance oversight. As the Community Development Division Manager for Seminole County Community Services Department, Bonnye played a pivotal role in preparing and administering budgets, supervising staff, and maintaining effective working relationships with public officials. Her extensive background further includes roles such as Construction Projects Director, Executive Director, and Housing and Financial Services Director in various organizations, each highlighting her expertise in project oversight, compliance, strategic planning, and fostering funder relationships.

Together, Stafanesha and Bonnye form a dynamic team poised to provide a comprehensive

suite of services outlined in the City of Compton's RFP. Their combined experience spans advising on compliance with federal regulations, preparing HUD-required reports, overseeing environmental compliance efforts, and implementing pivotal programs like the First Time Homebuyer Program and Rehabilitation Program.

But the narrative extends beyond advice and implementation — it weaves into the realm of Royo Realty Co. and its unique position under the leadership of President & Managing Real Estate Broker Stafaneshia Rogers. This real estate entity is not merely an agent of transactions; it is a mission-driven force, uniquely positioned to seamlessly fulfill the comprehensive scope of work outlined by the City of Compton. The mission is clear — connecting individuals with properties, innovating community development, and actively contributing to vibrant, purposeful communities.

Royo Realty Co.'s proven track record becomes the cornerstone of their narrative. The firm excels in developing and amending Annual Action Plans, Consolidated Plans, and generating essential reports like CAPER and public notices. Their commitment to strict compliance with 24 CFR 570 and 24 CFR 92 sets us apart as a reliable choice for the City of Compton in various tasks, including Annual Action Plans, Consolidated Plans, CAPER, and public notices.

The expertise of Royo Realty Co. extends seamlessly into the world of Integrated Disbursement Information System (IDIS), where activities and narratives find a home, and HUD-required reports are crafted with precision. Our commitment is not just to meet but to surpass expectations, offering reliable and comprehensive services that cater specifically to the City's needs.

Environmental compliance becomes an art form for Royo Realty Co., evident in the skillful preparation of review forms for CDBG, HOME, and HOME-ARP projects. Our team takes a hands-on approach, collaborating closely with City staff to assess funding applications and qualifications with meticulous attention. Our dedication extends to offering training and technical support, as reflected in the strategic development of monitoring plans. The commitment to environmental compliance is not just a checkbox; it's a priority reinforced through ongoing training and technical assistance.

Through these dedicated efforts, the goal of Royo Realty Co. becomes clear — to create a strong framework that not only meets regulatory standards but empowers City staff with the knowledge and tools needed to navigate program intricacies effectively. Grounded in grassroots principles, we prioritize transparency, efficiency, and active community engagement in all administrative services. From ensuring Section 3 and Davis-Bacon Wage Compliance to the meticulous closure of projects in line with program requirements, Royo Realty Co.'s approach embodies these values. The firm's dedication is not just to fulfill the requirements articulated in any RFP but to foster community development that seamlessly aligns with the City of Compton's fundamental mission. Royo Realty Co. stands as a dedicated partner, ready to bring expertise, innovation, and a commitment to community growth to the forefront for the City of Compton.



2b. Experience/Knowledge (Approach to Scope of Work)

Grant Administrative Services

January 2, 2024 - January 1, 2025

Approach to Scope of Work

The HUD Project Manager serves as the primary point of contact for the City of Compton's 2023-12-07 - Grants - RFP Grant Administrative Services For Federal Housing And Community Development Programs. At Royo Realty Co., federal grant compliance is of utmost importance. To ensure oversight, the HUD Project Manager may periodically collaborate with our Compliance Officer to ensure comprehensive adherence to federal regulations and guidelines throughout the grant administration process.

Task: Prepare all reports and notices as required by the U.S. Department of Housing and Urban Development, including but not limited to:

#	SOW Requirement	Action
1	Annual Action Plans, Consolidated Plan, Contractor/Subcontractor activity reports, CAPER, and public notices.	The HUD Project Manager will thoroughly examine, create, and refresh Annual Action Plans, Consolidated Plans, Contractor/Subcontractor activity reports, CAPER, and public notices. We embrace technology for streamlined document handling and utilize online platforms and virtual town hall meetings to gather valuable community input.
2	Set up and maintain activities and narratives in (IDIS).	The HUD Project Manager will establish and manage activities in IDIS, guaranteeing precise and transparent monitoring of funds.
3	Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.	Leveraging cutting-edge software solutions, our team will create all necessary reports, notices, and documents for HUD. Our efficient process guarantees punctual submissions and enables swift modifications to the Consolidated Plan and Annual Action Plan as approved by the City.
4	Prepare necessary environmental review forms and documents for CDBG, HOME & HOME-ARP projects and activities, where required.	The HUD Project Manager will utilize technology to streamline the preparation of required environmental review forms, ensuring adherence to CDBG, HOME & HOME-ARP project guidelines. Online platforms will be employed to facilitate community input throughout the environmental review process.
5	Work with the City staff to review submitted funding applications and qualifications for completeness and eligibility.	We employ a technology-driven approach that includes an online portal for the submission and review of funding applications. We will conduct virtual and in-person training sessions for City staff to enhance their proficiency in the application review process.
6	Assist in the preparation of reports for the City Council concerning the allocation of funds for public service and capital expenditure activities.	Our team is dedicated to assisting in the preparation of comprehensive reports for the City Council, ensuring transparent communication regarding fund allocation for public service and capital expenditure activities. We employ a strategic approach that combines financial expertise with a focus on community development, fostering collaboration with City Council members. Utilizing technology-driven solutions, including BI Powered reports, we provide detailed insights into fund distribution, contributing to well-informed decision-making processes. Royo Realty Co. stands as a reliable partner, committed to supplying the City Council with the essential information needed for the strategic allocation of funds to enhance the community.
7	Provide training and technical assistance to staff.	We are committed to providing training and technical assistance to staff through a technology-driven community engagement strategy. This includes virtual town halls, online surveys, and social media outreach, ensuring accessibility and widespread participation.
8	Develop a monitoring plan and monitor all CDBG, HOME & HOME-ARP projects/programs for appropriate records maintenance, reporting, and compliance with applicable program requirements.	Our HUD Program Manager will meticulously devise a monitoring plan to oversee all CDBG, HOME, and HOME-ARP projects/programs. This comprehensive strategy will utilize advanced technology for streamlined records maintenance, efficient reporting, and rigorous adherence to all applicable program requirements. By implementing a community-engaged approach, residents will have a user-friendly platform to report concerns and provide feedback, enhancing the overall effectiveness of the monitoring process.
	Close out CDBG, HOME & HOME-ARP projects/programs in compliance with applicable program requirements.	Our approach to closing out CDBG, HOME, and HOME-ARP projects/programs is enhanced by technology, streamlining the entire process. We will leverage advanced analytics tools to generate compliance reports that offer clear insights into project success and identify areas for improvement. This tech-driven methodology ensures a thorough and efficient closeout

9	process while maintaining compliance with all applicable program requirements.	
	We prioritize Section 3 and Davis-Bacon Wage Compliance. For Section 3 Compliance, our team will conduct a Needs Assessment to identify economic opportunities for low-income individuals, provide awareness training to contractors, establish a local business registry to connect residents with employment, update contract language to include Section 3 requirements, and implement robust monitoring with regular compliance reports. To ensure Davis-Bacon Wage Compliance, our HUD Project Manager and Compliance Officer will host in-person and virtual pre-construction conferences to brief contractors on Davis-Bacon wage requirements, implement a reporting system for Certified Payroll, establish thorough recordkeeping procedures for wage transactions, conduct regular site inspections to verify correct wage application, and generate comprehensive wage compliance reports with periodic audits. Our monitoring procedures are adaptable to City activities and may include developing activity-specific compliance plans, implementing real-time reporting for swift response and resolution, and maintaining continuous collaboration with stakeholders to address evolving needs and challenges.	
10		Royo Realty Co. is dedicated to ensuring seamless compliance reporting for projects utilizing grant funds. Our experienced team employs a meticulous approach to monitor and assess adherence to regulatory requirements. We understand the significance of compliance in sustaining the integrity of grant-funded initiatives. Leveraging advanced reporting tools and expertise, we generate detailed Compliance Reports tailored to the specific needs of each project. These reports not only fulfill regulatory obligations but also provide stakeholders with clear insights into the utilization of grant funds.
11	Provide Compliance Reports as needed for projects using grant funds.	Our team recognize the importance of meticulous record-keeping for CDBG, HOME & HOME-ARP funded projects, activities, and programs. Our HUD Program Manager and Compliance Officer are committed to creating and maintaining comprehensive files that serve as a repository of essential documentation. Leveraging cutting-edge document management systems, we ensure that all relevant materials, from project inception to completion, are systematically organized and easily accessible. This commitment to organized file management not only enhances operational efficiency but also contributes to transparency and accountability in the administration of the City's community development initiatives.
12	Create and maintain files for CDBG,HOME & HOME-ARP funded projects/activities and programs.	Ensuring seamless collaboration with the City, our HUD Project Manager and Compliance Officer is dedicated to assisting in the collection and submission of all requested information, facilitating a smooth and compliant monitoring experience. Leveraging advanced technological tools, we streamline data gathering and reporting, guaranteeing accuracy and efficiency in meeting HUD requirements. With a commitment to transparency and accountability, Royo Realty Co. stands as a reliable partner in maintaining adherence to HUD guidelines, fostering a strong foundation for successful community development initiatives.
13	During HUD monitoring, assist the City in gathering and providing requested information to support compliance with HUD requirements.	Our HUD Project Manager and Compliance Officer efficiently address audit needs with clear communication, organized documentation, and timely submissions. Leveraging technology for streamlined processes, we ensure ongoing improvement through staff training. Royo Realty Co. prioritizes transparency and regulatory compliance.
14	Assist with Audit responses.	The HUD Project Manager is dedicated to offering detailed research, analysis, and training services tailored to the specific needs and requests of the City. Our team leverages advanced technology for data-driven research and analysis, ensuring accurate and timely information. Whether it's market trends, program effectiveness, or compliance updates, we are equipped to deliver insightful analyses. Additionally, our training programs are designed to empower City staff with the knowledge and skills necessary for successful program implementation. We are committed to being a proactive and responsive partner in driving informed decision-making and continuous improvement.
15	Provide research, analysis, and training as requested by City.	Our comprehensive administrative support extends beyond the outlined tasks, ensuring that we remain flexible and responsive to the evolving needs of the City's CDBG, HOME & HOME-ARP programs. From addressing unforeseen challenges to adapting to new regulatory requirements, our team is committed to providing the necessary administrative services to guarantee the effective and efficient administration of the City's community development initiatives. Whether it's implementing innovative solutions, facilitating seamless communication, or addressing unique program needs, we stand ready to support the City in all aspects of program administration.
16	Provide any other administrative services as required to properly administer the City's CDBG, HOME & HOME-ARP programs	

17	Provide quarterly status reports on the status of work projects/activities and programs assigned, unless otherwise instructed by the City.	The HUD Project Manager is dedicated to delivering regular and detailed quarterly status reports on all assigned projects, activities, and programs. Utilizing advanced technology, our approach ensures real-time updates, promoting transparency and facilitating informed decision-making. We prioritize flexibility, tailoring reporting formats to align with the City's preferences and instructions. Our overarching goal is to offer valuable insights into project progression, challenges, and achievements, fostering a collaborative and responsive partnership with the City.
18	Advise regarding Labor Compliance for CDBG funded projects.	The HUD Project Manager and Compliance Officer will provide advice on labor compliance for CDBG funded projects, adhering to required contract clauses outlined in the Code of Federal Regulations (CFR), specifically 29 CFR Part 5. These clauses include provisions for minimum wages, fringe benefits, withholding, and recordkeeping. The team will ensure that laborers and mechanics are paid according to prevailing wage rates, and certified payrolls will be submitted regularly, meeting all the necessary information and compliance criteria. Additionally, the team will advise on conformance processes, withholding requirements, and proper record retention to guarantee transparency and adherence to federal regulations.
19	Assist with Environmental Compliance efforts.	The HUD Project Manager and Compliance Officer will work together to ensure that projects receiving federal assistance (CDBG, HOME & HOME-ARP) comply with environmental regulations outlined in 24 CFR Part 58. This involves our HUD Project Manager understanding the purpose and legal framework (Subpart A), outlining responsibilities (Subpart B), following structured review procedures (Subpart C), and specifying documentation requirements (Subpart D). Together, they conduct detailed Environmental Impact Assessments (Subpart E) and determine the need for comprehensive Environmental Impact Statements (Subpart F). The team follows procedures for drafting, finalizing, and supplementing impact statements (Subpart G) and ensures compliance before releasing funds for specific projects (Subpart H). In essence, our team navigates a complex regulatory landscape to guarantee environmental compliance at every project stage. Environmental compliance efforts will be supported by GIS mapping tools for a holistic approach.
20	Assist in Program Implementation of the First Time Homebuyer Program and Rehabilitation Program	To spearhead the implementation of the First Time Homebuyer Program and Rehabilitation Program, our team is at the forefront of a transformative initiative marked by technological innovation, regulatory precision, and a commitment to inclusivity. Recognizing the pivotal role of technology, our approach is centered on creating an advanced online platform that streamlines the application process for program participants. This platform is meticulously designed for user accessibility, ensuring a seamless and secure experience for applicants. By leveraging technology, our aim is to significantly enhance the efficiency and accessibility of program interactions. Our implementation strategy is intricately crafted to align with key regulatory frameworks, including 24 CFR 92, which governs the HOME Investment Partnerships Program, 24 CFR 200, outlining uniform administrative requirements for federal awards, 24 CFR 58, detailing the environmental review process, 24 CFR 570, governing the Community Development Block Grant program, and ADA requirements, ensuring accessibility for individuals with disabilities. This meticulous adherence to regulations ensures that the programs not only meet industry standards but also operate within the legal parameters set forth by relevant authorities.



ROYO
REALTY CO.

REFERENCES

3. References: Provide references for similar work that the proposed personnel have provided within the last three (3) years. Include a detailed description of the services, the agency or firm receiving the services, contact names and phone numbers, e-mail addresses, and dates of services performed.

Reference # 1

Agency or Firm: Witt O'Brien's (Various Jurisdictions)

Description of Services: Stafanesha lead, coordinate, and monitor a boast of CDBG, CDBG-DR, NSP2, HOME, HOME-ARP funded projects. She manages funding initiatives through comprehensive program workstreams. Her services include, coordinating status reports, client meetings, and work plans to ensure timely and budget-compliant project delivery. Stafanesha contributes to the revision of the Action Plan and Project Management Plan, aligning project needs with available funding. Stafanesha's expertise involves analyzing data and public input to prioritize project needs, meeting grant obligations, and providing effective budgeting and resource management. Additionally, Stafanesha manages outreach activities and provide technical assistance for compliance. Our services extend to ensuring regulatory compliance, including environmental reviews, Section 3, and Davis-Bacon.

Contact Name: James Young

Approach to Scope of Work

Email Address: jyoung@wittobriens.com

Dates of Services Performed: April 2021 - Current

Reference # 2

Description of Services: Royo Realty Co. proudly partners with the Ramsay Group, a distinguished consulting firm specializing in tackling intricate community challenges for public and nonprofit organizations. As part of our subcontracting agreement, the Ramsay Group oversees the management of HOME and NSP2 projects. Our collaborative team excels in developing comprehensive status reports, facilitating client meetings, offering direct technical assistance to subrecipients, creating training materials, and amending various policies and procedures. Additionally, we provide quality assurance and quality control (QA/QC) services, diligently track the overall program Low and Moderate Income (LMI) Benefit and conduct thorough duplication of benefits analyses for various HOME and NSP2 projects. Together, our partnership ensures effective project management and contributes to the success of community development initiatives.

Contact Name: Darrell Stamps

Contact Phone Number: 213-256-7657

Email Address: ds@theramsaygroup.com

Dates of Services Performed: October 2021 - Current
Reference # 3
Agency or Firm: Mobile County Housing Authority
Description of Services: Royo Realty Co. provides compliance services aligned with affordable housing regulations to HUD Multifamily programs, HUD PIH, HOME, and Section 42 (LIHTC program) programs. Virtually, we reviewed property files and conduct desk audits, to guarantee compliance with program regulations, forms utilization, and proper documentation storage. Our team monitored key compliance indicators through Yardi reports and addressed potential noncompliance issues promptly. We excelled in training site staff on LIHTC, HUD Multifamily, HUD Public Housing, HOME, and NSP2 regulations. Additionally, we manage the Tenant Selection Plan (TSP), Affirmative Fair Housing Marketing Plan (AFHMP), Language Assistance Plan (LAP), and other required documents.
Contact Name: Charles Dickinson
Contact Phone Number: 251-434-2300
Email Address: cdickinson@mobilehousing.org
Dates of Services Performed: March 29, 2022 - March 2, 2023



4. Pricing: This Section Shall define the hourly rate(s) of personnel identified to carry-out services.

Grant Administrative Services	
January 2, 2024 - January 1, 2025	
Approach to Scope of Work	
The HUD Project Manager serves as the primary point of contact for the City of Compton's 2023-12-07 - Grants - RFP Grant Administrative Services For Federal Housing And Community Development Programs. At Royo Realty Co., federal grant compliance is of utmost importance. To ensure oversight, the HUD Project Manager will collaborate periodically with our internal team, including the Compliance Officer and the Environmental Compliance Specialist. This collaborative approach ensures comprehensive adherence to federal regulations and guidelines throughout the grant administration process.	
Personnel	Rate
HUD Project Manager	\$75.00
Compliance Officer	\$70.00



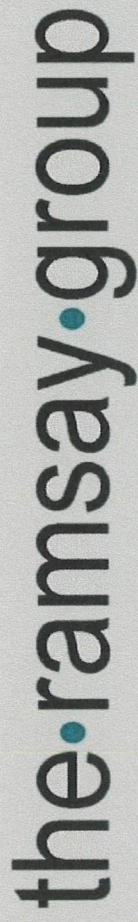
5. Signature: The submission shall be signed by an official authorized to bind the firm, and shall contain a statement to the effect that the submission is valid for ninety (90) days.

Monday, December 4, 2023

I, Stafanesha Rogers, hereby declare that I am an official authorized to bind the Royo Realty Co., and I affirm that the submission presented herewith is valid for a period of ninety (90) days from the date of submission.

Stafanesha Rogers

President & Managing Real Estate Broker
Royo Realty Co.



Improving the way you work: Empowering the community you serve



Request for Proposal

REQUEST FOR PROPOSALS (RFP)
**GRANT ADMINISTRATIVE SERVICES FOR FEDERAL HOUSING AND
COMMUNITY DEVELOPMENT PROGRAMS, INCLUDING BUT NOT LIMITED TO:
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT
PARTNERSHIP PROGRAM (HOME), AND HOME INVESTMENT PARTNERSHIP –
AMERICAN RESCUE PLAN (HOME-ARP)**

RESEARCH PLAN MANAGE

The Ramsay Group maintains high standards of business operations, and a formula for quality service you can trust.



Contact Information:

Darrell Stamps
Managing Partner
The Ramsay Group 213.256.7657

SOUTHERN CALIFORNIA (Headquarters)
23630 Clover Trail
Calabasas, CA 91302

2021 Guadalupe Street Dobie Center, Suite 260
Austin, TX 78705

One Magnificent Mile, 980 North Michigan Avenue Suite 1400
Chicago, 60611

DUNS
884536850

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83-0417612

www.theramsaygroup.com
ds@theramsaygroup.com

TRANSMITTAL LETTER

12/5/2023

Turmel Woods – Grants Compliance Manager
City Clerk's Office
205 South Willowbrook Avenue
Compton, CA 990220

The Ramsay Group (TRG) is pleased to present our proposal to the City of Compton's consulting and purchasing services to provide CDBG Administrative Services as part of the City's participation in the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program. We are excited about the prospect of working with the City of Compton in achieving its objectives.

For nearly 30 years, TRG has worked with organizations all over the country to manage HUD programs and projects. We are well apprised of the Code of Federal Regulation, Title 24 Housing and Urban Development Part 91, Title II of the Cranston-Gonzalez National Affordable Housing Act, as well as H.R.1319 - American Rescue Plan Act of 2021. This work includes developing more than 100 Consolidated Plans, Annual Action Plans and Analysis of Impediments.

The City of Compton should be assured that our effectiveness as a nearly 30-year community development planning firm will exceed expectations in meeting its planning objectives. Our Firm understands that the successful CDBG Administration will result in millions of HUD federal funds that will increase affordable housing and economic development opportunities thus mitigating challenges such as, homelessness and lack of affordable housing for thousands of residents located in your Jurisdiction. We thank you for considering our submission and look forward to the privilege of working with the City of Compton.

I certify that the information and data submitted are true and complete to the best knowledge of my signing the letter. TRG shall make a commitment to accept the terms and conditions in the RFP and Professional Services Agreement, including acknowledgment of receipt of all amendments and/or addenda to the RFP. There are no exceptions to the RFP. The proposal shall remain valid for a period of not less than 120 days from the date of submittal. Should you have any further questions or concerns, please contact me directly. I will be the contact person for this assignment and can be reached at ds@theramsaygroup.com or 213-256-7657.

Regards,

Darrell E. Stamp

Darrell Stamps MPA, Managing Partner

A. PERSONNEL

The nearly 30-year history of our performance has been without reproach. We have never missed a HUD deadline, made any decision that resulted in recapture and have always successfully assisted jurisdictions through HUD monitoring/audits. We will have staff available as needed to coordinate with City staff and ensure completion of tasks. We will also host weekly meetings, provide monthly reports on the program's progress, and make staff available for departmental or public presentations. TRG is led by the following key personnel:

Darrell Stamps — President and CEO of The Ramsay Group: Darrell manages all aspects of the organization's lending programs and oversees the development of the policies and procedures that guide the lending, education, and operations departments. He develops business plans and strategic goals for the organization and directs the strategy to implement these goals. Darrell has a BA in Political Science and an MA in Public Administration from California State University of Fresno. He is also a Certified Charrette Planner.

Andree Miller — Vice President and Chief Operations Officer: Andree oversees the operations and implementation of multiple programs within the organization for TRG's Government and Non-Profit Departments. Andree has a BS in Computer Science from City College of New York and MS in Education Administration and Policy Studies from Hofstra University.

This project will be supported by the following staff members:

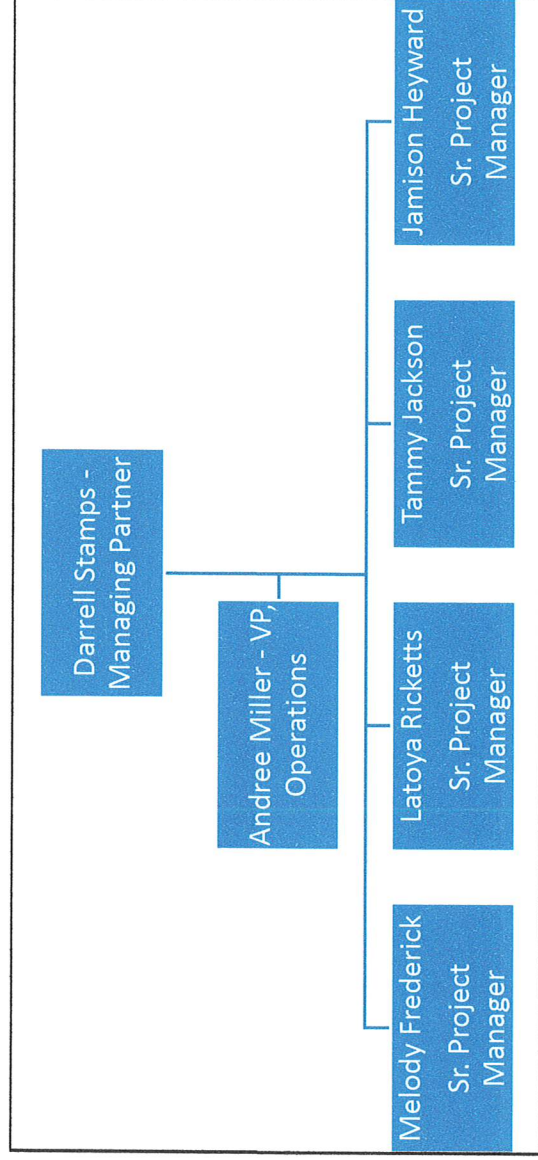
Melody Frederick — **Director of Government Services**. Melody has over 15 years of experience in affordable housing, community development, grant administration and neighborhood planning initiatives. She has extensive experience in Federal grant programs, including allocations from ARPA. Melody is well versed in the regulations and guidance for federally regulated programs. This experience was gained while serving as the Compliance Officer for the Seminole County Community Services Department. Melody also was responsible for managing the development of various accomplishment reports over the years. Known as a problem solver, researcher, and facilitator, she is passionate about helping communities and stakeholders outline and implement programs or grants to accomplish their goals. Melody holds a Bachelor of Arts in Criminology and a Master of Science in Urban Planning from Florida State University. In addition, she holds a Master of Social Work from the University of Southern California. Melody uses the combination of Urban Planning and Social Work to help communities accomplish tangible, meaningful results.

LaToya Ricketts – **Senior Project Manager, Community Planner**. Ms. Ricketts has worked with several municipalities under contract to assist with managing and monitoring the cities' HUD programs. This includes reviewing expenditure reports and commitment reports for programmed activities. She has conducted reviews of CAPERs as well as Consolidated Plans and assisted with the public hearing process for amendments. She has served as project liaison with HUD regarding HOME program and CDBG activities. She has provided oversight for development of subrecipient agreements as well as monitoring for Community Housing Development Organizations (CHDO) qualifications. Ms. Ricketts has over 30 years of experience in municipal services, capable of overseeing the CDBG public service agency program, identifying, and implementing appropriate outreach efforts for the various elements of the Housing Program and assisting with the development of administrative deliverables such as the program evaluation report, required staff and agenda reports, as well as other duties as assigned. Ms. Ricketts has superior interpersonal skills, capable of resolving multiple and complex issues and motivating staff to peak performance. She has an excellent understanding of the political culture and extensive administrative, operational, fiscal and program management experience. Before joining the Ramsay Group, Ms. Ricketts was the Director

of Housing Development & Special Initiatives for Harris County in Houston, TX. LaToya holds a Master's in Public Service Management from DePaul University.

Tammy Jackson — Senior Project Manager, Community Planner. Tammy Jackson joined The Ramsay Group in August of 2022. Ms. Jackson has over 30 years of experience with the Community Development Block Grant (CDBG) program and HOME Investment Partnership Program. Having served as the Director of Community Development for an entitlement community responsible for over \$2 million in annual allocations, she has a proven history of providing affordable housing opportunities and serving the needs of those that are low to moderate income. With her vast experience in administering CDBG and HOME programs, she brings a wealth of knowledge and experience in administering programs, maneuvering through the many related regulations to assist in ensuring compliance while meeting the needs of each community. She is well versed in IDIS, HEROs, Davis Bacon, and has developed many policies and procedures for the many processes to be followed for the federal programs. It is of utmost importance to her to make a difference in all that she does, personally and professionally, positively impacting those around her.

Jamison Heyward — Senior Project Manager, Community Planner. Jamison is a data driven community planner. He has developed Analyses of Impediments to Fair Housing Choice and related strategic planning for the cities of Burbank and Whittier while ensuring local regulations and housing developments adhere to the regional housing directives and statewide housing law. Adept with analysis he has translated community survey data into recommendations to help cities meet residents' housing needs. He also writes and manages grant proposals as needed. Jamison is passionate about driving data-informed research and analysis to solve complex challenges.



Organization Chart

B. EXPERIENCE

Jurisdiction	Project Description	Status
City of Mount Vernon, Washington	2022-25 CDBG / CDBG-CV Administration	Ended in August 2023
City of Palm Springs	2020-23 CDBG / CDBG-CV Administration	On Going
City of Burbank, CA	2020-2021 Supervised CDBG, CDBG-CV and HOME Programs.; Responsible for CDBG, CDBG-CV, HOME and Human Services Grants Application Process; Compliance and Monitoring; Consolidated Planning Process; Analysis of Impediments to Fair Housing; Labor Standards; Environmental Reviews; Section 3; and supervising program staff.	Ended in September 2021
City of Cathedral City	Managed CDBG / CDBG-CV Programs.; Responsible for CDBG Human Services Grants Application Process; Compliance and Monitoring; Consolidated Planning Process; Analysis of Impediments to Fair Housing; Labor Standards; Environmental Reviews; Section 3; and supervising program staff.	Ongoing
City of Indio	CDBG/ CDBG-CV program. IDIS Management and 2014-2022 / CDBG Technical Assistance Consolidated Planning Process; Analysis of Impediments to Fair Housing	Ongoing
City of El Monte	2016 -2017 Supervised CDBG HOME and ESG Programs. Responsible for the management of Fair Housing and Equal Opportunity; Responsible for CDBG/ESG/and Human Services Grants Application Process; Compliance and Monitoring; Consolidated Planning Process; Analysis of Impediments to Fair Housing; Labor Standards; Environmental Reviews; Section 3; and supervising program staff.	Ended in June 2019

Below is a partial list of similar HUD plans completed. All projects below were completed on time and within budget.

- Completing the City of Oxnard's HOME ARP Allocation Plan (2023)
- Completing the City of Burbank's HOME ARP Allocation Plan (2023)
- Completed the City of Roanoke Virginia's HOME ARP Allocation Plan (2022)
- Updated the City of Indio's 2023-2028 Consolidated Plan/AP
- Updated the City of Clovis 2023-2028 Consolidated Plan/AP
- Updated the City of Palm Springs' 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice
- Updated the City of Indio's 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice
- Updated the City of Whittier's 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice
- Updated the City of Garden Grove's 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice
- Updated the City of Porterville's 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice Updated the City of Chino's 2020 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice

- Updated the City of Indio's 2019 Consolidated Plan/AP and Analysis of Impediments to Fair Housing Choice
- Updated the Consortium of Town of Apple Valley and City of Victorville's 2017 Consolidated Plan and Assessment of Fair Housing
- Updated City of Cathedral City's 2017 Consolidated Plan and 2016 Assessment of Fair Housing
- Updated the City of Delano's 2015 Analysis of Impediments to Fair Housing Choice

The Ramsay Group will serve as an extension of the City's staff, bringing new insights, strategies and management that can be used by the City to ensure the successful administration of the CDBG programs. We will ensure exceptional coordination with the City and ensure seamless transfer of information. We will also provide monthly reports on the program's progress and make staff available for departmental meetings or public presentations. Additionally, the services will include IDIS management, preparation of grant applications, sub-recipient management, preparation of Environmental Review Records, preparation of disbursement requests and preparation of close-out documents assistance with public hearings, assisting the city with Davis-Bacon and related labor requirements including weekly payroll review and employee interviews, assisting the city with meeting Affirmatively Furthering Fair Housing (AFFH) through the updating of its Analysis of Impediments to Fair Housing Choice, and the development of the City's 5 - Year Consolidated Plan.

C. WORK PLAN

General Scope of Services: The Ramsay Group (TRG) shall provide administrative and programmatic assistance in support of the City's HUD Programs, including maintenance of the Integrated Disbursement and Information System (IDIS), preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) and Subsequent Consolidated Plan, Annual Action Plans and Analysis of Impediments to Fair Housing Choice (or AFFH).

Service Delivery: TRG shall, as authorized, undertake the necessary grant management, data-gathering, analysis and reporting necessary to ensure the City complies with all Federal, State and Local regulations and requirements associated with effective implementation, management, and oversight of the City's HUD Programs. At a minimum, TRG will provide the following, but not limited to, activities.

- General consultation, assistance and/or recommendations to the City's HUD Administrative Staff (and its subcontractors/sub-recipients if requested) in matters relating to the administration and execution of its HUD Programs, including project planning, implementation services, and quarterly activity reporting.
- Annual Action Plans, Contractor/Subcontractor activity reports, CAPER, and public notices.
- Set up and maintain activities and narratives in the Integrated Disbursement Information System.
- Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.
- Prepare necessary environmental review forms and documents for HUD projects and activities, where required.
- Work with the City staff to review submitted funding applications and qualifications for completeness and eligibility.
- Assist in the preparation of reports for the City Council concerning the allocation of funds for public service and capital expenditure activities.
- Provide training and technical assistance to staff.
- Develop a monitoring plan and monitor all CDBG, CDBG-CV and HOME projects/ programs or appropriate records maintenance, reporting, and compliance with applicable requirements.
- Provide Section 3 and Davis-Bacon Wage Compliance procedures and monitoring for them.

- K. Provide Compliance Reports as needed for projects using grant funds.
- L. Create and maintain files for CDBG funded projects/activities and programs.
- M. During HUD monitoring, assist the City in gathering and providing requested information to support compliance with HUD requirements.
- N. Assist with Audit responses.
- O. Provide research, analysis, and training as requested by City.
- P. Provide any other administrative services as required by the City's HUD programs.
- Q. Provide quarterly status reports on the status of work projects/activities and programs assigned, unless otherwise instructed by the City.
- R. Attend and assist the City during HUD's monitoring visit(s). Assist with the preparation of City's response to any monitoring findings.
- S. Assist in a final inspection of the project and assist the City in the issuance of a final acceptance of work.
- T. Assist with Fair Housing/EEO compliance activities.
- U. Assist the City in meeting the HUD audit requirements.
- V. Prepare close-out documents.
- W. Coordinating and conducting public engagement/Citizen Participation Plan Activities, including but not limited to preparing public notices and draft versions of documents for public review • Monitoring subrecipient performance
- X. Monitoring existing affordable housing properties, in accordance with the applicable affordability covenants
- Y. If necessary, Development Consulting (Real Estate Development/CHDO Technical Assistance/Proforma) on new construction and rehabilitation projects of affordable housing projects requiring complex multi-tiered financial investments, feasibility analysis, site suitability analysis, development and operating budgets, tax and investment proformas, oversight of the local approval process
- Z. Assist Purchasing and Contract Services in preparing Requests for Proposals (RFP) for affordable housing projects, and CDBG and HOME program activities
- AA. Evaluating the City's Program Manuals, existing program guidelines, and project/program agreements, and recommend program changes to meet federal, state, county and local regulations

Below is a tentative set of activities that will ensure a successful engagement. We anticipate the modification of the below schedule during the kickoff meeting.

Tag	TASK
RPT	Prepare/Submit 4710 - Labor Standards Report
MON	Conduct Subrecipient Monitoring
SUB	Process Q3 FY Subrecipient Invoices/QPRs
IDIS	Make draws, update quarterly accomplishments
RPT	Prepare/Submit FFR SF-425
AP	Prepare Staff Report
AP	Conduct Draft Action Plan Public Hearing
AP	Make Final Revisions to Action Plan
GEN	Timeliness Test
MON	Send Monitoring Letters
AP	Execute SF 424 and Certifications
AP	Action Plan Due to HUD
AP	Issue funding award letters
ENV	Conduct/complete environmental reviews
AP	Execute Grant Agreement, submit to HUD
SUB	Prepare Sub recipient and Prof. Svc. Agreements
GEN	Prepare Budget and Files for New Fiscal Year
MON	Review/Respond to Monitoring Letters
GEN	Previous PY File Closing
IDIS	Set-up/Fund Projects and Activities in IDIS
SUB	Process Q4 FY Subrecipient Invoices/QPRs
IDIS	Make draws, update quarterly accomplishments
GEN	Renew City DUNS Number in SAM.GOV
RPT	Prepare/Submit FFR SF-425
GEN	Close-out Previous Fiscal Year
IDIS	Make Final Draws, Enter Data, Close Activities
CAPER	Prepare Draft CAPER
CAPER	Public Hearing and Review Period (notice in paper)
CAPER	Public Review Period
RPT	Prepare Section 3 Reports
RPT	Prepare MBE/WBE Reports
RPT	Prepare Contractor/Subcontractor Activity Reports
RPT	Prepare HOME 40107 and 40107-A Reports
CAPER	Conduct Public Hearing
CAPER	Make Final Revisions to CAPER
IDIS	Print IDIS Reports
IDIS	Reconcile PR26 (as necessary)
CAPER	Submit CAPER to HUD
RPT	Prepare/Submit 4710 - Labor Standards Report
SUB	Process Q1 FY Sub recipient Invoices/QPRs

Tag	TASK
IDIS	Make draws, update quarterly accomplishments
RPT	Prepare/Submit FFR SF-425
AP	Review Con Plan Goals and Objectives
AP	Prepare NOFA Materials
AP	Public Notice – NOFA
GEN	Check CDBG/HOME timeliness, plan accordingly
SUB	Process Q2 Sub recipient Invoices/QPRs
IDIS	Make draws, update quarterly accomplishments
RPT	Prepare/Submit FFR SF-425
AP	NOFA Application Submittal Deadline
AP	Prepare CDBG Eligibility Reviews
AP	Begin Drafting Action Plan
MON	Determine Activities to Monitor
MON	Send Intent to Monitor Letters
AP	Public Hearing and Review Period (notice in paper)
AP	Public Review Period

Legend

AP= Action Plan
 GEN= General Consulting
 SUB= Sub recipients Management
 IDIS Management
 RPT= Report Management
 MON= Program Monitoring (if applicable)
 CAPER Management
 ENV- Environmental Reviews

D. REFERENCES

Agency	Contact Name/Address	Phone Number
City of Indio	Jesus Gomez – Housing Manager 100 Civic Center Mall/ Indio, CA 92201 Office: (760) 391-4028/ igomez@indio.org	(760)- 541-4260
City of Palm Springs	Jay Virata- Director, Community &Economic Development City of Palm Springs, 3200 E. Tahquitz Canyon Way ,Palm Springs, CA 92262 Jay.Virata@PalmSpringsCA.gov	(760) 323-8228
City of Cathedral City	Andrew Lee, E.I.T.- Assistant Engineer 68700 Avenida Lalo Guerrero Cathedral City, CA 92234 alee@cathedralcity.gov	(760)-770-0319

E. COST

Option A

Professional Staff Assistance for this activity will be provided at \$110 an hour and includes all work /task to be undertaken. Out-of-pocket incidental costs, such as mailings, use of databases, telephone, printing, parking, are included in the price proposal. Additional costs will be expensed to The Ramsay Group. Invoices will be billed on a time and materials basis.

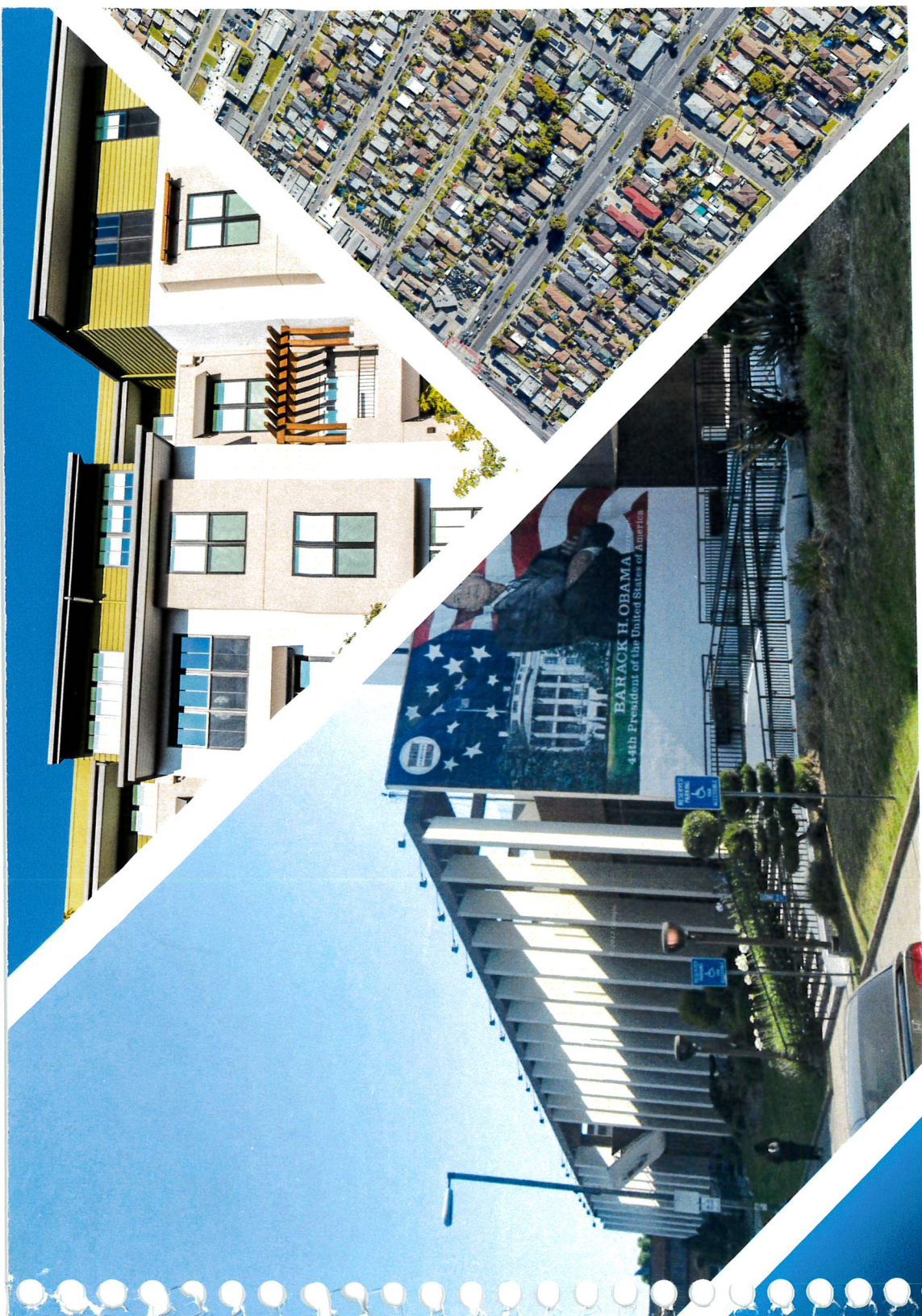
Option B

Monthly Cap Rate

(TRG will cap its monthly billed amount at this level).

\$ 5280

This amount assumes 12 hours a week. In the event that TRG commits more than 16 hours a week, we will cap billing amount at the level above. Out-of-pocket incidental costs, such as mailings, use of databases, telephone, printing, parking, are included in the price proposal. Additional costs will be expensed to The Ramsay Group. Invoices will be billed on a time and materials basis.



CITY OF COMPTON

▲ Statement of Qualifications
**CDBG, HOME and HOME-ARP
Administrative Services Qualifications**

December 7, 2023



December 7, 2023



Turmel Woods, Grants Compliance Manager
City of Compton
City Clerk's Office
205 S. Willowbrook Avenue
Compton, CA 90220

Subject: Proposal for Grant Administrative Services For Federal Housing and Community Development Programs, including but not limited to Community Development Block (CDBG), HOME Investment Partnership Program (HOME), and HOME Investment Partnership Program – American Rescue Plan (HOME-ARP)

The City of Compton is seeking the services of a professional consultant to assist with grant administrative services for federal housing and community development programs. These programs may include CDBG, HOME, and HOME-ARP. **Willdan Engineering (Willdan)** offers the City a uniquely well qualified team to provide these professional services.

Extensive Grant Management and Administration Experience — Willdan aids with the overall management of grants, including Federally-funded programs. Our employees understand the grant cycle from the proposal stage to the grant/contract close-out process. Willdan has administered all aspects of the HUD-funded programs for municipalities. We have oriented our practice to support an agency's grant compliance, budget targets and performance priorities consistent with HUD, OMB Circulars, State, and local requirements.

Experienced Personnel — Our key personnel have extensive experience with Federally funded programs and can provide the city with consistently dependable, accurate, and responsive service. Willdan believes that our approach to fulfilling the required depth of experience is best met through our expert team of grant administration specialists. Our proposed project manager, Jennifer Maria, has over 16 years of grant management experience at the federal and local level drafting, reviewing, and aligning program policies and HUD regulations pursuant to 24 CFR 570, Federal Register, and HUD CPD notices.

Experience with the City of Compton — Willdan is currently provided the City of Compton with administration services for its HUD-funded NSP1 and NSP3 grant programs, including closeout of each funding source.

We look forward to partnering with the City of Compton and assisting them with their grant administration needs. This proposal is valid for ninety (90) days. If there are any questions regarding our qualifications or this submittal, please contact Jennifer Maria, our proposed Project Manager, by phone at (562) 655-7258 extension 6273 or by email at jmaria@willdan.com.

Respectfully submitted,
WILLDAN ENGINEERING

Salvador Lopez Jr.
Director of Planning

Jennifer Maria
Deputy Director of Planning
(Grants Administration/Housing Programs)

Personnel

Willdan is committing high-performing core team members dedicated to the City, who will be led by our proposed Project Manager, Jennifer Maria. We have committed additional qualified staff with commensurate experience who are available to assist the City with their program administration assistance needs. Our staff is well qualified to provide the services the City seeks based on their education, career training, and work experience. As this broad experience indicates, our staff has worked in a wide range of multi-cultural communities and has the experience and knowledge to successfully implement programs in politically and culturally diverse cities.



Jennifer Maria

Project Manager

Education | Credentials

BS, Business Administration | Grant Writing & Administration Course | 16 Years' Experience

Willdan's Project Manager **Jennifer Maria** is the Deputy Director of Planning at Willdan Engineering who possesses over 16 years of grant experience. Jennifer is experienced in the administration of HUD-funded programs, such as the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). Additionally, Jennifer is experienced with the implementation and administration of Neighborhood Stabilization Program (NSP) projects, Housing Rehabilitation (Grant/Loan Program), Code Enforcement, Economic Development, Public Facilities and Public Service Programs.

Experience that benefits the City:

- Extensive experience with a variety of government funded programs: CDBG, HOME, HUD, NSP. Etc.
- Home Improvement Program Grant Administration, City of Santa Fe Springs
- On-Call Grant Administration, City of Moreno Valley
- CDBG Coordinator/HR Manager, CDBG/CDBG-CV Program Implementation and Administration, City of Cudahy

Sal Lopez Jr.

Principal in Charge

Education | Credentials

BS, Urban and Regional Planning | 24 Years' Experience



Willdan's Principal-in-Charge, **Sal Lopez Jr.** has over 24 years of experience managing and preparing planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. He has an extensive working knowledge of public policy, grant writing, grant management, data analysis, public/community relations, and city planning experience. Sal is highly experienced at managing and leading multi-disciplinary teams in all aspects of policy and planning for public agencies. His expertise encompasses a range of planning capabilities: including current, advance, environmental, and active transportation planning and housing and community development.

Experience that benefits the City:

- Project management of multiple planning entitlement and environmental projects
- Planning (advance and environmental planning), Active Transportation Planning (ATP)
- Experienced at managing multi-disciplinary teams in the development of policy and long-range planning documents for public agencies
- Principal-in-Charge/Quality Assurance Manager, CDBG Program Administration, Cities of Moreno Valley, Torrance, and Temple City.



Suzanne Ruelas

Housing Programs Coordinator

Education | Credentials
Citrus College | 27 Years' Experience

Suzanne Ruelas possesses in-depth expertise in community development and housing programs. Her experience encompasses administering public agency housing and economic development programs, managing grant funding, and preparing reports submitted to the U.S. Department of Housing and Urban Development, State of California Department of Housing and Community Development, and various City Councils.

Experience that benefits the City:

- Extensive knowledge of housing programs, public policy, grant management, data analysis, public and community relations, and city public works experience
- Well versed in Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Redevelopment Housing Set Aside Funds, CalHOME, American Recovery and Reinvestment (ARRA) Neighborhood Stabilization Program (NSP), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Choice Voucher Program (HCV),
- IDIS Project Set-up
- Housing Manager and CDBG Coordinator, City of Baldwin Park

Resumes

Resumes for Willdan's team members, including all proposed supporting staff, are presented in the Appendix.

Experience

Housing and Community Development

Willdan staff has substantial training and experience in providing a variety of community development services to governmental agencies across California. We have administered **all aspects** of HUD-funded grant programs in many cities. Our community development staff has procured grants and other forms of funding from the Department of Housing and Urban Development (HUD) and the State Department of Housing and Community Development (HCD) for a variety of purposes, including housing rehabilitation, first-time homebuyer assistance, and public works/community facility projects. Our staff has also conducted a wide range of housing studies, including inventories and analyses of potential housing sites, housing condition surveys, housing element updates, and affordable housing strategies.

Grant Administration

Effective grant administration is essential for the successful management and performance of the City's various HUD-funded projects. Further, with the release of the "Uniform Guidance" by the U.S. Office of Management and Budget (OMB) on December 26, 2013 (codified at 2 CFR Part 200), Willdan understands the need to ensure that grant operations are efficient, accurate and transparent. Staff have developed several assessment tools and templates designed to assist grantees implement and adhere to HUD guidelines and OMB administrative requirements.



Staff have gained experience in the following areas:

- ✓ Proficient use of the Integrated Disbursement Information System (IDIS) and Disaster Recovery Grant Reporting System (DRGR)
- ✓ Financial and performance reporting through the Consolidated Annual Performance Report (CAPER)
- ✓ Subrecipient monitoring in accordance with applicable OMB Circulars and enabling grant statutes.
- ✓ Annual single audit preparation
- ✓ Technical assistance to provide guidance in the interpretation of the Code of Federal Regulations and Circulars, as well as appropriate use of federal funds, etc.
- ✓ Grant proposal coordination and budget preparation
- ✓ Documentation of procedures and training of staff and subrecipients
- ✓ Presentation of reports to executives and council/board members; and
- ✓ Coordination across multiple agency stakeholders including city staff, elected officials, HUD, and other consultants to advise on the status of funding and to ensure earmarking requirements are met.

Labor Compliance Expertise

Willdan has provided Labor Compliance services for over 30 years. Our labor compliance staff have completed monitoring and enforcement assignments for public agencies throughout California. Willdan's Labor Compliance Management process has been perfected through continual reviews and updates. It maximizes efficiency and minimizes costs while optimizing client comfort. We provide contractor support by phone and email to ensure a smooth process throughout the project. Our team can assist the City in compliance with applicable Federal, State, County, and local labor laws.



Scope of Work

The items to be included in the Scope of Work are indicated below. The list of items is not inclusive with new items being included based on unforeseen program changes initiated by HUD. All work items will be carried out in conjunction with City staff input and review. In accordance with the Scope of Work reflected in the RFP, Willdan shall perform the following functions: Prepare all reports and notices as required by the U.S. Department of Housing and Urban Development, including but not limited to:

- 1) Annual Action Plans, Consolidated Plan, Contractor/Subcontractor activity reports, CAPER, and public notices.
- 2) Set up and maintain activities and narratives in the Integrated Disbursement Information System (IDIS).
- 3) Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.
- 4) Prepare necessary environmental review forms and documents for CDBG, HOME & HOME-ARP projects and activities, where required.
- 5) Work with the City staff to review submitted funding applications and qualifications for completeness and eligibility;
- 6) Assist in the preparation of reports for the City Council concerning the allocation of funds for public service and capital expenditure activities.
- 7) Provide training and technical assistance to staff.
- 8) Develop a monitoring plan and monitor all CDBG, HOME & HOME-ARP projects/ programs for appropriate records maintenance, reporting, and compliance with applicable program requirements.
- 9) Close out CDBG, HOME & HOME-ARP projects/programs in compliance with applicable program requirements.
- 10) Provide Section 3 and Davis-Bacon Wage Compliance procedures and monitoring for them (depending on activities the City deems).
- 11) Provide Compliance Reports as needed for projects using grant funds.
- 12) Create and maintain files for CDBG, HOME & HOME-ARP funded projects/activities and programs.
- 13) During HUD monitoring, assist the City in gathering and providing requested information to support compliance with HUD requirements.
- 14) Assist with Audit responses.
- 15) Provide research, analysis, and training as requested by City.
- 16) Provide any other administrative services as required to properly administer the City's CDBG, HOME & HOME-ARP programs.
- 17) Provide quarterly status reports on the status of work projects/activities and programs assigned, unless otherwise instructed by the City.
- 18) Advise regarding Labor Compliance for CDBG funded projects.
- 19) Assist with Environmental Compliance efforts.
- 20) Assist in Program Implementation of the First Time Homebuyer Program and Rehabilitation Program.

Methodology

Due to our long-term involvement in administering housing and community development programs, we have developed a thorough understanding of the program requirements and have established sound practices and procedures to maintain a high level of accuracy and productivity. Additionally, our staff applies sound technical and creative approaches to addressing administrative issues that arise.

- **Progress Reports:** Willdan shall provide progress reports monthly, unless a shorter interval for reporting is requested by the City. These progress reports shall include progress on each deliverable, as well as an estimated completion date. Should any impediments be encountered throughout the implementation process, that data shall be included as well.

- **Communication Plan:** Prior to commencing administrative grant functions, the Project Manager will meet with city staff to ensure that all information pertaining to the City's goals and objectives is heard and understood. Thereafter, a clear action plan/timeline will be coordinated with staff to properly reflect completion dates and milestones for all deliverables. Simultaneously, our Project Manager will develop a strategy to effectively maintain an open channel of communication to furnish up-to-date information pertinent to the overall administration and oversight of HUD-funded programs. Our team will also coordinate with City staff to determine the best method for data sharing to perform various grant-related tasks.
- **Understanding of City Operations:** It is our goal to become an extension of the Compton team and take on any tasks or projects that may be required in accordance with HUD-funded grant operations. To effectively do so, our team will take the necessary steps to become fully familiarized with City operations as they pertain to overall grant administration. Although federal guidelines for CDBG- and HOME-funded Programs are consistent, our team understands that compliant implementation of those activities must be tailored to meet the specific needs of the City, as well as its internal operations.
- **Coordination with HUD:** Our team will promptly communicate with the City of Compton's HUD representative to acquire up to date data and information related to any pending or outstanding items. Our goal is to ensure that the City is responsive in maintaining a positive rapport with its designated HUD-CPD office. Thereafter, a consistent line of communication will be maintained with the HUD-CPD office to demonstrate the City's commitment to successfully implementing all CDBG and HOME-related activities. Any communication of consequence that arises will be conveyed to the corresponding City staff in a timely manner.
- **Public Outreach:** Clear communication with residents and city stakeholders is essential to the effective administration of HUD-funded grant programs/projects. Our team is committed to developing a comprehensive understanding of the Community's needs by becoming knowledgeable of the City's demographic information, understanding the goals and ambitions of the residents, and identifying key stakeholders.
- **Annual Action Plan:** Willdan will work in consultation with the City to develop the City's Annual Action Plan, including implementation strategy activities to be undertaken, the benchmarking of available resources, and the funding allocation for the fiscal year. The Plan will also address priority activities to be undertaken, non-federal programs used to meet goals, monitoring, homelessness, coordination of services and avoidance of duplication of services, reduction of barriers, organizational structure and intergovernmental cooperation, and include anti-poverty and lead-based paint assessment and reduction strategies. This task includes the entering of Action Plan information using HUD's Consolidated Plan Management Process (CPMP) tool, setting public hearings, publishing public hearing notices, and distributing/displaying the Plan for public viewing.
- **Grant Administration:** Willdan staff will ensure that new fiscal year projects are set up in HUD's Integrated Disbursement and Information System (IDIS). Provide for administration and implementation of the City's HUD-funded activities, including determining project eligibility, maintaining project files, and required program documentation, and monitoring programs to ensure compliance with all federal, state, and City regulations and procedures. Work with the City's Financial Department to prepare final draw down for prior fiscal year projects, collect year-end accomplishments data to enter IDIS, update IDIS and provide reports to staff. Prepare complete reports, which may include Quarterly Cash Transaction Reports, Semi-Annual Labor Standards Compliance Reports, MBE Activity Report, etc. Prepare staff reports and

presentation materials for public hearings at least twice a year and attend public hearings with City staff. Complete draw down requests on a quarterly basis for the reimbursement of expended funds reported in the City's financial system, maintain an ongoing record of draws for each activity, receipt program income, and regularly input project/program accomplishments into IDIS. Ensure National Environmental Policy Act (NEPA) Environmental reviews are properly assessed and completed.

- **CAPER:** Willdan shall gather all data relevant data collected throughout the program year and perform the analysis necessary to compare the actual annual outcomes of each applicable HUD-funded activity in contrast to the goals/objectives outlined in the City's 5-years Consolidated Plan (Con Plan) and the Annual Action Plan. To facilitate this effective completion of this process, it is generally asked that all subrecipients submit a quarterly progress report, along with quarterly accomplishment data, to ensure timely collection of all data needed to effectively complete reporting. Following this process, a report shall be generated outlining the results of the analysis. As an additional part of this process, we will make the final CAPER available for public review, prepare and publish the advertisement for the required public review period, prepare the CAPER Section 3 Summary Report for inclusion in the CAPER, as well as other required narratives.
- **Subrecipient Monitoring:** Willdan shall work with the subrecipient to outline expectations as they pertain to the program/project implementation process and explain how those expectations will tie into the eventual monitoring process. To ensure the success of the subrecipient, it is generally advised to perform an in-progress monitoring to address program/project implementation issues, if any, while in progress, as opposed to performing monitoring at the end of the year when there is little time left to correct deficiencies. Willdan staff will oversee the monitoring process, which shall include tasks such as the drafting/transmission of the monitoring notification letter, entrance meeting, analysis of program/project documentation and date, exit conference, and drafting/transmission of findings letter.
- **Labor Standards Administration and Enforcement:** Willdan staff shall provide City staff with guidance when labor standards requirements are triggered. Tasks to be performed by Willdan in accordance with federal guidelines shall include, but not be limited to, bid document preparation, verification of wage decisions, pre-construction meetings, preparation of notices, bid opening/review, verification of contractor licensing and debarred status, review bonding, conduct pre-construction conference, issue notice of award, notice to proceed, review of weekly certified payrolls, employee interviews, oversee payments to contractors, approval of change orders, notice of completion, etc.
- **Customer Service:** The Willdan team is not only committed to maintaining the highest quality of services for the City's external customers, but just as importantly, for its internal customers. Our mission is to actively put forth efforts to develop and nurture positive working relationships with city staff to foster the spirit of teamwork.

Experience

Our staff is currently providing HUD-funded grant administration, community development related services to a substantial number of cities in Los Angeles, Riverside, and San Bernardino Counties, including the City of Compton. Some recent specific examples are reflected below:

Project:	CDBG, HOME, ESG, CDBG-CV and NSP Grant Administration Services
Client:	City of Moreno Valley
Willdan is currently providing Grant Administration Services to administer the City's Housing and Urban Development (HUD) Programs, Services and Activities Related to Community Development Block Grants (CDBG), Community Development Block Grant – Corona Virus funds (CDBG-CV), Home Investment Partnership Program (HOME), Emergency Solution Grant (ESG), and Neighborhood Stabilization Program Grant (NSP). Successful grant closeout of NSP3 and NSP1.	
Team members include Jennifer Maria, Project Lead (HOME, NSP, and CDBG); Rina Galit, Grant Analyst; Rebecca Acevedo, Grant Support; and Robert Quaid, Project Manager.	

Project:	CDBG Program Assistance
Client:	City of La Cañada Flintridge
Willdan is currently providing technical assistance with the administration of the City's Community Development Block Grant (CDBG) funded Housing Rehabilitation Program and Sewer Connection Programs.	
Team members include Salvador Lopez, Jr., Principal-in-Charge; and Jennifer Maria, Project Manager	

Project:	Rental Assistance Program (CDBG-CV)
Client:	City of Torrance
Willdan staff members provided guidance and assistance to a Los Angeles Urban County Community Development Block recipient helping the recipient create and administer a CDBG-CV-funded rental assistance program to alleviate the COVID-19 rental housing crisis.	
Team members include Salvador Lopez, Jr., Principal-in-Charge/Project Lead	

References

Willdan has a large base of clients, and we encourage that City to contact our references to confirm our qualifications and our ability to meet schedules on similar projects.

City of Moreno Valley 14177 Frederick Street Moreno Valley, CA 92552 Dena Heald, Deputy Finance Director (951) 413-3063 dheald@moval.org	City of Cudahy 5220 Santa Ana Street Cudahy, CA 90201 Brenda Rodriguez, Admin Services Director (323) 773-5143 extension 236 brodriguez@cityofcudahyca.gov
City of Santa Fe Springs 11710 Telegraph Road Santa Fe Springs, CA 90670 Maribel Garcia, Municipal Affairs Manager (562) 409-7569 MaribelGarcia@santafesprings.org	City of La Cañada Flintridge One Civic Center Drive La Cañada Flintridge, CA 91011 Lisa Brancheau, Sr. Management Analyst II (818) 790-8881 lbrancheau@lcf.ca.gov

Pricing

Willdan proposes a fee of **\$449,070** for a one-year agreement period, to provide grant administrative services for Federal housing and community development programs, which include: CDBG, HOME, and HOME-ARP. Our firm acknowledges that Negotiated price increases during for any additional one (1) year period shall not exceed the percentage change in the United States Bureau of Labor Statistics Consumer Price Index "All Urban Consumers for Los Angeles, CA" (CPI) for the most recent twelve months for which statistics are available.

Fees are based on CPD allocations reflected below and can be negotiated accordingly in consideration of grant funds drawn down & administered to-date.

2023	CA	Compton, CA	CDBG	\$ 1,396,450
2023	CA	Compton, CA	HOME	\$ 582,201
2021	CA	Compton, CA	HOME ARP	\$ 1,988,847

Salvador Lopez Jr., Director of Planning, is authorized to negotiate on behalf of Willdan Engineering and bind the firm to the agreement. Hourly rates provided in the proposal will be valid for a period of at least 90 days from the date of this submittal.

Proposed Service Fees

*Service Type	Cost Estimate
Administrative Grant Services – CDBG, HOME, HOME-ARP	\$316,668
Housing Program Support – CHDO, FTHB, & Housing Rehab	\$68,000
2025-2029 Consolidated Plan & 2025 Annual Action Plan	\$57,152
Consolidated Annual Performance and Evaluation Report (CAPER)	\$7,250
Total	\$449,070

**Our firm recognizes that services may be selected by the City in whole or in part, as reflected in the RFP.*

Staff Hourly Rates

Staff Member	Project Role	Hourly Rate*
Salvador Lopez, Jr.	Principal-in-Charge	\$216
Jennifer Maria	Grants Administration Manager (Project Manager)	\$198
Suzanne Ruelas	Housing Programs Coordinator	\$135
Natalia Lopez	Grants Analyst	\$125
Rina Galit	Grants Analyst	\$125
Jane Freij	Labor Compliance Manager	\$158
Amanda Perez	Labor Compliance Specialist	\$120

* Hourly rates reflected above include all overhead costs and shall remain fixed.

Reimbursable Expenses

Willdan will be reimbursed for out-of-pocket expenses. Examples of reimbursable expenses include but are not limited to: postage; travel expenses; mileage (current prevailing rate); and copying (currently 6¢ per copy). Any additional expense for reports or from outside services will be billed to the City. Charges for meeting and consulting with counsel, the City, or other parties regarding services not listed in the scope of work will be at our then-current hourly rates. If a third party requests any documents, Willdan may charge such third party for providing said documents in accordance with Willdan's applicable rate schedule. City shall reimburse Willdan for any costs incurred, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees to respond to the legal process of any governmental agency relating to City or relating to the project identified herein. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Appendix – Staff Resumes



Jennifer

CDBG/Housing Administrator

Jennifer Maria is experienced in implementing and administering Federally Funded programs such as Community Development Block Grant (CDBG) Programs, HOME Investment Partnership Programs, as well as other grant programs funded under the U.S. Department of Housing and Urban Development (HUD). Jennifer is also well-versed in oversight and implementation of HUD-funded activities, including Housing Rehabilitation (Grant/Loan), Code Enforcement, Economic Development, Public Facilities, and Public Service Programs. Jennifer possesses 20+ years of public sector experience in disciplines including community development, grant writing and administration, recycling programs (including SB1383 compliance), and Human Resources Management.

Relevant Project Experience

Grant Administration and Closeout (NSP1 & NSP3), City of Compton, California.

Jennifer assists the City with grants management and closeout services for each funding source. She also assists the City with program file review, coordination with HUD representatives, and responds to monitoring requests as part of the closeout process. Jennifer maintains project data in the DRGR grants system.

Five-Year ConPlan and Annual Action Plan Services, City of Pomona, California.

Jennifer assists the City of Pomona with necessary data analysis, technical assistance, and report development of the City's 5-year Consolidation and Annual Action Plan.

Housing Rehabilitation Services, City of Santa Fe Springs, California. Jennifer assists the City of La Verne with implementation services for an ARPA-funded Housing

Rehabilitation Program. Jennifer assisted the City with program guideline development and marketing strategies. She currently assists the City with client intake processes, program eligibility determinations, home inspections, work write-ups, bid review, and project management for each participant file.

Housing Rehabilitation Services, City of La Verne, California. Jennifer assists the City of

La Verne with implementation services for an ARPA-funded Housing Rehabilitation Program. Jennifer assisted the City with program guideline development and marketing strategies. She currently assists the City with client intake processes, program eligibility determinations, home inspections, work write-ups, bid review, and project management for each participant file.

Housing Rehabilitation & Sewer Connection Program Implementation Services, City of La Cañada Flintridge, California. Jennifer assists the City with implementation services

for the CDBG-funded Housing Rehabilitation Program & Sewer Connection Program. She performs client intake processes, program eligibility determinations, and full project oversight for each participant's project file.

Grant Administration Services, City of Moreno Valley, California. Special Projects

Support. Jennifer currently assists in the provision of on-call grant administration services to the City for their CDBG, HOME, NSP and ESG programs. She primarily assists with the implementation of the NSP1, NSP3 and HOME funded affordable housing

EDUCATION

BS, Business

Administration, Mount

Saint Mary's University,

Los Angeles, CA

Undeclared, University of

California, Los Angeles, CA

Certificate of Completion,

Grant Writing &

Administration, California

State University,

Dominguez Hills, Carson,

CA

16 YEARS OF
EXPERIENCE

Insert Quote

Name



16 YEARS OF
EXPERIENCE

projects, while providing as-needed technical advisement for inquiries related to CDBG program implementation/administration.

City of Cudahy, California. CDBG Coordinator/Human Resources Manager. Maintained the duties associated with the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement and Public Service Programs under the general direction of the Community Development Director. Monitored rules and administered, regulations, procedures, forms, applications, records, request for proposals, and reports in accordance with applicable federal, state and local laws, rules and regulations, as they applied to each individual CDBG Program. Developed, implemented and maintained program information, evaluation and reporting systems; prepared and submitted grantee performance reports, including project descriptions and program budgets. Maintained, prepared, and entered client data onto the CDBG Public Service and Housing Rehabilitation Modules for quarterly and annual reporting purposes. Conducted special studies and surveys, as need by the City, or as requested by the Los Angeles Community Development Commission (LACDC) for preparation of 5-year Consolidated Plan, Annual Action Plan, and CAPER. Assisted in the preparation of budgets, requests for proposals, and public hearing notices for the Community Development Department. Implemented and monitored contracts between the City and the appropriate agencies involved with CDBG administration; served as primary contact for the City with LACDC. Prepared public hearing notices and staff reports for the City Council and attended/presented at City Council Meetings and/or City Planning Commission meetings. Reviewed/prepared CDBG funding requests reimbursements (with and/or without supporting documentation), as needed by the Finance Department. Assisted the Finance Director with preparation for Financial Monitoring performed by LACD financial staff. Identified funding sources and prepared detailed proposals for various grant sources (i.e. data collection, research, narratives, budgets, scopes of work). Managed/tracked the return of Program Income for the Housing Rehabilitation Program. Processed reconveyance requests for past Housing Rehabilitation Program participants.

Administrative Assistant – CDBG Administration. Managed the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement and Public Service Programs under the general direction of the Community Development Director. Monitored rules and administered, regulations, procedures, forms, records, request for proposals, and reports in accordance with applicable federal, state and local laws, rules and regulations, as they applied to each individual CDBG Program. Developed, implemented and maintained program information, evaluation and reporting systems; prepare and submit grantee performance reports, including project descriptions and program budgets. Conducted special studies and surveys. Assisted in the preparation of budgets, requests for proposals and public hearing notices for the Community Development Department. Implemented and monitored contracts between the City and the appropriate agencies involved with CDBG; principal contact with the Los Angeles County Community Development Commission. Prepared staff reports for the City Council and required to attend City Council Meetings and/or City Commission meetings as necessary. Reviewed CDBG Funding requests under the supervision of the Community Development Director and the Finance Director.



Salvador Lopez Jr.

Director of Planning

Salvador Lopez's planning experience spans all aspects of planning, including current, advanced, and environmental planning, as well as active transportation planning and housing and community development. Sal is highly experienced at managing multi-disciplinary teams in the development of policy and long-range planning documents for public agencies.

EDUCATION

BS, Urban & Regional
Planning, California State
Polytechnic University,
Pomona, CA

24 YEARS OF
EXPERIENCE

Relevant Project Experience

CDBG Program Administration, City of Temple City, California. Principal-in-Charge/Quality Assurance Manager responsible for ensuring staffing resource

availability and implementing quality assurance/control on a case-by-case project basis. Willdan is administering and implementing the Emergency Small Business Assistance

Program funded by the CARES Act.

CDBG Program Administration, City of Torrance, California. Principal-in-Charge/Quality Assurance Manager responsible for ensuring staffing resource availability and implementing quality assurance/control on a case-by-case project basis. Willdan is assisting with a special project involving a Los Angeles Urban County Community Development Block recipient to create and administer a CDBG-funded rental assistance program to alleviate the COVID19 rental housing crisis.

CDBG Program Administration, City of Moreno Valley, California. Principal-in-Charge/Quality Assurance Manager responsible for ensuring staffing resource availability and implementing quality assurance/control on a case-by-case project basis. Willdan is assisting with administration of HUD-funded programs such as Neighborhood Stabilization Program and HOME Investment Partnership Program – in particular, facilitating the NSP1 brant closeout process.

Contract Planning Services, City of Redlands, California. Project Manager responsible for overall project management and oversight for interim staffing resources provided to the City. Staff planners assist with current planning and other planning activities.

On-Call CEQA/NEPA Planning Services, City of Claremont, California. Project Manager responsible for overall project management and oversight for CEQA/NEPA

documentation services necessary to implement the City's planned developments. Willdan's planning project managers prepare environmental documents pursuant to CEQA and NEPA and other environmental documentation or technical studies and assist with securing and complying with required regulatory permits. The range of environmental documents encompasses initial studies, negative/mitigated negative declarations, and environmental impact reports pursuant to CEQA, categorical exclusions, environmental assessments/findings of no significant impacts, and environmental impact statements pursuant to NEPA.

Contract Planning Services, City of Long Beach, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with current planning, advance planning, special projects planning, development project review, entitlement processing, CEQA document preparation and review, historic assessments, community outreach, and other long-range planning activities.



24 YEARS OF
EXPERIENCE

Contract Planning Services, City of Cudahy, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Willdan provides full-time contract planning services for the City's Planning Division as well as for Interim Community Development Director.

Contract Planning Services, City of Hawaiian Gardens, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with resolving parking issues related to the Hawaiian Gardens Casino and its operations; disposition of RDA parcels; producing flyers and brochures; overseeing City improvement projects such as skate park, sidewalk, and fleet replacement plans; and other projects as assigned.

Contract Planning Services, City of South Gate, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with day-to-day current planning activities, design review, entitlement processing, counter assistance, and environmental review. Willdan is providing on-call planning services – including contract staff augmentation – to assist the planning division with general current planning activities.

On-Call Current Planning Services, City of Elk Grove, California. Project Manager responsible for overall project management and oversight of planning services provided to the City. Assigned planners will be responsible for on-call current planning services for all types of projects requiring entitlements, including – but not limited to – conditional use permits, variances, design reviews, rezones, zoning and general plan amendments, and tentative subdivision maps.

Contract Planning Services, County of Sacramento, California. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with current planning, advance planning, special projects planning, and environmental review. In addition, staff provides on-call environmental planning services.

On-Call Planning Services, City of El Monte, California. Project Manager responsible for overall project management and oversight of on-call planning services provided to the City. Contract planning services emphasize discretionary case processing and long-range advanced planning programs. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; and initial studies under the California Environmental Quality Act and related environmental documents. Associated staff reports, resolutions, and ordinances were prepared and presented as needed.

Special Project Planning Services, City of Artesia, California. Project Manager responsible for overall project management and oversight of on-call planning services provided to the City. Contract planning services encompass reviewing and processing land use entitlement applications; preparing general plan text or map amendments; preparing or amending specific plans; preparing zoning code text or map amendments; and preparing related environmental studies. Performance of these responsibilities requires expertise and knowledge in general plan compliance and implementation, CEQA/NEPA conformance, project management, and general planning procedures.



Suzanne Ruelas

Housing Programs Coordinator

Suzanne Ruelas possesses in-depth expertise in community development and housing programs. Her experience encompasses administering public agency housing and economic development programs, managing grant funding, and preparing reports submitted to the U.S. Department of Housing and Urban Development, State of California Department of Housing and Community Development, and various City Councils.

EDUCATION

Citrus College

CERTIFICATIONS

Nan & McKay Housing
Certifications:

- HCV Executive Management
- Financial Accounting & Reporting
- Family Self-Sufficiency (FSS) Supervision and Management

27 YEARS OF
EXPERIENCE

Relevant Project Experience

Housing Rehabilitation Services, City of Santa Fe Springs, California. Suzanne assists the City of La Verne with implementation services for an ARPA-funded Housing Rehabilitation Program. She currently assists the City with client intake processes, program eligibility determinations, home inspections, work write-ups, bid review, and project management for each participant file.

Housing Rehabilitation Services, City of La Verne, California. Suzanne assists the City of La Verne with implementation services for an ARPA-funded Housing Rehabilitation Program. She currently assists the City with client intake processes, program eligibility determinations, home inspections, work write-ups, bid review, and project management for each participant file.

Housing Rehabilitation & Sewer Connection Program Implementation Services, City of La Cañada Flintridge, California. Suzanne assists the City with implementation services for the CDBG-funded Housing Rehabilitation Program & Sewer Connection Program. She performs client intake processes, program eligibility determinations, and full project oversight for each participant's project file.

Housing Manager, City of Baldwin Park, California. Housing Manager responsible for administration of federal and state funds including but not limited to Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Redevelopment Housing Set Aside Funds, CalHOME, American Recovery and Reinvestment (ARRA) Neighborhood Stabilization Program (NSP), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Choice Voucher Program (HCV), Public Housing and Project Based Voucher Program. Prepared and submitted grant applications, Drafted and monitored final City and Housing Authority budgets, prepared guidelines, implemented and monitored new and existing programs; Prepared and presented staff reports to City Council and Commissions; prepared and submitted HUD monthly, annual and five-year reports, conduct and respond to audits. Directed supervision of up to eleven staff members. Responsible for oversight and monitoring of projects including, but not limited to Housing Rehabilitation, public service programs, First Time Homebuyer program, Family Self-Sufficiency Program, and Housing acquisition, rehabilitation and resale programs. Served as liaison with non-profit partners, City Commissions, City Council, HUD and State Representatives and community members.

CDBG Coordinator, City of Baldwin Park, California. CDBG Coordinator responsible for administration of Community Development Block Grant (CDBG), HOME Investment



27 YEARS OF
EXPERIENCE

Partnership (HOME), CalHOME and Redevelopment Housing Set Aside Funds. Responsible for preparation of staff reports and budgets, HUD annual reports and audits. Supervision of up to four employees. Responsible for oversight and monitoring of CDBG and HOME funded projects.

Executive Secretary, City of Baldwin Park, California. Executive Secretary responsible for assisting the Community Development Director in conducting their responsibilities such as the following: preparation and oversight of department budget, including accounts receivable and payable; preparation, review and revisions to bi-weekly status reports, staff reports, and inter-department memorandums; assisted consultant with relocation benefits and activities of residents in developing areas, performed property management for publicly-owned properties; loan application intake; loan committee member for Commercial and affordable housing loan programs; prepared City loan documents; prepared and reviewed department timesheets; recorded and transcribed minutes; prepared department policies and procedures; supervised part-time assistant and administrative clerks within the department; and performed notarial acts as requested.

Housing Specialist, City of Baldwin Park, California. Housing Specialist responsible for assisting with administration of the City's Community Development Block Grant (CDBG) programs, Home Improvement Loan program, HOME funded Tenant Based Rental Assistance program (TBRA), Housing Choice Voucher Program (HCV), First Time Homebuyer program and California Housing Financing Agency (CHFA) Help Program; assisted in the relocation process of tenants located in redevelopment areas; responsible for the intake and review of applications for all above-mentioned programs; determined eligibility; performed financial record keeping; accounts receivable and payable; performed property management duties; converted program documents to computer generated format; prepared City's program documents including deeds, promissory notes, agreements and SHPO's, recorded and transcribed minutes and acted as liaison for the Housing Commission and CDBG Joint Commission; prepared annual, monthly and year-end financial reports; supervised part time employees.



Jane Freij

Labor Compliance Manager

Jane Freij is an experienced Labor Compliance Officer/Project Manager with a proven track record of profitability achieved through comprehensive and effective management of time and budget. Her key areas of expertise include state and federal labor law compliance, scheduling and budgeting, contract administration/negotiation, policy and procedure development, and legal writing/editing. Jane provides oversight of labor compliance monitoring services for local, state, county, and federally funded projects under the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the U.S. Department of Housing and Urban Development (HUD), and the U.S. Environmental Protection Agency (EPA). She is familiar with the FHWA federal funding administration process from field review and request for authorization to final invoicing. Jane has received specialized training in project reporting requirements and fraud detection and prevention procedures.

Jane's background includes developing and negotiating contracts, monitoring, and enforcing contractual compliance, risk management coordination, and managing a multi-state licensing project for an energy services subsidiary. She also possesses a strong legal background, having served as a paralegal and senior paralegal for real estate, land development, and contract law litigation attorneys.

EDUCATION

BA, Linguistics, University
of Kansas, Lawrence, KS
Attorney Assistant Training
Program, Litigation/
Corporations, University of
California, Los Angeles, CA

30 YEARS OF
EXPERIENCE

Relevant Project Experience

Various Cities, Federal Highway Administration (FHWA) Labor Compliance – Jane has provided supervisory labor compliance services in the following cities:

- Azusa
- Baldwin Park
- Bell Gardens
- Bellflower
- Brea
- Burbank
- California City
- Calimesa
- Coachella
- Coalinga
- Commerce
- Corona
- Cudahy
- Davis
- Hawaiian Gardens
- Highland
- Huntington Park
- Inglewood
- Irwindale
- La Cañada Flintridge
- La Mirada
- La Puente
- Lakewood
- Manhattan Beach
- Maywood
- Monterey Park
- Orange
- Paramount
- Pico Rivera
- Pinole
- Pomona
- Rancho Palos Verdes
- Rialto
- Ridgecrest
- Rolling Hills Estates
- Rosemead
- Santa Clarita
- South Gate
- South Pasadena
- Thousand Oaks
- Westlake Village
- Winters
- Yorba Linda

Specific Project Experience

City of Long Beach – Jane currently serves as the labor compliance officer for nearly two dozen public works projects for the City of Long Beach, including: Artesia Great Boulevard, Municipal Urban Stormwater Treatment (MUST) facility construction, fire station improvements and repairs, Los Altos North Library HVAC replacement, and several citywide on-call contracts for emergency plumbing, concrete/slurry, and elevator maintenance.

City of Los Angeles – Since 2017 Jane has served as the third-party Labor Compliance Officer for twelve major housing projects, both rehabilitation and new construction, in downtown Los Angeles valued at over \$300 million. The projects are joint ventures between the City of Los Angeles and private developers. She provides oversight of dozens of subcontractors constructing the projects, serving as “Prime Approver” in the



30 YEARS OF
EXPERIENCE

LCPTracker electronic payroll system, and providing Section 3, Local Hire, and Small Business Enterprise (SBE) enforcement services pursuant to the requirements of the City of Los Angeles, the State of California, and the U.S. Department of Housing and Urban Development (HUD).

City of Inglewood, La Brea Avenue Pavement Reconstruction, Phases II and III – Jane was the Labor Compliance Officer for these projects, with a construction cost of \$12 million, funded through the Federal Highway Administration (FHWA) and administered by the California Department of Transportation (Caltrans). She enforced federal wage and Disadvantaged Business Enterprise (DBE) regulations, monitoring contractor/subcontractor submissions and resolving identified deficiencies.

City of Cerritos, Multiple ADA Park Accessibility Projects – Jane serves as the Labor Compliance Officer for the City on a multi-year program to upgrade accessibility features and playground surfacing at all City parks. The projects are funded by Community Development Block Grant (CDBG) funds and require coordination with the Los Angeles County Community Development Authority (LACDA) for labor compliance and Section 3 compliance monitoring and enforcement.

County of Orange, City of Irvine, Orange County Great Park – Jane served as the Labor Compliance Officer for the \$95,000,000 “Sport Park” portion of this private/public 1,300-acre development. She monitored prevailing wage and state labor requirements on behalf of BrightView Landscape Development, with approximately 35 subcontractors, reviewing documentation, interviewing workers, and preparing monthly compliance reports.

City of Thousand Oaks, Street Rehabilitation Project – Jane served as the Labor Compliance Officer, enforcing prevailing wage requirements, monitoring certified payroll submittals, and reconciling site reports. The project was constructed with a \$3 million FHWA grant and was constructed under critical time constraints, as the finish line for the Amgen Tour de California Bike Race was within the project limits.

City of Lakewood, Stormwater and Runoff Capture Projects at Bolivar and Mayfair Parks – Jane served as the City’s Labor Compliance Officer for these two state- and locally-funded projects, at a total cost of \$20 million, which installed state-of-the-art underground diversion, treatment, storage, and pumping systems that redirected all urban and stormwater runoff from adjacent flood control channels and, after treatment, used it to irrigate landscaped greenbelt areas in the parks.

Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority, Los Angeles River Catch Basin Retrofit – Jane served as the Labor Compliance Officer and federal reporting liaison for this \$10.8 million project for the installation of 11,560 trash-collecting catch basin inserts in 16 local agency jurisdictions along the Los Angeles River. The project was funded through the U.S. Environmental Protection Agency (EPA) and administered by the State Water Resources Control Board.



Amanda Perez

Labor Compliance Specialist

Amanda Perez currently performs labor compliance monitoring and enforcement services on a variety of local, county, state, and federally funded projects. She verifies that all primary and subcontractors possess active licenses and certifications. She establishes communication with primary contractor(s) concerning prevailing wage requirements and documentation requirements. She monitors that all certified payrolls are submitted on a timely basis, as well as audits payrolls during the life of the project for compliance and discrepancies concerning prevailing wage, certifications, non-performance, underpayments, and journeyman to apprentice ratios, and use of job classifications. She ascertains the submittal of training fund contributions and audits fringe benefits statements to ensure proper payment. Ms. Perez responds to inquiries concerning labor compliance rules and requirements and resolves all compliance-related issues. She reviews forms and reports from field personnel to ascertain missing CPRs, correct usage of classifications, and apprentice / journeyman ratios, as well as maintains files and all required documentation in accordance with applicable governmental requirements and organizes and prepares labor compliance files for submission to clients.

EDUCATION

AS, Human Resources
Management, Mount San
Antonio College

AS, Business
Administration, Mount San
Antonio College

CERTIFICATIONS

Business Management I-III

Human Resources
Management I-III

International Business I

13 YEARS OF
EXPERIENCE

Relevant Project Experience

ADA Transition Plan – Phase I, City of Ridgecrest, California. Labor Compliance Specialist. Willdan provided project management, construction administration, and labor compliance services for this \$500,000 HUD/CDBG funded ADA Improvements Project, involving the removal and reconstruction of pavement, curb, gutter, and sidewalk with ADA-compliant improvements.

CDBG Pavement Improvements – Section E, City of Highland, California. Labor Compliance Specialist. Willdan provided project management, construction administration, and labor compliance services on this \$700,000 HUD/CDBG project. This project involves pavement rehabilitation including pavement gridding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay.

Residential Street Overlay, City of Hawaiian Gardens, California. Amanda served as the consulting Labor Compliance Officer, providing labor compliance monitoring and enforcement services for this Community Development Block Grant (CDBG) project, with a project cost of approximately \$505,000, administered through the Los Angeles Community Development Authority (LACDA).

Skid Row Housing Trust, Los Angeles, California. Labor Compliance Specialist. Amanda is assisting the Labor Compliance Officer in providing labor compliance monitoring and enforcement services for nine major affordable housing projects, both rehabilitation and new construction, in downtown Los Angeles, valued at over \$250 million. She receives and reviews subcontractor document submittals in support of certified payrolls that are entered into the LCPTracker electronic payroll system and the State DIR database; forwards documentation, as needed, to the City of Los Angeles; and provides guidance to subcontractor personnel regarding compliance requirements. The projects are subject to multi-jurisdictional oversight by local, county, state, and federal authorities.



13 YEARS OF
EXPERIENCE

Reconstruction of McGee Alleys, City of Whittier, California. Federal Labor Compliance Specialist. Responsible for providing labor compliance services for this Community Development Block Grant (CDBG) project, with a project cost of approximately \$225,000 and administered through the Los Angeles Community Development Authority (LACDA).

Sidewalk Improvements Citywide, City of Pico Rivera, California. Federal Labor Compliance Specialist. Responsible for providing labor compliance services for this Community Development Block Grant (CDBG) project, which involved removing and replacing ADA-compliant wheelchair ramps citywide. The project has a construction cost of approximately \$260,000 and was administered by the Los Angeles Community Development Authority (LACDA).

Traffic Signal at 12 Locations, City of Lynwood, California. Labor Compliance Specialist. Responsible for providing labor compliance services for this \$1 million traffic signal improvements project funded with Proposition C funds and subject to State of California Department of Industrial Relations (DIR) labor compliance and prevailing wage requirements.

March 19, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,479 AND AMENDING THE 2023-2024 FISCAL YEAR BUDGET TO APPROPRIATE AND RATIFY THE CITY'S ACCEPTANCE OF THE CALIFORNIA DEPARTMENT OF THE JUSTICE DIVISION OF OPERATIONS GRANT TO ENFORCE A LOCAL ORDINANCE OF STATE LAW RELATED TO ILLEGAL SALE AND MARKETING OF TOBACCO PRODUCTS TO MINORS (\$550,455)

SUMMARY

Adoption of this resolution will rescind Resolution No. 25,479 adopted by the Mayor and Council on May 18, 2021 and authorize the City Manager to amend the 2023-2024 Fiscal Year budget to appropriate California Department of Justice ("DOJ") Tobacco Grant funds in the amount of Five Hundred Fifty Thousand, Four Hundred Fifty-Five dollars (\$550,455.00) to enforce a local ordinance or state law related to the illegal sale and marketing of tobacco products to minors.

BACKGROUND

The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 ("Proposition 56") provides local public agencies with funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products, including e-cigarettes, to minors. The Office of the Attorney General makes these annual funds available to local law enforcement agencies through the California Department of Justice Tobacco Grant Program.

Essentially, Proposition 56 increased taxes on cigarettes and other tobacco products by \$2.00 starting in April 2017. The initiative allocated a portion of annual revenue to the California Department of Justice. For Fiscal Year 2020 -2021, a total of \$28.5 million in grant funding was made available statewide to support local enforcement efforts to reduce the illegal sale of tobacco products to minors.

STATEMENT OF THE ISSUE

The City of Compton ("City") submitted a Tobacco Grant application and was awarded in the amount of \$550,455.00. On May 18, 2021, the Mayor and Council adopted Resolution No. 25,479 to amend the 2020-2021 Fiscal Year Budget to accept and appropriate the Grant funding from California Department of Justice Division of Operations Tobacco in

the amount of \$550,455. However, during the adoption of the Budget for Fiscal Year 2021-2022 the appropriations for this grant were omitted. The City had proposed to budget \$519,522 for other professional services. After further consideration, the City has decided that only \$334,122 will be for other professional services and the remainder of \$160,933 will be used for in-house inspections Code Enforcement overtime salaries (City Staff). The remaining funds will be allocated \$5,400.00 in operating expenses and equipment to be used to purchase marketing materials/conduct outreach, and \$27,522.75 for administrative cost (5% of award) to administer compliance functions of the Grant.

The Tobacco Grant Funds must be expended by June 30, 2024, which is approximately four (4) months from now. This requires a monthly expenditure of approximately \$137,613.75 and this amount will increase if we delay implementing our enforcement efforts.

These grant funds will have “no fiscal impact” on the City’s annual contract with the Los Angeles County Sheriff’s Department (LASD). The work performed by LASD and city staff personnel assigned to the Tobacco Enforcement Teams will be done on an overtime basis at the prevailing hourly rate for each position.

This collective effort forms the organizational approach necessary to help deter businesses from illegally selling tobacco to youth. The City will ensure that the program runs efficiently and effectively.

The Community Improvement Director will provide oversight of this program by coordination the unified operation. The Community Improvement Director will be collecting reports and submitting them bi-weekly to the Grants Compliance Manager for additional review. Reports will include names, positions, hours, location, duties, and outcomes pertaining to each operation. Payments will be rendered based on aforementioned hourly rates upon submission and approval on a Monthly basis if agreed upon.

The City may use Grant funds to enforce a local ordinance or state law related to the illegal sale and marketing of tobacco products, including e-cigarettes, to minors and youth including, but not limited to:

- Retailer compliance checks
- Retailer training programs
- Public education outreach
- Parent engagement and education
- Tobacco retail license inspections
- Preventing and deterring use of tobacco products on school premises
- Hiring a school resource officer to focus on tobacco issues

The City can use the Grant funds over a three-year period to facilitate the aforementioned list of activities. Total costs description for each activity, including administrative costs is provided in the attached "Tobacco Law Enforcement Grant Budget Detail" for the \$550,455.00 allocation which was submitted to the DOJ.

FISCAL IMPACT

The cost of the proposed activities, as well as Grant oversight will be paid directly from the Division of Operations Tobacco Grant in the amount of \$550,455.00. The revenue is currently reflected in the current budget fund 2765-780-001-3569 Other State Grants.

Staff is requesting that the Fiscal Year 2023-2024 budget be amended to appropriate the expenditures as follows:

Increase Expenditure in the following Account:

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2765-780-001-4171	Overtime	\$ 160,933
2765-780-001-4249	Special Department Expenses	\$ 5,400
2765-680-000-4262	Other Professional Services	\$ 384,122
	Total	\$ 550,455

ALTERNATIVE

Staff does not have any alternatives to address this issue at this time.

RECOMMENDATION

Staff recommends that Council adopt the attached Resolution amending the 2023-2024 Fiscal Year budget to appropriate Proposition 56 DOJ Tobacco Grant Program funds in the amount of \$550,455.

TURMEL WOODS
GRANTS COMPLIANCE MANAGER

APPROVED FOR FORWARDING

WILLIE A. HOPKINS, JR.
CITY MANAGER

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 25,479 AND AMENDING THE 2023-2024
FISCAL YEAR BUDGET TO APPROPRIATE AND RATIFY THE CITY'S
ACCEPTANCE OF THE CALIFORNIA DEPARTMENT OF THE JUSTICE
DIVISION OF OPERATIONS GRANT TO ENFORCE A LOCAL ORDINANCE
OF STATE LAW RELATED TO ILLEGAL SALE AND MARKETING OF
TOBACCO PRODUCTS TO MINORS (\$550,455)**

WHEREAS, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 ("Proposition 56") provides local public agencies with funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products, including e-cigarettes, to minors; and

WHEREAS, the Proposition 56 increased taxes on cigarettes and tobacco products by \$2.00 starting April 2017 and allocated a portion of annual revenue to the California Department of Justice (DOJ). For Fiscal Year 2020-2021, a total of \$28.5 million in Grant funding was made available statewide to support local enforcement efforts to reduce illegal sale of tobacco products to minors; and

WHEREAS, the Office of the Attorney General has made funds available through California Department of Justice ("DOJ") Tobacco Grant Program in the amount of \$550,455.00 to the City of Compton ("City") to enforce a local ordinance or state law related to the illegal sale of tobacco products to minors; and

WHEREAS, during the adoption of the Budget for Fiscal Year 2021-2022 the appropriations for this grant were omitted. The City had proposed to budget \$519,522 for Other Professional Services. After further consideration, the City has decided that only \$334,122 will be for Other Professional Services and the remainder \$160,933 will be used for in-house Code Enforcement Officers overtime salaries (City Staff); and

WHEREAS, the remaining funds will be allocated \$5,400.00 in operating expenses and equipment to be used to purchase marketing materials/conduct outreach, and \$27,533 for administrative cost (5% of award) to administer compliance functions of the Grant; and

WHEREAS, the Tobacco Grant Funds must be expended by June 30, 2024, which is approximately four (4) months. This requires a monthly expenditure of approximately

RESOLUTION NO. _____

Page 2

\$137,613.75 and this amount will rise if we delay implementing our enforcement efforts;
and

WHEREAS, these grant funds will have “no fiscal impact” on the City’s annual contract with the Sheriff’s Department.

WHEREAS, the 2023-2024 Fiscal Year budget needs to be amended to appropriate the Tobacco Grant funds awarded to the City by the DOJ.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That California Department of Justice Division of Operations Tobacco Grant funding in the amount of Five Hundred Fifty Thousand Four Hundred Fifty-Five Dollars (\$550,455.00) to enforce a local ordinance or state law related to the illegal sale and marketing of Tobacco Products to minors is hereby accepted.

SECTION 2. That the Community Development Department Fiscal Year 2023-2024 budget shall be amended as follows:

Increase Expenditures in the following Accounts:

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2765-780-001-4171	Overtime	\$ 160,933
2765-780-001-4249	Special Department Expenses	\$ 5,400
2765-780-001-4262	Other Professional Services	\$ 384,122
	Total	\$550,455

SECTION 3. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Controller, City Clerk and the Community Development Department (Grants Division).

SECTION 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

RESOLUTION NO. _____

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ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2024.

That said Resolution was adopted by the following vote, to wit:

AYES:	COUNCIL MEMBERS-
NOES:	COUNCIL MEMBERS-
ABSENT:	COUNCIL MEMBERS-
ABSTAIN:	COUNCIL MEMBERS-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2020-2021 FISCAL YEAR BUDGET TO ACCEPT AND APPROPRIATE FUNDS FROM THE CALIFORNIA DEPARTMENT OF JUSTICE DIVISION OF OPERATIONS TO ENFORCE A LOCAL ORDINANCE OR STATE LAW RELATED TO THE ILLEGAL SALE AND MARKETING OF TOBACCO PRODUCTS TO MINORS (\$550,455)

WHEREAS, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 ("Proposition 56") provides local public agencies with funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products, including e-cigarettes, to minors; and

WHEREAS, the Proposition 56 increased taxes on cigarettes and tobacco products by \$2.00 starting April 2017 and allocated a portion of annual revenue to the California Department of Justice (DOJ). For Fiscal Year 2020-2021, a total of \$28.5 million in Grant funding was made available statewide to support local enforcement efforts to reduce illegal sale of tobacco products to minors; and

WHEREAS, the Office of the Attorney General has made funds available through California Department of Justice ("DOJ") Tobacco Grant Program in the amount of \$550,455.00 to the City of Compton ("City") to enforce a local ordinance or state law related to the illegal sale of tobacco products to minors; and

WHEREAS, the Tobacco Grant funds may be used for: 1) Retailer compliance checks; 2) Retailer training programs; 3) Public education outreach; 4) Parent engagement and education; 5) Tobacco retail license inspections; 6) Preventing and deterring use of tobacco products on school premises; and 7) Hiring a school resource officer to focus on tobacco issues; and

WHEREAS, the City can use the Grant funds over a three-year period to facilitate the aforementioned list of activities and plans to use \$519,522.00 for security to enforce /conduct inspections, \$5,400.00 in operating expenses and equipment to be used to purchase marketing materials/conduct outreach, and \$25,533.00 for administrative cost (5% of award) to administer compliance functions of the Grant; and

WHEREAS, the 2020-2021 Fiscal Year budget needs to be amended to accept and appropriate the Tobacco Grant funds awarded the City by the DOJ.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That California Department of Justice Division of Operations Tobacco Grant funding in the amount of Five Hundred Fifty Thousand Four Hundred Fifty Five Dollars (\$550,455.00) to enforce a local ordinance or state law related to the illegal sale and marketing of Tobacco Products to minors is hereby accepted.

SECTION 2. That the Grants Division's Fiscal Year 2020-2021 budget shall be amended as follows:

Increase Revenues in the following Accounts:

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2765-780-001-3569	Other State Grants	\$550,455

Increase Expenditures in the following Accounts:

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2765-780-001-4101	Salaries	\$ 22,863
2765-780-001-4190	Worker's Compensation	\$ 1,018
2765-780-001-4194	Life Insurance	\$ 68
2765-780-001-4195	Dental Insurance	\$ 300
2765-780-001-4196	Vision Insurance	\$ 109
2765-780-001-4197	Unemployment Insurance	\$ 683
2765-780-001-4198	SDI	\$ 201
2765-780-001-4199	Medicare	\$ 291
2765-780-001-4249	Special Department Expenses	\$ 5,400
2765-780-001-4262	Other Professional Services	\$519,522
	Total	\$550,455

SECTION 3. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Controller, City Clerk and the Community Development Department (Grants Division).

SECTION 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this 18th day of May, 2021.


MAYOR OF THE CITY OF COMPTON

ATTEST:


CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss



1
2 Resolution No. 25,479
3 Page 3
4

5 I, Alita Godwin, City Clerk of the City of Compton, do hereby certify that the
6 foregoing Resolution was adopted by the City Council of the City of Compton, signed by
7 the Mayor and attested by the City Clerk at a regular meeting thereof held on the 18th
8 day of May, 2021.

9 That said Resolution was adopted by the following vote, to wit:

10 AYES: COUNCIL MEMBERS- Chambers, Galvan, McCoy, Sharif, Brown
11 NOES: COUNCIL MEMBERS-None
12 ABSENT: COUNCIL MEMBERS-None
13 ABSTAIN: COUNCIL MEMBERS-None
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CITY CLERK OF THE CITY OF COMPTON



March 19, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER'S OFFICE

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
PROCLAIMING MARCH AS "WOMEN'S HISTORY MONTH" IN THE
CITY OF COMPTON**

SUMMARY

This resolution is presented to the City Council for consideration and approval to proclaim the month of March, 2024 as "Women's History Month" in the City of Compton, as requested by Mayor Sharif.

BACKGROUND

In 1978, "Women's History Week" was planned and executed to begin as a weeklong celebration during the week of March 8 to correspond with International Women's Day. The movement spread across the country as other communities initiated their own "Women's History Week" celebrations the following year.

In February 1980, President Jimmy Carter issued the first presidential proclamation declaring the week of March 8 as "National Women's History Week". Subsequent Presidents continued to proclaim a "National Women's History Week" in March until 1987 when Congress passed Public Law 100-9, designating March as "Women's History Month".

Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as "Women's History Month". Since 1995, each president has issued an annual proclamation designating the month of March as "Women's History Month."

"Women's History Month" has been observed annually in the month of March as a celebration of women's contributions to history, culture and society. The National Women's History Month's theme for 2024 celebrates "Women Who Advocate for Equity, Diversity and Inclusion." The theme recognizes women throughout the country who understand that, for a positive future, we need to eliminate bias and discrimination entirely.

STATEMENT OF ISSUE

Women's History Month is a month-long observance that recognizes and celebrates the contributions of women throughout history.

FISCAL IMPACT

There is no fiscal impact in adopting this resolution.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution.

WILLIE A. HOPKINS JR.
CITY MANAGER

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
PROCLAIMING MARCH AS “WOMEN’S HISTORY MONTH” IN THE CITY OF
COMPTON**

WHEREAS, in 1978, “Women’s History Week” was planned and executed to begin as a weeklong celebration during the week of March 8 to correspond with International Women’s Day; and

WHEREAS, the movement spread across the country as other communities initiated their own “Women’s History Week” celebrations the following year; and

WHEREAS, in February 1980, President Jimmy Carter issued the first presidential proclamation declaring the week of March 8 as “National Women’s History Week”; and

WHEREAS, subsequent Presidents continued to proclaim a “National Women’s History Week” in March until 1987 when Congress passed Public Law 100-9, designating March as “Women’s History Month”; and

WHEREAS, between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as “Women’s History Month”; and

WHEREAS, since 1995, each president has issued an annual proclamation designating the month of March as “Women’s History Month”; and

WHEREAS, “Women’s History Month” has been observed annually in the month of March as a celebration of women’s contributions to history, culture and society; and

WHEREAS, the National Women’s History Month’s theme for 2024 celebrates “Women Who Advocate for Equity, Diversity and Inclusion.” The theme recognizes women throughout the country who understand that, for a positive future, we need to eliminate bias and discrimination entirely; and

WHEREAS, the City of Compton proclaims the month of March as “Women’s History Month.”

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. That the City of Compton hereby proclaims the month of March as “Women History Month.”

SECTION 2. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

SECTION 3. That a certified copy of this Resolution shall be filed in the offices of the City Clerk and City Manager.

ADOPTED this _____ day of _____ 2024

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting hereof held on the _____ day of _____, 2024.

That said Resolution was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

March 19, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: PUBLIC WORKS STREET MAINTENANCE DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ESTABLISH A PURCHASE ORDER WITH THE BLUE DIAMOND COMPANY FOR THE PURCHASE OF ASPHALT MATERIAL FOR CITYWIDE ROAD REPAIR IN AN AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000)

SUMMARY

The adoption of this resolution will authorize the City Manager to establish a purchase order with the Blue Diamond Company for the purchase of asphalt material for citywide road repair in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000).

BACKGROUND

The Public Works Street Maintenance Department (Department) is responsible for repairing road surfaces that have deteriorated over time and have created potholes. Asphalt is a common material used to construct roads and is subsequently used in the repair of potholes. Potholes are caused when water penetrates the ground underneath porous pavement, when the water dries it leaves a void in the pavement. Gradually, as the weight of vehicles passing over the affected area loosens the asphalt, it causes the asphalt to break and a pothole is formed.

STATEMENT OF THE ISSUE

The Department is responsible for maintaining a supply of asphalt to be used in the repair of City streets, including potholes. The Department solicited quotes from three (3) reputable asphalt materials companies and the responses are listed as follows:

<u>Vendor</u>	<u>Price/per unit</u>
Blue Diamond Company	\$104.82/100 ton
All American Asphalt	\$120.83/100 ton
R.J. Noble Company	\$110.50/100 ton

In accordance with the Compton Municipal Code, Section 4-11.5, staff has determined that the Blue Diamond Company is the most responsive and responsible bidder. The Department has utilized the Blue Diamond Company for asphalt material in the past, and the vendor has provided a quality product at a reasonable price.

**Staff Report – Resolution Authorizing P.O.
Blue Diamond Company– Asphalt for road repair
March 19, 2024, page 2**

Pursuant to Resolution No. 25,001, adopted by the City Council on April 23, 2019, the City Manager is authorized to expend up to \$25,000.00 to any one single vendor in a fiscal year; however, the City has reached the threshold for the Blue Diamond Company for Fiscal Year 2023-2024, and the Public Works Street Maintenance Department was unable to acquire asphalt material for road repair. Therefore, City Council's approval is required for this item.

FISCAL IMPACT

Funds for this expenditure are available in the Department's Fiscal Year 2023-2024 Budget in the following account:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
1004-720-000-4233	Maint/Repair Materials-Road	\$25,000.00

ALTERNATIVE

No other alternative is being proposed.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution.

**DAMION TIMMONS
STREET SUPERINTENDENT**

APPROVED FOR FORWARDING:

**WILLIE HOPKINS JR.
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ESTABLISH A PURCHASE ORDER
WITH THE BLUE DIAMOND COMPANY FOR THE PURCHASE OF ASPHALT
MATERIAL FOR CITYWIDE ROAD REPAIR IN AN AMOUNT NOT TO EXCEED
TWENTY-FIVE THOUSAND DOLLARS (\$25,000)**

WHEREAS, the Public Works Street Maintenance Department (Department) is responsible for repairing road surfaces that have deteriorated over time and have created potholes; and

WHEREAS, thus there is a need to maintain an adequate supply of asphalt to be used in the repair of potholes and roadways; and

WHEREAS, the Department solicited quotes from three (3) reputable asphalt materials companies and the responses received are as follows; and

<u>Vendor</u>	<u>Price/per unit</u>
Blue Diamond Company	\$104.82/100 ton
All American Asphalt	\$120.83/100 ton
R.J. Noble Company	\$110.50/100 ton

WHEREAS, staff has determined that the Blue Diamond Company is the lowest, most responsive and responsible bidder; and

WHEREAS, the Department has utilized the Blue Diamond Company to purchase asphalt in the past, and the vendor has provided a quality product at a reasonable cost; and

WHEREAS, pursuant to Resolution No. 25,001, adopted by the City Council on April 23, 2019, the City Manager is authorized to expend up to \$25,000.00 to any one single vendor in a fiscal year; and

WHEREAS, the City has reached the threshold for the Blue Diamond Company, for Fiscal Year 2023-2024 and City Council's approval is required for this item; and

WHEREAS, the Public Works Street Maintenance Department has funds available in the Fiscal Year 2023-2024 Budget for this expenditure in the following account:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
1004-720-000-4233	Maintenance/Repair Materials-Road	\$25,000.00

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the City Manager is hereby authorized to establish a purchase order with the Blue Diamond Company for the purchase of asphalt material for citywide road repair in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00) from Account No. 1004-720-000-4233 (Maintenance/Repair Materials -Road).

Section 2. That funds for this expenditure are allocated in the Department's Fiscal Year 2023-2024 Budget in Account No. 1004-720-000-4233 (Maintenance/Repair Materials -Road).

Section 3. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Controller, City Attorney and Public Works Street Maintenance Department.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2024.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-

CITY CLERK OF THE CITY OF COMPTON

Quote #1



A COLAS COMPANY

Material Price Quotation

Quote: MQ0021081_0
Quote Date: Oct 17, 2023
Bid Date: Oct 16, 2023



A COLAS COMPANY

Once Accepted, Prices Good Through: Mar 31, 2024

Once Accepted, Prices Good Through: Mar 31, 2024

Customer:

10065586 COMPTON CITY, STREET DEPT
ATTN: LISA SMITH 205 S WILLOWBROOK
COMPTON, CA 90220

Contact: debbie buckner
Phone:
Fax:

Project & Location:

205 S Willow brook Ave, Compton, CA 90220
205 S Willow brook Ave, Compton, CA 90220
205 S Willow brook Ave, Compton, CA 90220
Compton CA 90220

Product	Plant	Product Description	Qty	Unit	Truck Type	Material Price	Freight Price	Freight Unit	Tax 10.25%	Price W/ Tax
300120	Inglewood	COLD MIX	100	Ton		\$86.00			\$8.82	\$94.82
300214	Inglewood	Cold Mix with trucking.	100	Ton	Ten Wheeler	\$86.00	\$10.00	Ton	\$8.82	\$104.82

Signed quotes are required on all projects, quote is valid for the Specified quote period.

This quote is limited to acceptance within 30 days from the date of this quotation after which time quotation is subject to review/revision.

A \$10.00 plus tax per load environmental fee will apply to all material purchases.

When trucking is offered by Blue Diamond Materials or United Rock Products any increases in delivery charges will be paid by purchaser.

Trucking is subject to availability; every diligent effort will be made to accommodate customer schedules. Seller will not be liable; no compensation will be paid for any delay in delivery of materials for any reason.

Customer is responsible for any standby charges assessed by the trucking company. Time will be charged after a 30-minute grace period at the applicable hourly rate.

Short load charges will apply to requested deliveries less than normal truck type payload.

Safe delivery access and any load permits will be the responsibility of purchaser. Seller will not be liable for projects delays due to access or permits.

Prices quoted are for shipments during normal daytime shifts, Monday Through Friday non holiday.

When placing a order utilizing DBE and or DVBE oil suppliers it is the responsibility of the contractor placing the order to identify the oil suppliers to be used on your project.

All cancellations must be received by Blue Diamond Materials or United Rock Products within a minimum of 48 hours prior to the scheduled plant production start time. The customers may be held responsible for a cancellation fee.

Seller reserves the right to replace material after expiration date.

To schedule delivery please contact our central dispatch 800 300-4240 or 714-323-5436 for High Desert/Victor valley region please call 714-863-2352

Accepted: COMPTON CITY, STREET DEPT

Account Manager: Shon Esparza

Phone: 714-863-1953

Email: Shon.Esparza@Sully-Miller.com

You may also email centraldispatch@sully-miller.com.

By: _____

Date: _____

HOT MIX ASPHALT - SPECIALTY PAVING PRODUCTS - ROCK AND SAND MATERIALS
CMB LOCATIONS: SOUTH GATE | VICTORVILLE AGGREGATES: IRWINDALE
ASPHALT PLANTS: IRWINDALE | INGLEWOOD | SUN VALLEY | SOUTH GATE | VICTORVILLE

Quote # 2



ALL AMERICAN ASPHALT
ALL AMERICAN AGGREGATES
ENGINEERING - CONTRACTORS - ASPHALT PAVING
P.O. BOX 2229, CORONA, CA 92878-2229
STATE CONTRACTORS LICENSE #267073-A DIR #1000001051

Material Quote

CITY OF COMPTON 484
205 SO. WILLOWBROOK

COMPTON CA 90220

Date: 10/16/2023
Quote: 7116411
Quoted To: DEBBIE
Quoted By: ROMDALL, ERIC

Thank you for the opportunity to quote the following material prices to the referenced location:

458 S ALAMEDA ST E
CITY PUBLIC WORKS YARD

COMPTON

Product No.	Product Description	QTY		Price
5665	FUEL SURCHARGE		TN	1.63
100610	COLD MIX SC-800	100	TN	120.83

General Conditions:

Price(s) expire(s) on '1/31/2024'

Purchase of material is based on availability only. No guarantee of supply or service is implied.

Asphalt material is quoted on end dumps.

Aggregate material is quoted on bottom dump trucking unless noted. Add \$.58 per ton for end dumps.

Prices exclude nighttime, weekend or holiday delivery unless noted.

Quoted Prices are valid with written Purchase Order by customer within 30 days of date quoted.

After 30 days, if no purchase order has been issued by customer,

Quotation is subject to review and revision.

Minimum Haul Rate Applies. Environmental fee is \$10.00 per load

A 15% fuel surcharge fee will be added to the haul rate.

Corona Asphalt Plant 951-736-7660 Riv. Co Map Page 743, H-6	Irwindale Asphalt Plant 626-357-0059 L.A. Co. Map Page 598, B-2	Westminster Asphalt Plant 714-638-3744 Or. Co. Map Page 827, G-2	Irvine Asphalt Plant 949-786-1290 Or. Co. Map Page 831, E-5	Perris Asphalt Plant 951-940-1906 Riv. Co. Map Page 747, F-7
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ALL AMERICAN ASPHALT DUMP SITE
951-736-3853
1776 All American Way
Corona, CA 92878

TELEPHONE: 951-736-7600 - FAX: 951-736-4671

Quote #3



16506 East Lincoln Ave. Orange, CA 92666
(714) 637-1550 Fax (714) 637-6321

Material Sales Quotation

Helping Build a Better California for Over 70 Years!

Quote Number: RC5018	Quote Date: 10/17/23	Expiration Date: 12/31/23
Account: 224 Plant Sale DEBBIE BUCKNER	Contact: COMPTON CITY Phone: Fax: Cust. PO:	Cust. Job: RC5018

Shipping Address

458 S Alameda Street
COMPTON CA 90221

RJ Noble Sales Representative

Rocco Costello
714-357-6692 EXT350
RoccoCostello@rjnoblecompany.com

Location	Material	UM	Quantity	Price Per Ton	Material Total
Orange Plant	Cold Mix	TON	100.23	110.50	11,075.42

RJ NOBLE SPECIAL CONDITIONS- HOURLY TRUCKING PRICE

- 1) MATERIAL AND TRUCKING SUBJECT TO AVAILABILITY
- 2) QUOTE PRICE IS BASED UPON MATERIAL AND TAX ONLY.
- 3) PRICE IS GOOD THROUGH QUOTED EXPIRATION DATE ON THE CONDITION A SIGNED QUOTE IS RECEIVED WITHIN 15 DAYS OF QUOTED/BID DATE.
- 4) ENVIRONMENTAL FEE IS \$10.00 PER LOAD.

HOURLY TRUCKING TERMS

- 5) CUSTOMER WILL BE CHARGED \$125/HR ON STANDARD DELIVERY HOURS MON-FRI
- 6) A MINIMUM 6HR/TRUCK WILL BE CHARGED FOR MATERIAL UNDER 500 TONS/DAY.
- 7) A MINIMUM OF 8HR/TRUCK WILL BE CHARGED FOR MATERIAL OVER 500 TONS/DAY
- 8) CUSTOMER WILL BE CHARGED 12% EXTRA ON TRUCKING FOR A SAT AND 30% EXTRA ON A SUNDAY, MIN HOURLY RATES STILL APPLY
- 9) TRUCKING WILL BE BILLED SEPARATELY.
- 10) TRUCKING HOURLY RATE AND MINIMUM CHARGE IS SUBJECT TO CHANGE AT ANY TIME.

Payment Terms:

Payments shall be made within 30 days from the invoice date. If purchaser fails to make payment on or before the Due Date on the invoice, R.J. Noble will, without prejudice to any other rights or titles, be entitled to add an interest charge at the rate of 1.5% per month until such time as full payment plus interest charged is received by the purchaser. R.J. Noble will charge NSF fees of \$30.00 for every check returned. Fees are subject to change at any time.

Accepted By:

Customer:	_____	_____	_____
	Print Name	Signature	Date
R.J. Noble:	Rocco Costello	_____	_____
	Print Name	Signature	Date

Thank you for choosing R.J. Noble. We appreciate your business!

March 19, 2024

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: MUNICIPAL WATER DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER FOR THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) FOR THE PAYMENT OF WATER SYSTEM ANNUAL FEES IN THE TOTOAL AMOUNT OF ONE HUNDRED THOUSAND FOUR HUNDRED AND TWENTY-THREE DOLLARS AND THIRTY-NINE CENTS (\$100,423.39) FOR FISCAL YEARS 22-23 (\$48,332.98) AND 23-24 (\$52,090.41).

SUMMARY

Adoption of this resolution will authorize the City Manager to issue a purchase order for the State Water Resources Control Board (SWRCB) for payment of the water system annual fees in the amount of One Hundred Thousand Four Hundred and Twenty-Three Dollars and Thirty-Nine Cents (\$100,423.39) for Fiscal Years 22-23 (\$48,332.98) and 23-24 (\$52,090.41).

BACKGROUND

The State Water Resources Control Board (State Water Board) and nine Regional Water Quality Control Boards (Regional Control Boards) collectively known as the California Water Boards (Water Boards), are dedicated to a single vision: abundant clean water for human uses and environmental protection to sustain California's future. Under the federal Clean Water Act (CWA) and the state's pioneering Porter-Cologne Water Quality Control Act, the State and Regional Water Boards have regulatory responsibility for protecting the water quality of nearly 1.6 million acres of lakes, 1.3 million bays and estuaries, 211,000 miles of rivers and streams, and about 1,100 miles of exquisite California coastline.

The State Water Resources Control Board's mission is to preserve, enhance and restore the quality of California's water resources and drinking water for the protection of the environment, public health, proper water resource allocation and efficiencies for the benefit of present and future generations.

To uphold this mission, the State Water Resources Control Board (SWRCB) has established a series of regulations addressing drinking water issues, and has imposed an annual fee to public water systems. The fees ensure that the SWRCB has adequate funding to implement the California Drinking Water Program.

The SWRCB is promulgating the regulations pursuant to its authority under the Safe Drinking Water Act, which applies to all entities who supply water for human consumption, and meet the law’s definition of a “public water system”.

STATEMENT OF THE ISSUE

A public water system is defined as a system that provides water for human consumption to 15 or more connections or regularly serves 25 or more people daily for at least 60 days out of a year.

The Compton Municipal Water Department is a public water system and is legally distinct as a Community Water System that has over 13,000 connections and provides safe drinking water to its customers.

The Compton Municipal Water Department, as a public water system, is obligated to pay the annual water system fees to the State Water Resources Control Board, as prescribed in the Drinking Water Fee Regulations (Section 64300).

FISCAL IMPACT

Funds in the amount of One Hundred Thousand Four Hundred Twenty-Three Dollars and Thirty-Nine cents (\$100,423.39) are available in the Compton Municipal Water Department’s Fiscal Year 2023-2024 budget in Account No. 5000-90-0000-4262 (for Fiscal Years 22-23 \$48,332.98 and 23-24 \$52,090.41).

RECOMMENDATION

Staff recommends that Council adopt this resolution.

**JOSE GARFIAS, INTERIM GENERAL MANAGER
GENERAL MANAGER
MUNICIPAL WATER DEPARTMENT**

APPROVED FOR FORWARDING:

**WILLIE A. HOPKINS
CITY MANGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER FOR THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) FOR THE PAYMENT OF WATER SYSTEM ANNUAL FEES IN THE AMOUNT OF ONE HUNDRED THOUSAND FOUR HUNDRED AND TWENTY-THREE DOLLARS AND THIRTY-NINE CENTS (\$100,423.39) (FOR FISCAL YEARS 22-23 \$48,332.98 AND 23-24 \$52,090.41).

WHEREAS, the State Water Resources Control Board (State Water Board) and nine Regional Water Quality Control Boards (Regional Control Boards) collectively known as the California Water Boards (Water Boards), are dedicated to a single vision: abundant clean water for human uses and environmental protection to sustain California's future; and

WHEREAS, the State Water Resources Control Board's (SWRCB) mission is to preserve, enhance and restore the quality of California's water resources and drinking water for the protection of the environment, public health, proper water resource allocation and efficiencies for the benefit of present and future generations; and

WHEREAS to uphold this mission, the State Water Resources Control Board (SWRCB) has established a series of regulations addressing drinking water issues, and has imposed an annual fee to public water systems; and

WHEREAS, a public water system is defined as a system that provides water for human consumption to 15 or more connections or regularly serves 25 or more people daily for at least 60 days out of a year; and

WHEREAS, the Compton Municipal Water Department is a public water system and is legally distinct as a Community Water System that has over 13,000 connections and provides safe drinking water to its customers; and

WHEREAS, the Compton Municipal Water Department, as a public water system, is obligated to pay the annual water system fee to the State Water Resources Control Board, as prescribed in the Drinking Water Fee Regulations, Section 64300; and

WHEREAS, the funds for this expenditure are available in the Municipal Water Department's 2023-2024 Fiscal Year budget in Account No. 5000-90-0000-4262. (Note: A requisition (#85R04979) has been prepared and encumbers \$95,687.90 of these funds from Account 5000-90-0000-4262).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City Manager is hereby authorized to issue a purchase order for One Hundred Thousand Four Hundred and Twenty-Three Dollars and Thirty-Nine Cents (\$100,423.39) to the State Water Resources Control Board for water system annual fees for Fiscal Years 22-23 (\$48,332.98) and 23-24 (\$52,090.41) from Account No.5000-90-0000-4262.

Section 2. That funds in the amount of One Hundred Thousand Four Hundred Twenty-Three Dollars and Thirty-Nine cents (\$100,423.39) are available in the Municipal Water Department's Fiscal Year 2023-2024 budget in Account No.5000-90-0000-4262.

Section 3. That copies of this Resolution shall be filed in the offices of the City Manager, City Controller, City Clerk, City Attorney and the Municipal Water Department.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

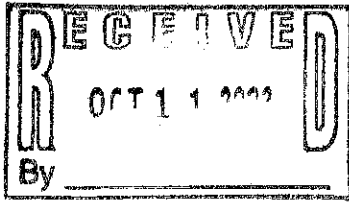
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2024.

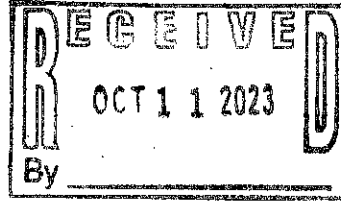
That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON



AVILA, SASHA
COMPTON-CITY, WATER DEPT.
205 S Willowbrook Avenue
COMPTON, CA 90220



Date: 12/21/2022
System Type: Community Water System
System No.: 1910026
Invoice No.: LW-1039065

Water System Annual Fees Invoice
Billing Period 07/01/2022 - 06/30/2023

Payment must be received within 90 days from the date of this invoice, or a 10% penalty will be assessed pursuant to section 116565 of the Health & Safety Code.

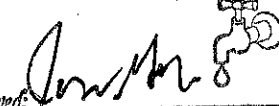
LINE ITEMS

	Connections	FEES
CONNECTIONS 0 - 100 Disadvantaged Community (\$285 Flat Fee)	100	\$285.00
CONNECTIONS 101 - 15,000 Disadvantaged Community (\$3.17 per connection)	13,771	\$43,654.07
CONNECTIONS 15,001+ Disadvantaged Community (\$2.15 per connection)	---	\$0.00
Late Fee (10% penalty if postmarked after 03/21/2023)	---	\$4,393.91

AMOUNT PAID: \$0.00

AMOUNT DUE: (if postmarked before 03/21/2023): \$43,939.07

AMOUNT DUE: (if postmarked after 03/21/2023): \$48,332.98

Approved: 
for Payment by the Water Department

You may submit payment via check, money order, credit card, or EFT. Payment information is available on our website at https://www.waterboards.ca.gov/make_a_payment/

FY 2022/23 (07/01/2022 - 06/30/2023)

SYSTEM TYPE: Community Water System

INVOICE NUMBER: LW-1039065

AMOUNT DUE: (if postmarked before 03/21/2023): \$43,939.07

SYSTEM NUMBER: 1910026

DISTRICT: 22

(Please print the above numbers on check or money order)

Total due with 10% penalty if postmarked after 03/21/2023 - \$48,332.98

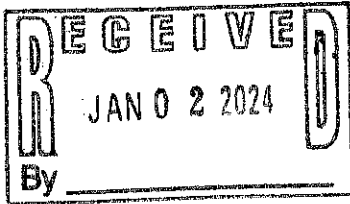
PLEASE REMIT PAYMENT TO:

Invoicing Date: December 21, 2022

SWRCB Accounting Office
ATTN: Drinking Water Program Fees
P.O. Box 1888
Sacramento, CA 95812-1888

AVILA, SASHA
COMPTON-CITY, WATER DEPT.
205 S Willowbrook Avenue
COMPTON, CA 90220

For Regulatory or Water System inquiries, change of address, phone, or e-mail, please contact:
DWPDist22@waterboards.ca.gov or call 818-551-2004
For payment questions, please contact DAS-DrinkingWaterFees@waterboards.ca.gov or call (916) 341-5082



AVILA, SASHA
COMPTON-CITY, WATER DEPT.
205 S Willowbrook Avenue
COMPTON, CA 90220

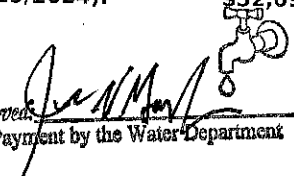
Date: 12/20/2023
System Type: Community Water System
System No.: 1910026
Invoice No.: LW-1043845

Water System Annual Fees Invoice
Billing Period 07/01/2023 - 06/30/2024

Payment must be received within 90 days from the date of this invoice, or a 10% penalty will be assessed pursuant to section 116565 of the Health & Safety Code.

LINE ITEMS	Connections	FEES
CONNECTIONS 0 - 100 Disadvantaged Community (\$301 Flat Fee)	100	\$301.00
CONNECTIONS 101 - 15,000 Disadvantaged Community (\$3.34 per connection)	14,088	\$47,053.92
CONNECTIONS 15,001+ Disadvantaged Community (\$2.27 per connection)	---	\$0.00
Late Fee (10% penalty if postmarked after 03/19/2024)	---	\$4,735.49

AMOUNT PAID: \$0.00
AMOUNT DUE: (if postmarked before 03/19/2024): \$47,354.92
AMOUNT DUE: (if postmarked after 03/19/2024): \$52,090.41

Approved: 
for Payment by the Water Department

You may submit payment via check, money order, credit card, or EFT. Payment information is available on our website at https://www.waterboards.ca.gov/make_a_payment/

----- ✂ ----- ✂ -----
FY 2023/24 (07/01/2023 - 06/30/2024)

SYSTEM TYPE:	Community Water System	
INVOICE NUMBER:	LW-1043845	AMOUNT DUE: (if postmarked before 03/19/2024): \$47,354.92
SYSTEM NUMBER:	1910026	DISTRICT: 22

(Please print the above numbers on check or money order)

Total due with 10% penalty if postmarked after 03/19/2024 - \$52,090.41

PLEASE REMIT PAYMENT TO:

Invoicing Date: December 20, 2023

SWRCB Accounting Office
ATTN: Drinking Water Program Fees
P.O. Box 1888
Sacramento, CA 95812-1888

AVILA, SASHA
COMPTON-CITY, WATER DEPT.
205 S Willowbrook Avenue
COMPTON, CA 90220

For Regulatory or Water System inquiries, change of address, phone, or e-mail, please contact:
DWPDist22@waterboards.ca.gov or call 818-551-2004
For payment questions, please contact DAS-DrinkingWaterFees@waterboards.ca.gov or call (916) 341-5082

March 19, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF COMPTON AND CITY VENTURES HOMEBUILDING, LLC, A DELAWARE LIMITED LIABILITY COMPANY, TO ENABLE THE DEVELOPMENT OF A 60-UNIT MARKET-RATE HOUSING DEVELOPMENT PROJECT ON THAT CERTAIN LAND LOCATED AT 930 WEST COMPTON BOULEVARD, COMPTON, CALIFORNIA

SUMMARY

Staff requests adoption of an Ordinance to approve a development agreement between the City of Compton and City Ventures Homebuilding, LLC related to 930 W Compton Boulevard. The already approved housing project consists of a gated 60-unit housing project composed of single-family attached condominiums, with ten (10) of the condominiums restricted for sale to moderate income households at affordable sales prices, and open space and other improvements (the "Project").

The last remaining item for this project is to adopt a development agreement between the City and the Applicant pertaining to the Property in accordance with the development agreement terms set forth in the already approved Purchase and Sale Agreement, and includes a payment of \$400,000 to the City as part of this agreement.

BACKGROUND:

To strengthen the public planning process, encourage private participation in comprehensive planning and reduce the economic risk of development, the Legislature of the State of California adopted the Development Agreement Act (Government Code Sections 65864 through 65869.5), which authorizes any city to enter into binding development agreements establishing certain development rights in real property with persons having legal or equitable interests in such property. A development agreement is a voluntary contract between a local jurisdiction and a person who owns or controls property within the jurisdiction and must comply with the requirements set forth in the Development Agreement Act.

The City of Compton (the "City") owns an approximately 2.45-acre site located at 930 W. Compton Boulevard in the City of Compton (bounded by West Compton Boulevard to the north, West 151 street to the south, South Kemp Avenue to the east, and South Dwight Avenue to the west) (the "Property"). The City and the Applicant, City Ventures

Homebuilding, LLC, have entered into a Purchase and Sale Agreement dated as of April 15, 2019, as amended by the First Amendment to Purchase and Sale Agreement dated as of December 23, 2020 (as amended, the “PSA”). Pursuant to the PSA, the City agrees to convey the Property to the Applicant pursuant to, and in accordance with, the terms and conditions (including but not limited to, construction requirements, affordable housing requirements, and transfer restrictions) set forth in the PSA. One of the conditions to the close of escrow is that there be an executed and effective development agreement between the City and the Applicant pertaining to the Property in accordance with the development agreement terms set forth in the PSA.

On October 19, 2022, the Planning Commission held a special meeting to consider this item. There was limited discussion on the matter, with questions centering around the sale price of the property. A motion was made to adopt the resolution, but the item was a tie of 2-2-0 (with one commissioner absent). No motion was made to deny the project. Therefore, there is no recommending resolution from the Planning Commission.

STATEMENT OF THE ISSUE:

The Development Agreement proposed between the City and the Applicant would vest the Applicant’s rights to develop in accord with any approvals of the Project that have been or may be granted for a specific period of time, along with other terms. The following are some of the significant elements of the Development Agreement:

- The term of the Development Agreement is for seven years with the potential for extension for one (1) year or more provided that the total extension period does not exceed three (3) years (Section 5 of the Development Agreement; Government Code Section 65865.2).
- The City shall conduct annual reviews to determine whether the Applicant is acting in good faith compliance with the terms of the Development Agreement and may order a special periodic review at any time (Section 24 of the Development Agreement; Government Code Section 65865.1).
- The permitted uses of the Property, the density and intensity of use, the maximum height and size of the proposed buildings, parking requirements, setbacks, development standards, provisions for reservation or dedication of land for public purposes, and location of public improvements, and the design, improvement, construction and other guidelines, standards and specifications applicable to the development of the Property (Development Agreement Section 2; Government Code Section 65865.2).
- The Applicant shall pay to the City a Development Agreement Fee of \$400,000 at or prior to the close of escrow pursuant to the PSA (Development Agreement Section 10).

Environmental Review:

The Project, including the Development Agreement, has been environmentally reviewed pursuant to the provisions of the California Environmental Quality Act (Public Resources Code Sections 21000, et seq. (“CEQA”), the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000, et seq.), and the City’s Local CEQA Guidelines. Mitigated Negative Declaration No. 951 (“MND”) was prepared and made available for agency and public review and comment for a 20-day period beginning on November 16, 2021 and ending on December 5, 2021. The MND considers the potential environmental impacts that could occur as a result of the Project. Based on the analysis contained in the MND and other evidence in the record, the City Council, exercising its independent judgment, previously found that the Project will not have a significant environmental impact with the adoption of the identified mitigation measures, and adopted the MND and adopted the Mitigation Monitoring and Reporting Program which is attached to this Resolution. Mitigated Negative Declaration No. 951 (MND) and Mitigation Monitoring and Reporting Program were prepared in connection with the Project, made available for public review and comment for a 20-day period commencing on November 16, 2021 and ending on December 6, 2021, and approved by the City Council on June 28, 2022.

NOTICING

Notice of the public hearing was published and mailed in accordance with Government Code Sections 65867, 65090 and 65091. Public hearing notices were sent to both owners and occupants within a 500-foot radius on October 20, 2022. Notice was also published in the Compton Bulletin on October 12, 2022. As of October 25, 2022, no other correspondence either for or against the project have been received.

FISCAL IMPACT:

The fiscal impact of this agreement will be \$400,000 in revenue to be allocated to the Equipment Rental Fund reserved for future use.

RECOMMENDATION:

Staff supports the proposed Development Agreement and would recommend that the City Council adopt the associated Ordinance to approve the proposed Development Agreement.

**CECIL C. FLOURNOY, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT**

APPROVED FOR FORWARDING

**WILLIE A. HOPKINS JR.,
CITY MANAGER**

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF COMPTON AND CITY VENTURES HOMEBUILDING, LLC, A DELAWARE LIMITED LIABILITY COMPANY, TO ENABLE THE DEVELOPMENT OF A 60-UNIT HOUSING PROJECT ON THAT CERTAIN LAND LOCATED AT 930 WEST COMPTON BOULEVARD, COMPTON, CALIFORNIA

THE CITY COUNCIL OF THE CITY OF COMPTON HEREBY ORDAINS AS FOLLOWS:

Section 1. City Ventures Homebuilding, LLC, a Delaware limited liability company (“Developer”), proposes to enter into a development agreement with the City of Compton (herein, the “Development Agreement”), which is attached to this Ordinance as Exhibit “A,” in connection with the development of a 60-unit housing project consisting of single-family attached townhomes, with ten of the townhomes restricted for sale to moderate income households at affordable sale prices, on that certain land located at 930 West Compton Boulevard, Compton, California, and described in the legal description on file in the City Clerk’s office and incorporated herein by reference (the “Project”).

Section 2. Government Code Section 65864 authorizes the City to enter into binding development agreements with persons having legal or equitable interests in real property for the development of such property in order to, among other matters: ensure high quality development in accordance with comprehensive plans; provide certainty in the approval of development projects so as to avoid the waste of resources and the escalation in the cost of housing and other development to the consumer; provide assurance to the applicants for development projects that they may proceed with their projects in accordance with existing policies, rules and regulations and subject to conditions of approval, in order to strengthen the public planning process and encourage private participation in comprehensive planning and reduce the private and public economic costs of development.

Section 3. The Project, including this Ordinance and the Development Agreement, has been environmentally reviewed pursuant to the provisions of the California Environmental Quality Act (Public Resources Code Sections 21000, *et seq.* (“CEQA”), and the State CEQA Guidelines (California Code of Regulations, Title 14, Sections 15000, *et seq.*). Mitigated Negative Declaration No. 951 (“MND”) was prepared and made available for agency and public review and comment for a 20-day period beginning on November 16, 2021 and ending on December 5, 2021. The MND considers the potential environmental impacts that could occur as a result of the Project. Based on the analysis contained in the MND and other evidence in the record, the City Council, exercising its independent judgment, previously found that the Project will not have a significant environmental impact with the adoption of the identified mitigation measures, and adopted the MND and adopted the Mitigation Monitoring and Reporting Program which is on file in the Community Development Department. The City Council hereby finds and determines that the Development Agreement is within the scope of the MND and there are no changes to the Project or its circumstances, or other new information that require further environmental analysis pursuant to the California Environmental Quality Act. The City Council hereby finds and determines, in light of the whole record, and in its independent judgment, that there is no substantial evidence that further environmental analysis is necessary for the Project, and the City Council hereby finds the MND as adopted by the City Council sufficient for taking action on the Development Agreement. The documents and copies of all relevant material, including the proposed Development Agreement and the MND, are on file in the Community Development Department, and can be reviewed by any interested person at 205 South Willowbrook Avenue, California 90220.

ORDINANCE NO. _____

Page 2

Section 4. On October 12, 2022, the Planning Commission was supposed to hold a public hearing to consider the Development Agreement. Notice of the time, place and purpose of the public hearing was duly provided in accordance with California Government Code Sections 65867, 65090, and 65091, and the City's ordinances. There was no quorum at that meeting, so the item was continued to a special meeting held on October 19, 2022. At the conclusion of the public hearing, the Planning Commission deadlocked in a tie and did not make a formal recommendation to the City Council.

Section 5. On December 6, 2022, the City Council conducted a duly noticed public hearing to consider the Development Agreement. Notice of the time, place and purpose of the public hearing were duly provided in accordance with California Government Code Sections 65867, 65090 and 65091, and the City's ordinances.

Section 6. The City Council finds that the provisions of the Development Agreement are consistent with the City of Compton General Plan and comply with its objectives and policies. The Development Agreement is consistent with and implements the objectives of the General Plan policies.

Section 7. The City Council hereby approves the Development Agreement, found on file with the City Clerk, and authorizes the City Manager to execute the Development Agreement on behalf of the City.

Section 8. No later than ten (10) days after the effective date of this Ordinance, the City Clerk shall record with the County Recorder a copy of the Development Agreement and the notice shall describe the land to which such contract applies.

Section 9. The City Clerk is hereby directed to cause a summary of this Ordinance to be published in a newspaper of general circulation published and circulated in the City in accordance with Section 36933 of the Government Code; and shall certify to the adoption of this Ordinance.

Section 10. This Ordinance shall go into effect and be in full force on the thirty-first (31st) day after its passage.

Section 11. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause same to be published as required by law.

ADOPTED this _____ day of _____ 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON**

ORDINANCE NO. _____
Page 3

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Ordinance was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2024.

That said Ordinance was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

RECORDING REQUESTED BY:
CITY OF COMPTON

WHEN RECORDED MAIL TO:

The City of Compton
205 South Willowbrook Avenue
Compton, California, 90220
Attn: City Clerk

Assessor's Parcel Map No.: 6161-001-902

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (this "**Agreement**") is made by and between the CITY OF COMPTON, a California municipal corporation ("**City**"), and CITY VENTURES HOMEBUILDING, LLC, a Delaware limited liability company ("**Developer**"). City and Developer are individually referred to herein as a "Party" and collectively referred to as the "**Parties**".

RECITALS

This Agreement is made and entered into with regard to the following facts, each of which is acknowledged as true and correct by the Parties to this Agreement.

A. This Agreement authorizes the development of that certain land located at 930 West Compton Boulevard, Compton, California, as described on Exhibit "A" attached hereto and incorporated herein by reference (the "**Property**"), as further defined in this Agreement.

B. The Property that is the subject of this Agreement is approximately 2.457 acres in size, is referred to as Assessor's Parcel No. 6161-001-902, and is further described in Exhibit "A". Developer has acquired legal or equitable interest in the Property for the development of the Property as provided in this Agreement.

C. Developer has applied to City for approval of this mutually binding Development Agreement, pursuant to the provisions of the Development Agreement Act (as hereafter defined), and other applicable laws.

D. In anticipation of the development of the Project (as hereafter defined), Developer has received the following approvals on June 28, 2022: GENERAL PLAN AMENDMENT CASE NO. 21-001, CONDITIONAL USE PERMIT CASE NO. 21-008, CHANGE OF ZONE CASE NO. 21-003, TENTATIVE TRACT MAP NO. 82807 and MITIGATED NEGATIVE DECLARATION NO. 950.

E. The City Council has specifically considered the advantages and impacts of this Project upon the welfare of City and believes that the Project will benefit City.

F. This Agreement eliminates uncertainty in planning and provides for the orderly development of the Project in a manner consistent with City's Zoning Regulations (as hereafter defined), the Applicable Rules (as hereafter defined) and the General Plan (as hereafter defined).

G. To provide such certainty, City desires, by this Agreement, to provide Developer with assurance that Developer can proceed with development of the Project with the uses, density and other land use characteristics specified in the Project Approvals (as hereafter defined). Neither Developer nor City would enter into this Agreement, or agree to provide the public benefits and improvements described herein, without the agreement that the Project can be developed, during the term of this Agreement, with the uses, density and other land use characteristics specified in the Project Approvals.

H. City has determined that, as a result of the development of the Project in accordance with the Project Approvals (as hereafter defined) and this Agreement, substantial benefits will accrue to the public, including but not limited to the Developer's obligations set forth in Section 10 of this Agreement.

I. On October 19, 2022 pursuant to the requirements of the Development Agreement Act, the Planning Commission of the City of Compton ("**Planning Commission**") conducted a hearing on Developer's application for this Agreement. The Planning Commission did not make a recommendation after a motion to recommend adoption failed to pass by a vote of 2-2-0 (1 absent).

J. On November 1, 2022, pursuant to the requirements of the Development Agreement Act, the City Council of the City of Compton (the "**City Council**") conducted a hearing on Developer's application for this Agreement.

K. The City Council has found and determined that this Agreement is consistent with the City's General Plan and all other plans, policies, rules and regulations applicable to the Project.

L. On November 1, 2022, the City Council adopted Ordinance No. [####] approving this Agreement, and such ordinance became effective on [Month] [Date], 2022.

M. By resolution No. [####] adopted by the City Council on June 28, 2022, the City Council approved a Mitigated Negative Declaration No. 951 (MND) and Mitigation Monitoring and Reporting Program in connection with the Project, which were made available for public review and comment for a 20-day period commencing on November 16, 2021 and ending on December 6, 2021.

AGREEMENT

NOW THEREFORE, pursuant to the authority contained in the Development Agreement Act, as applied to City, and in consideration of the mutual promises and covenants herein contained and other valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereto agree as follows:

1. Definitions. For all purposes of this Agreement, except as otherwise expressly provided herein, or unless the context of this Agreement otherwise requires, the following words and phrases shall be defined as is set forth below:

(a) **“Applicable Rules”** means the rules, regulations, ordinances, resolutions, codes, guidelines, and officially adopted procedures and official policies of City governing the use and development of real property, including, but not limited to, City’s Zoning Regulations and building regulations, adopted as of the Effective Date (as hereafter defined). Among other matters, the Applicable Rules set forth and govern the permitted uses of land, the density or intensity of use, subdivision requirements, the maximum height and size of proposed buildings, parking requirements, setbacks, and development standards, the provisions for reservation or dedication of land for public purposes, and the design, improvement and construction guidelines, standards and specifications applicable to the development of the Property.

(b) **“Building Permit”** means a permit issued by City pursuant to Chapter 14 of the Compton Municipal Code to authorize construction of a building or other structure. “Building Permit” shall not include a demolition permit or excavation and shoring permit, but shall include a foundation permit.

(c) **“Business Days”** means any day other than a Saturday, Sunday or California or federal holiday on which banks in the City are customarily closed.

(d) **“CEQA”** means the California Environmental Quality Act (California Public Resources Code Section 21000 et seq.), as it now exists or may hereafter be amended.

(e) **“Certificate of Occupancy”** means any of the following with respect to any portion of the Project (as hereafter defined): (i) a permanent Certificate of Occupancy, (ii) a temporary Certificate of Occupancy or (iii) a Certificate of Completion, if requested by Developer and issued by City, as to an improvement in which the base, core and shell have been completed, but the improvement is not ready for occupancy due to Developer’s electing to defer the completion of tenant improvements, or the interior portions of individual condominium units (e.g., kitchens, baths or finishes which are intended to be customized at a later date).

(f) **“Conditions of Approval”** shall mean the conditions of approval imposed by City upon the Project Approvals.

(g) **“Developer Fees”** shall mean those fees established, adopted, or imposed by City pursuant to Sections 66000 through 66008, of the Government Code of the State of California or the California Subdivision Map Act to offset the impact of development on City’s capital facilities. Such fees may include impact fees, linkage fees, exactions, assessments, fair share charges, or other similar impact fees imposed by City on or in connection with new development. Developer Fees do not mean or include Processing Fees.

(h) **“Development Agreement”** or “Agreement” means this Agreement.

(i) **“Development Agreement Act”** means Article 2.5 of Chapter 4 of Division I of Title 7 (Sections 65864 through 65869.5) of the California Government Code (as the same may be amended and/or re-codified from time to time).

(j) **“Development Agreement Fee”** shall mean a public benefit fee to be paid by Developer as set forth in Section 10(d) of this Agreement.

(k) **“Discretionary Action(s)”** or **“Discretionary Approval(s)”** means an action which requires the exercise of judgment, deliberation or discretion on the part of City, including any board, agency, commission or department and any officer or employee thereof, in the process of approving or disapproving a particular activity, as distinguished from a Ministerial Permit (as defined herein) or Ministerial Approval (as hereafter defined).

(l) **“Effective Date”** shall mean the date the City’s Ordinance adopting this Agreement has taken effect and the date this Agreement is recorded in the official records of the Los Angeles County Recorder, whichever date occurs first.

(m) **“General Plan”** means the General Plan of City, as it exists as of the Effective Date.

(n) **“Ministerial Permit(s),”** or **“Ministerial Approval(s)”** means a permit or approval, including, but not limited to, building permits, grading permits, zone clearances, and certificates of occupancy, which requires City, including any board, agency, commission or department or any officer or employee thereof, to determine whether there has been compliance with applicable rules, statutes, ordinances, Conditions of Approval, and/or regulations, as distinguished from an activity which is included in the definition of Discretionary Action or Discretionary Approval.

(o) **“Mortgage”** means any mortgage, deed of trust, encumbrance, sale leaseback or other security interest encumbering all or any portion of the Property, given by Developer for the purpose of securing funds to be used for financing the acquisition of the Property or any portion thereof, the construction of improvements thereon and/or any other expenditures reasonably necessary and appropriate to develop the Project (as hereafter defined).

(p) **“Mortgagee”** means the holder of the beneficial interest under any Mortgage.

(q) **“Processing Fees”** means all processing fees and charges required by City that are applied uniformly to all construction or development related activity including, but not limited to, fees for land use applications, Building Permit applications, Building Permits, grading permits, hauling permits, encroachment permits, demolition permits, subdivision or parcel maps, lot line adjustments, street vacations, inspections, certificates of occupancy and plan check. Processing Fees shall not mean or include Developer Fees. In addition, any and all fees payable under the current Applicable Rules shall be deemed to be included within the term “Processing Fees” and not to be included within the term “Developer Fees,” whether the same are payable upon issuance of a Building Permit, upon connection of a utility or upon issuance of a Certificate of Occupancy.

(r) **“Project”** means a 60-unit housing project consisting of single-family attached townhomes with ten of the townhomes restricted for sale to moderate income households at affordable sales prices, as modified by the Project Approvals.

(s) **“Project Approvals”** shall include, collectively, GENERAL PLAN AMENDMENT CASE NO. 21-001, CONDITIONAL USE PERMIT CASE NO. 21-008,

CHANGE OF ZONE CASE NO. 21-003, TENTATIVE TRACT MAP NO. 82807 and MITIGATED NEGATIVE DECLARATION NO. 950, approved by the City Council on June 28, 2022, and shall include any Subsequent Project Approvals (as hereafter defined). **“Property”** means the real property described in Exhibit “A”.

(t) **“Reserved Powers”** means the power and authority of City to enact regulations and/or take Discretionary Action if the same is expressly found by City to be necessary to protect residents of City, those employed in the City, or visitors to City, from a condition that is dangerous to public health or safety or if the same is required to comply with California or federal laws (whether enacted previous or subsequent to the Effective Date of this Agreement). Reserved Powers also include the power and authority of City to enact regulations that apply generally to residential and mixed use projects within the City, provided that such regulations do not impact the density, height, or square footage of the Project permitted by the Project Approvals, or change the number of affordable housing units required in the Project or the affordability level requirements for those units.

(u) **“Subsequent Land Use Regulations”** means any change in or addition to the Applicable Rules adopted after the Effective Date of this Agreement, including, without limitation, any change in any applicable general or specific plan, zoning, subdivision, or building regulation, including, without limitation, any such change by means of an ordinance, initiative, resolution, policy, order or moratorium, initiated or instituted for any reason whatsoever by the Mayor, City Council, Planning Commission or any other board, agency, commission or department of City, or any officer or employee thereof, or by the electorate, as the case may be, which would, absent this Agreement, otherwise be applicable to the Project.

(v) **“Subsequent Project Approvals”** shall mean further Discretionary Actions or Discretionary Approvals, Ministerial Permits and Ministerial Approvals required to carry out the Project as approved on June 28, 2022 including, without limitation, any subdivision, design review, or amendments to the Project Approvals. Following adoption or approval, a Subsequent Project Approval shall become a Project Approval.

(w) **“Zoning Regulations”** shall mean the official zoning regulations of City adopted as of the Effective Date of this Agreement.

2. Recitals of Premises, Purpose and Intent.

(a) State Enabling Statute. To strengthen the public planning process, encourage private participation in comprehensive planning and reduce the economic risk of development, the Legislature of the State of California adopted the Development Agreement Act which authorizes any city to enter into binding development agreements establishing certain development rights in real property with persons having legal or equitable interests in such property. Section 65864 of the Development Agreement Act expressly provides as follows:

“The Legislature finds and declares that:

(a) The lack of certainty in the approval of development projects can result in a waste of resources, escalate the cost of housing and other development to the consumer, and discourage investment in and a commitment to comprehensive planning which would make maximum efficient utilization of resources at the least economic cost to the public.

(b) Assurance to the applicant for a development project that upon approval of the project, the applicant may proceed with the project in accordance with existing policies, rules and regulations, and subject to Conditions of Approval will strengthen the public planning process, encourage private participation in comprehensive planning, and reduce the economic cost of development.”

Notwithstanding the foregoing, to ensure that City remains responsive and accountable to its residents while pursuing the benefits of development agreements contemplated by the Legislature, City accepts restraints on its police powers contained in development agreements only to the extent and for the duration required to achieve the mutual objectives of the Parties.

(b) The Project. Developer intends to develop the Property as described in the Project Approvals and the final plans submitted to City, subject to the Applicable Rules, the Project Approvals, and the Conditions of Approval. The Parties hereby agree that, for the term of this Agreement, the permitted uses, the density and intensity of use, the maximum height and size of proposed buildings, parking requirements, setbacks, and development standards, provisions for reservation or dedication of land for public purposes and location of public improvements, and the design, improvement, construction and other guidelines, standards and specifications applicable to the development of the Property shall be those set forth in the Project Approvals, the Applicable Rules and this Agreement, including the Conditions of Approval.

3. Property Subject to Agreement. This Agreement shall apply to all of the Property.

4. Application of Agreement. This Agreement shall apply to the development and use of the Property. Such development shall be in accordance with the Project Approvals, as the same may lawfully be amended from time to time other than by initiative, and this Agreement.

5. Term of Agreement. The initial term of this Agreement shall commence on the Effective Date, and shall continue for seven (7) years. In addition to the above, at any time, the term may be extended by Developer for one year or more provided that the total extension period does not exceed three years. An extension by Developer pursuant to the prior sentence shall be effective upon written request of Developer provided to City at least ten (10) days before the expiration of the term (including any previous extension) and a concurrent payment to City of the following amounts: for the first year of extension, Developer shall pay twenty-five thousand dollars (\$25,000), for the second year of extension, Developer shall pay fifty thousand dollars (\$50,000), and for the third year of extension, Developer shall pay seventy-five thousand dollars (\$75,000).

6. Timing of Development. The Parties acknowledge that Developer cannot at this time predict when or if the Property will be developed. Such decisions depend upon numerous factors that are not within the control of Developer. Because the California Supreme Court held in *Pardee Construction Co. v. City of Camarillo* (1984) 37 Cal. 3d 465, (the “**Pardee Case**”) that the failure of the parties therein to provide for the timing of development resulted in a later adopted initiative restricting the timing of development to prevail over such parties’ agreement, it is the Parties’ intent to cure that deficiency by acknowledging and providing that Developer shall have the right to develop the Property consistent with the Project Approvals and the Conditions of Approval in such order and at such rate and at such times as Developer deems appropriate within the exercise of its sole and subjective business judgment during the term of

this Agreement. This provision shall be broadly construed to provide Developer the greatest amount of time and flexibility (in light of the Pardee Case and/or any other similar or distinguishing cases) as necessary or appropriate to permit Developer to complete the development of the Project irrespective of later adopted rules, regulations or initiatives which would otherwise restrict Developer's time to complete the Project.

7. Permitted Uses; Density; Building Heights and Sizes; Required Dedications. City and Developer hereby agree that the permitted uses of the Property, the density and intensity of such uses, the maximum heights and sizes of the buildings and improvements to be constructed on the Property, and the reservation and dedication of land for public purposes, if any, required in connection with the development of the Property shall be as set forth in and consistent with the Project Approvals, as they may be lawfully amended from time to time other than by initiative. Developer shall not cause or permit any use of the Property that is not permitted by the Project Approvals, and shall not cause or permit the construction of any building or improvement that exceeds the maximum density, building heights and/or building sizes set forth in or otherwise required by the Project Approvals, as they may be lawfully amended from time to time other than by initiative.

8. Developer's Rights. Developer shall have and is hereby vested with the rights, during the term of this Agreement, to develop the Project as set forth in the Project Approvals, as they may be lawfully amended from time to time other than by initiative, all of which are hereby incorporated in this Agreement by reference. Developer agrees that any proposals for subdivision of the Project site shall be through tentative subdivision maps and not by vesting tentative subdivision maps.

9. Changes in Applicable Rules.

(a) Non-Application of Changes in Applicable Rules. The adoption of any Subsequent Land Use Regulations after the Effective Date of this Agreement, or any change in, or addition to, the Applicable Rules (other than changes in Processing Fees and taxes), including, without limitation, any changes in the General Plan or the Zoning Regulations (including any regulation relating to the timing, sequencing, or phasing of the Project or construction of all or any part of the Project), and any changes in Developer Fees (which expression "**changes in Developer Fees**" includes under this Agreement new or additional Development Fees), adopted after the Effective Date of this Agreement, including, without limitation, any such change by means of ordinance, initiative, resolution, motion, policy, order or moratorium, initiated or instituted for any reason whatsoever and adopted by any board, agency, commission or department of City, or by the electorate, as the case may be, which would, absent this Agreement, otherwise be applicable to the Project shall not be applied to the Project during the term of this Agreement unless such changes represent an exercise of City's Reserved Powers. Notwithstanding the foregoing, if Developer has not obtained its first Building Permit and commenced construction of the Project within five (5) years of the Effective Date, the Project shall be subject to all changes in Developer Fees adopted by City between the Effective Date and the commencement of the construction of the Project. Said five (5) year period for the commencement of construction shall be extended during the period of any "**Permitted Delay**" under Section 30 below which occurs after the issuance of the first Building Permit.

(b) Changes in Uniform Codes. Notwithstanding any provision of this Agreement to the contrary, development of the Project shall be subject to changes occurring

from time to time in the provisions of City's building, mechanical, plumbing, electrical regulations and similar regulations which are based on the recommendations of a multi-state professional organization and become applicable throughout City, including, but not limited to, the California Building Code, and other similar or related uniform codes.

(c) Changes Mandated by Federal or California Laws or Regulations. Changes in, or additions to, the Applicable Rules adopted or made operative on or after the Effective Date shall apply to the Project if such changes or additions are specifically mandated to be applied to developments such as the Project, irrespective of vested rights, by applicable California or federal laws or regulations as provided in California Government Code Section 65869.5 or any successor provision or provisions. Where City or Developer believes that such a change or addition exists, that Party shall provide the other Party hereto with a copy of such California or federal law or regulation and a statement of the nature of its conflict with the provisions of the Applicable Rules and/or of this Agreement. The City's determination as to the applicability of the change or addition to California or federal laws to the Project shall be final and conclusive. However, nothing in this Agreement shall deprive Developer of the rights possessed by any other property owner, absent vested rights, to challenge the appropriateness of the application to the Project of the change or addition. In the event such changes in the law prevent or preclude compliance with one or more of the provisions of the Agreement, such provisions of the Agreement shall be modified or suspended or performance thereof delayed, as may be necessary to comply with such changes in the law.

(d) Changes in Processing Fees and Taxes Under Applicable Rules. The Project shall be subject to any increase in taxes and Processing Fees imposed by City, provided that such a change is applied on a Citywide basis.

(e) California Health and Safety Regulations. Nothing in the Development Agreement shall prevent the application of health and safety regulations that become applicable to the City as a whole.

(f) Utility Undergrounding. Notwithstanding anything in this Agreement to the contrary, in no event shall Developer be required to underground the above-ground utility lines along Compton Boulevard.

10. Developer's Obligations.

(a) Conditions of Approval. Developer shall comply with the Conditions of Approval.

(b) Fees Associated with Construction. Developer agrees to pay all fees associated with the construction of the Project, including land use approvals, development fees, taxes and Processing Fees, including City plan check fees, building inspection fees, and permit fees at the rate and amount associated with such fees in effect at the time application is made for such approvals or permits. Developer will be exempt from any changes to Development Fees; during the term of this Agreement, as it may be extended.

(c) Development Agreement Fee. Developer shall pay to City a Development Agreement Fee of \$400,000 at or prior to the close of escrow pursuant to the Purchase and Sale Agreement between the City and Developer.

11. Building Permit Issuance. City shall be under no obligation to issue a Building Permit for the Project until: (i) all the fees due before issuance of a Building Permit have been fully paid or otherwise fulfilled; and (ii) any lender whose lien is prior and superior to the lien created by this Agreement or any conveyance or covenant required by this Agreement shall have agreed to subordinate its lien to the lien, conveyances and covenants created and required by this Agreement.

12. Default. Failure by City or Developer to perform any term or provision of this Agreement for a period of thirty (30) days from the receipt of written notice thereof from the other shall constitute a default under this Agreement, subject to extensions of time by mutual consent in writing. Said notice shall specify in detail the nature of the alleged default and the manner in which said default may be satisfactorily cured. If the nature of the alleged default is such that it cannot reasonably be cured within such thirty (30)-day period, the commencement of the cure within such time period and the diligent prosecution to completion of the cure shall be deemed a cure within such period. Notwithstanding the above, failure to make a Development Agreement Fee payment shall not constitute a default by Developer if City has presented the Payment Security provided pursuant to Section 10 and been paid the amount of the applicable portion of the Development Agreement Fee by the issuer of the Payment Security.

Subject to the foregoing, after notice and expiration of the thirty (30)-day period without cure, the notifying party, at its option, shall have all rights and remedies provided by law and/or may give notice of intent to terminate this Agreement pursuant to Government Code Section 65868 (as the same section may be amended and/or re-codified from time to time). Following such notice of intent to terminate, the matter shall be scheduled for consideration and review by the City Council within thirty (30) calendar days in the manner set forth in Government Code Sections 65867 and 65868 (as the same sections may be amended and/or re-codified from time to time). Following consideration of the evidence presented in said review before the City Council and a determination that a default exists, the Party alleging the default by the other Party may give written notice of termination of this Agreement to the other Party. Upon any such termination, the respective rights, duties and obligations of the Parties hereto shall without further action cease as of the date of such termination (except as to duties and obligations that arose prior to the date of such termination). In no event shall monetary damages be available against City for any alleged default or breach by City. In no event shall consequential damages be available against Developer or any seller of any portion of the Property for any alleged default or breach of this Agreement.

13. Termination and Expiration. Upon the expiration of the term or termination of this Agreement, this Agreement shall terminate and be of no further force or effect; provided, however, such termination shall not affect Developer's obligations under Section 10, nor the obligation to pay any claim of any Party hereto arising out of the provisions of this Agreement prior to the effective date of such termination. The obligations under Section 10 and the obligation to pay any claim arising before the effective date of termination shall continue after termination in perpetuity or until completed.

14. Transfers of Interests in Property or Agreement. In the event of a proposed transfer of interest in the Property or in this Agreement, or any portion thereof, by Developer, Developer agrees to provide City at least thirty (30) days' written notice of such proposed transfer and shall provide satisfactory evidence that the transferee will assume in writing through an assignment and assumption agreement all remaining obligations of Developer under this

Agreement. The assignment and assumption agreement shall be in a form satisfactory to the City Attorney. However, Developer has no obligation to obtain the consent of City to assign this Agreement to a transferee. Notwithstanding the foregoing: (i) the terms, covenants and conditions of this Agreement shall be binding upon any transferee whether or not such an assignment and assumption agreement is signed by the assignee upon acquiring the Property; and (ii) no such transfer shall relieve Developer (transferor) of any obligations under this Agreement.

15. Mortgagee Protection.

(a) In General. The provisions of this Agreement shall not prevent or limit Developer's right to encumber the Property or any portion thereof or any improvement thereon by any mortgage, deed of trust or other security device securing financing with respect to such portion. City acknowledges that Mortgagees may require certain interpretations and modifications of this Agreement and agrees upon request, from time to time, to meet with Developer and representatives of such Mortgagees to negotiate in good faith any such request for interpretation or modification. City shall not unreasonably withhold its consent to any such requested interpretation or modification provided such interpretation or modification is consistent with the intent and purposes of this Agreement and does not, in City's sole determination, diminish City's benefits from this Agreement. Any Mortgagee shall be entitled to the rights and privileges set forth in this Section.

(b) Notice of Default to Mortgagee. If a Mortgagee has submitted a request in writing to City in the manner specified herein for giving notices, City shall exercise its best efforts to provide to such Mortgagee written notification from City of any failure or default by Developer in the performance of Developer's obligations under this Agreement, which notification shall be provided to such Mortgagee at such time as such notification is delivered to Developer.

(c) Right of Mortgagee to Cure. Any Mortgagee shall have the right, but not the obligation, to cure any failure or default by Developer during the cure period allowed Developer under this Agreement, plus an additional sixty (60) days in order to cure such failure or default. It is necessary for the Mortgagee to obtain possession of the property such as by seeking the appointment of a receiver or other legal process. Any Mortgagee that undertakes to cure or attempt to cure any such failure or default shall provide written notice to City that it is undertaking efforts of such a nature, provided that no initiation of any such efforts by a Mortgagee shall obligate such Mortgagee to complete or succeed in any such curative efforts.

(d) Liability for Past Defaults or Obligations. Subject to the foregoing, any Mortgagee, including the successful bidder at a foreclosure sale, who comes into possession of the Project or the Property or any part thereof pursuant to foreclosure, eviction or otherwise, shall take such property subject to the terms of this Agreement and in no event shall any such property be released from any obligations associated with its use and development under the provisions of this Agreement. Nothing in this Section shall prevent City from exercising any remedy it may have for a default under this Agreement; provided, however, that in no event shall such Mortgagee personally be liable for any defaults or monetary obligations of Developer arising prior to acquisition of possession of such property by such Mortgagee.

16. Binding Effect. All of the provisions, agreements, rights, powers, standards, terms, covenants and obligations contained in this Agreement shall be binding upon the Parties and their respective heirs, successors (by merger, reorganization, consolidation or otherwise) and assigns, devisees, administrators, representatives, lessees, and all other persons acquiring the Property, or any portion thereof, or any interest therein, whether by operation of law or in any manner whatsoever, and shall inure to the benefit of the parties and their respective heirs, successors and assigns. All of the provisions of this Agreement shall constitute covenants running with the land.

17. Indemnification.

(a) Developer agrees to and shall indemnify, hold harmless, and defend, City and its respective officers, officials, members, agents, employees, and representatives (“Indemnitees”), from liability or claims for death or personal injury and claims for property damage which may arise from the acts, errors, and/or omissions of Developer or its contractors, subcontractors, agents, employees or other persons acting on its behalf in relation to the Project and/or in any manner arising from this Agreement; provided that Developer’s indemnification obligations under this paragraph shall not apply to any of the foregoing which arises as a result of an Indemnatee’s willful misconduct or gross negligence. The foregoing indemnity applies to all deaths, injuries, and damages, and claims therefor, suffered or alleged to have been suffered by reason of the acts, errors, and/or omissions referred to in this Section, regardless of whether or not City prepared, supplied, or approved plans or specifications, or both. In the event of litigation, City agrees, at no cost to City, to cooperate with Developer. This indemnification, hold harmless and defense requirement shall survive the termination or expiration of this Agreement. City reserves the right, in cases subject to this indemnity, to reasonably approve the attorney selected by Developer to defend Developer and City in any such action.

(b) In the event of any court action or proceeding challenging the validity of this Agreement, any of the Project Approvals or any CEQA determination for the Project, Developer shall defend, at its own expense, the action or proceeding. In addition, Developer shall reimburse City for City’s costs in defending any court action or proceeding challenging the validity of this Agreement, any of the Project Approvals or any CEQA determination and Developer shall also pay any award of costs, expenses and fees that the court having jurisdiction over such challenge makes in favor of any challenger and against City. Developer shall cooperate with City in any such defense as City may reasonably request and may not resolve such challenge without the agreement of City. In the event Developer fails or refuses to reimburse City for its cost to defend any challenge to this Agreement, the Project Approvals or any CEQA determination, City shall have the right to terminate this Agreement, subject to the notice and cure requirements of Section 12 above. In all events, City shall have the right to resolve any challenge in any manner, in its sole discretion; provided, however, Developer’s consent shall be required if the resolution of the challenge shall require a payment by Developer or limit Developer’s rights under this Agreement.

In order to ensure compliance with this Section, within twenty (20) days after notification by City of the filing of any claim, action or proceeding to attack, set aside, void or annul this Agreement, any of the Project Approvals or the CEQA documentation prepared and adopted for the Project, Developer shall deposit with City cash or other security in the amount of one-hundred thousand dollars (\$100,000), satisfactory in form to the City Attorney, guaranteeing indemnification or reimbursement to City of all costs related to any action triggering the

obligations of this Section. If City is required to draw on that cash or security to indemnify or reimburse itself for such costs, Developer shall restore the deposit to its original amount within fifteen (15) days after notice from City. Additionally, if at any time the City Attorney determines that an additional deposit or additional security up to an additional fifty thousand dollars (\$50,000) is necessary to secure the obligations of this Section, Developer shall provide such additional security within fifteen (15) days of notice from the City Attorney. City shall promptly notify Developer of any claim, action or proceeding within the scope of this Section. City shall cooperate fully in the defense of any such claim or action, but shall have the right to resolve any challenge, in any manner, in its sole discretion; provided, however, Developer's consent shall be required if the resolution of the challenge shall require a payment by Developer or limit Developer's rights under this Agreement.

18. Relationship of the Parties. The Parties acknowledge and agree that Developer is not acting as an agent, joint venture or partner of City, but each is, in fact, an independent contractual party and not in any way under the control or direction of City except as is expressly provided to the contrary in this Agreement.

19. Recordation. The City Clerk shall record a copy of this Agreement with the Registrar-Recorder of the County of Los Angeles no later than ten (10) days after the effective date of the ordinance approving this Agreement. Developer shall reimburse City for all costs of such recording, if any.

20. No Third-Party Beneficiaries. The only signatories to this Agreement are City and Developer. There are no third-party beneficiaries, and this Agreement is not intended and shall not be construed to benefit or be enforceable by any other person whatsoever other than the successors in interest of the signatories.

21. Advice; Neutral Interpretation. Each Party has received independent legal advice from its attorneys with respect to the advisability of executing this Agreement and the meaning of the provisions hereof. This Agreement has been drafted through a joint effort of the Parties and their counsel and therefore shall not be construed against either of the Parties in its capacity as draftsman, but in accordance with its fair meaning.

22. Certificate of Compliance. At any time during the term of this Agreement, any Mortgagee or other party may request any Party to this Agreement to confirm that (i) this Agreement is unmodified and in full force and effect (or if there have been modifications hereto, that this Agreement is in full force and effect as modified and stating the date and nature of such modifications) and that (ii) to the best of such Party's knowledge, no defaults exist under this Agreement or if defaults do exist, to describe the nature of such defaults and (iii) any other information reasonably requested. Each Party hereby agrees to provide a certificate to such lender or other party within ten (10) Business Days of receipt of the written request therefor.

23. Consideration. City and Developer acknowledge and agree that there is good, sufficient and valuable consideration flowing to City and to Developer pursuant to this Agreement as more particularly set forth in the Recitals and Section 2 of this Agreement. The Parties further acknowledge and agree that the exchanged consideration hereunder is fair, just and reasonable.

24. Periodic Reviews.

(a) Annual Reviews. City shall conduct annual reviews to determine whether Developer is acting in good faith compliance with the provisions of this Agreement and Government Code Section 65865.1. The reasonable cost of each annual review conducted during the term of this Agreement shall be reimbursed to City by Developer. Such reimbursement shall include all direct and indirect expenses reasonably incurred in such annual reviews.

(b) Special Reviews. In addition, the City Council of City may order a special periodic review of Developer's compliance with this Agreement at any time. The cost of such special reviews shall be borne by City, unless such a special review demonstrates that Developer is not acting in good faith compliance with the provisions of this Agreement. In such cases, Developer shall reimburse City for all costs, direct and indirect, incurred in conjunction with such a special review.

(c) Procedure for Review. City's Director of Community Development (the "**Community Development Director**") shall conduct the review contemplated by this Section to ascertain whether Developer has complied in good faith with the terms and conditions of this Agreement during the period for which the review is conducted. The Community Development Director shall give Developer written notice that any such review has been commenced and shall give Developer at least twenty (20) days after Developer's receipt of such notice to provide to the Community Development Director such information as Developer deems relevant to such review. In addition, upon the written request of the Community Development Director, Developer shall furnish such documents or other information as requested by the Community Development Director.

(d) Result of Review. If following such a review, the Community Development Director finds good faith compliance by Developer with the terms and conditions of this Agreement, the Community Development Director shall issue to Developer an executed certificate of compliance, certifying Developer's good faith compliance with the terms and conditions of this Agreement through the period of such review. Such certificate shall be in recordable form and shall contain such information as may be necessary to impart constructive record notice of the finding of good faith compliance hereunder. Developer shall have the right to record such certificate of compliance in the Official Records of the County of Los Angeles.

If, following such a review, the Community Development Director finds that Developer has not complied in good faith with the terms and conditions of this Agreement, the Community Development Director shall specify in writing the respects in which Developer has failed to so comply. The Community Development Director shall provide Developer with written notice of such noncompliance as provided in Section 12, and City may follow the default procedures as set forth in Section 12.

(e) Effect on Default. Nothing in this Section shall be interpreted to prevent City from providing Developer with a notice of default hereunder at any time, including any time other than during a periodic review under this Section, or from terminating this Agreement pursuant to the provisions of Section 12 following any event of default by Developer.

25. Future Litigation Expenses.

(a) Payment of Prevailing Party. If City or Developer brings an action or proceeding (including, without limitation, any motion, order to show cause, cross-complaint,

counterclaim, third-party claim or arbitration proceeding) by reason of default, breach, tortious act, or act or omission, arising out of this Agreement, the prevailing party in such action or proceeding shall be entitled to its costs and expenses of suit including, but not limited to, reasonable attorneys' fees and expert witness fees.

(b) Scope of Fees. Attorneys' fees under this Section shall include attorneys' fees on any appeal and, in addition, a party entitled to attorneys' fees shall be entitled to all other reasonable costs and expenses incurred in connection with such action. In addition to the foregoing award of attorneys' fees to the prevailing party, the prevailing party in any lawsuit shall be entitled to its attorneys' fees incurred in any post-judgment proceedings to collect or enforce the judgment. This provision is separate and several and shall survive the merger of this Agreement into any judgment on this Agreement.

(c) Headings. The section headings used in this Agreement are for convenient reference only and shall not be used in construing this Agreement. The words "**include**," "**including**" or other words of like import are intended as words of illustration and not limitation and shall be construed to mean "including, without limitation."

26. Amendment. This Agreement may be amended from time to time, in whole or in part, by mutual written consent of the Parties or their successors in interest, as follows:

(i) City and Developer, by mutual agreement, may terminate or amend the terms of this Agreement; and the amendment or termination shall be accomplished in the manner provided under California law for the enactment of Development Agreement amendments.

(ii) Except as may be otherwise agreed to by the Parties, no amendment of this Agreement shall be required in connection with the issuance of any Subsequent Project Approval. Any Subsequent Project Approval issued after the Effective Date of this Agreement automatically shall be incorporated into this Agreement and vested hereby.

27. Alterations. No alteration, amendment or modification of this Agreement shall be valid unless evidenced by a written instrument executed by the Parties hereto with the same formality as this Agreement, and made in the manner required by the Development Agreement Act.

28. Waiver. The failure of either Party hereto to insist in any one or more instances upon the strict performance of any of the covenants, agreements, terms, provisions or conditions of this Agreement, or to exercise any election or option herein contained, shall not be construed as a waiver or relinquishment for the future of such covenant, agreement, term, provision, condition, election or option, but the same shall continue and remain in full force and effect. No waiver by any Party hereto of any covenant, agreement, term, provision or condition of this Agreement shall be deemed to have been made unless expressed in writing and signed by an appropriate official or officer on behalf of such Party.

29. Severability. If any article, section, subsection, term or provision of this Agreement, or the application thereof to any party or circumstance, shall, to any extent, be invalid or unenforceable, the remainder of the article, section, subsection, term or provision of this Agreement, or the application of the same to parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each remaining article,

section, subsection, term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law, except that if any provision of Section 10 is held invalid or unenforceable before approval of a tentative subdivision map for the Project, then this entire Agreement shall be void and unenforceable and of no further force and effect.

30. Force Majeure. Performance by any Party of its obligations hereunder (other than for payment of money) shall be excused during any period of “**Permitted Delay**,” which Permitted Delay shall mean and include delay caused by an event beyond the reasonable control of the Party claiming the delay (and despite the good faith efforts of such Party) that prevents the Party from fulfilling the obligations for which it seeks excuse including without limitation all of the following to the extent that they prevent the Party claiming delay from fulfilling the obligation from which it seeks to be excused: acts of God; civil commotion; riots; strikes; picketing or other labor disputes; shortages of materials or supplies; damage to work in progress by reason of fire, floods, earthquake or other casualties; failure, delay or inability of the other Party to act; terrorism, and litigation brought by a third party attacking the validity of this Agreement, the Project Approvals or the related CEQA determination.

31. Notices. All notices, disclosures, demands, acknowledgments, statements, requests, responses and other communications (each, a “**Communication**”) to be given under this Agreement shall be in writing, signed by a signatory hereto (or an officer, agent or attorney of such party) giving such Communication, and shall be deemed effective (i) upon receipt if hand delivered or sent by overnight courier service; or (ii) upon delivery or the date of refusal if sent by the United States mail, postage prepaid, certified mail, return receipt requested, in either case addressed as follows:

To Developer:	City Ventures Homebuilding, LLC Attn: Ryan Aeh, Vice President of Land Acquisitions 3121 Michelson Drive, Suite 150 Irvine, California 92612
To City:	Willie A. Hopkins Jr., City Manager City of Compton 205 South Willowbrook Avenue Compton, California 90220
With a copy to:	Eric J. Perrodin, City Attorney City of Compton 205 South Willowbrook Avenue Compton, California 90220

Any signatory hereto may from time to time, by notice given to the other signatories hereto pursuant to the terms of this Section, change the address to which communications to such signatory are to be sent or designate one or more additional persons or entities to which communications are to be sent.

32. Applicable Law. This Agreement shall be governed in all respects by the laws of the State of California.

33. Time is of the Essence. Time is of the essence of this Agreement and every term or performance hereunder.

34. Exhibits. Exhibit A constitutes a part of this Agreement and is incorporated into this Agreement by this reference.

35. Entire Agreement. This Agreement supersedes any prior understanding or written or oral agreements between the Parties hereto respecting the within subject matter and contains the entire understanding between the Parties with respect thereto.

36. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

37. Compliance With Law. Notwithstanding any provision of this Agreement, the Parties agree to comply with all federal, State and local laws and to act in good faith and reasonably in carrying out the terms of this Agreement.

38. Authorization. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have entered into this Agreement as of the ____ day of _____, 2024.

CITY OF COMPTON,
a California municipal corporation

Emma Sharif,
Mayor of the City of Compton, California

ATTEST:

Vernell McNeil
City Clerk

APPROVED AS TO FORM:

Eric J. Perrodin
City Attorney

APPROVED AS TO CONTENT:

CITY VENTURES HOMEBUILDING,
LLC,
a Delaware limited liability company

By: City Ventures Communities, LLC, a
Delaware limited liability company, its sole
member

Name: _____

Willie A. Hopkins Jr.
City Manager

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On _____ before me, _____ Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity(ies) upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On _____ before me, _____ Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity(ies) upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place Notary Seal Above

Signature of Notary Public

EXHIBIT A

LEGAL DESCRIPTION

Real property in the City of Compton, County of Los Angeles, State of California, described as follows:

THE NORTHERLY 223.5 FEET OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF LOT "G" OF THE TEMPLE AND GIBSON TRACT, IN THE CITY OF COMPTON, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 540 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM THE EASTERLY 70 FEET THEREOF.

ALSO, EXCEPT THEREFROM THAT PORTION OF SAID LAND AS DESCRIBED IN THE DEED TO THE CITY OF COMPTON, RECORDED OCTOBER 1, 1948 IN BOOK 28405 PAGE 79, OFFICIAL RECORDS, AS INSTRUMENT NO. 1844, AS DESCRIBED IN PARCELS 1 AND 2 BELOW:

PARCEL 1:

THAT PORTION OF SAID LOT "G" OF THE TEMPLE AND GIBSON TRACT, IN THE CITY OF COMPTON, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 540 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY LINE OF SAID LOT "G" (SAID NORTHERLY LINE BEARS NORTH 89 DEGREES 58 MINUTES 40 SECONDS EAST), DISTANT THEREON 592.62 FEET EASTERLY FROM THE NORTHWESTERLY CORNER OF SAID LOT "G"; THENCE SOUTH 13 DEGREES 19 MINUTES 40 SECONDS EAST, A DISTANCE OF 223.80 FEET; THENCE SOUTH 89 DEGREES 38 MINUTES 40 SECONDS WEST, A DISTANCE OF 30 FEET; THENCE NORTH 13 DEGREES 19 MINUTES 40 SECONDS WEST TO THE NORTHERLY LINE OF SAID LOT "G"; THENCE EASTERLY ALONG SAID NORTHERLY LINE OF SAID LOT "G" TO THE POINT OF BEGINNING TO BE KNOWN AS KEMP STREET.

PARCEL 2:

THE WESTERLY 27 FEET OF THE NORTHERLY 223.50 FEET OF THE NORTHWEST QUARTER OF LOT "G" OF TEMPLE AND GIBSON TRACT, IN THE CITY OF COMPTON, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 2 PAGE 540 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, TO BE KNOWN AS DWIGHT STREET. EXCEPT THEREFROM ALL OIL, GAS, MINERAL AND HYDROCARBON SUBSTANCES LYING BELOW A DEPTH OF 500 FEET FROM THE SURFACE OF SAID LAND, WITHOUT RIGHT OF SURFACE ENTRY, WHICH RIGHT IS RESERVED IN THE DEED FROM ROBERT L. HOROWITZ AND ELEANOR HOROWITZ, HIS WIFE, CLARENCE K. HOROWITZ AND ROSALIE H. HOROWITZ, HIS WIFE, AND

FREDRICK G. HOROWITZ AND BARBARA J. HOROWITZ; HIS WIFE, RECORDED MARCH 3, 1970 AS INSTRUMENT NO. 215.

APN: 6161-001-902



MITIGATION MONITORING & REPORTING PROGRAM (MMRP) FOR THE CONCORD RESIDENTIAL PROJECT

1. Project Case Number(s):

Development Agreement
General Plan Amendment
Change of Zone
Conditional Use Permit
Tentative Tract Map 82807
Undergrounding Exemption
Possible Mature Street Tree Removal

2. Project Title:

Concord Residential Project (the "Project")

3. Lead Agency:

City of Compton
Robert Degadillo, Community Development Department
205 South Willowbrook Avenue
Compton, CA 90220
(310) 605-5532
rdelgadillo@comptoncity.org

4. Project Sponsor:

Applicant/Developer	Property Owner
Kim Prijatel Senior Vice President of Development City Ventures 3121 Michelson Drive, Suite 150 Irvine, CA 92612 (949) 258-7540 KPrijatel@cityventures.com	City Ventures 3121 Michelson Drive, Suite 150 Irvine, CA 92612 (949) 258-7555

5. Project Location:

The Project site is located at 930 West Compton Boulevard, bounded by West Compton Boulevard to the north, West 151st Street to the south, South Kemp Avenue to the east, and South Dwight Avenue to the west, in the City of Compton, County of Los Angeles, California, as shown in Figure A – Aerial. The site is in Township 3 South, Range 13 West, San Bernardino base and meridian, and comprises Tax Assessor parcel number 6161-001-902.

CONCORD RESIDENTIAL PROJECT

Mitigation Measures		Responsible Party	Monitoring Timing or Frequency	Type of Verification	Verification of Compliance	
					Initials	Date
AESTHETICS						
MM AES-1	Prior to building permit issuance, the developer shall ensure that the design of the buildings shall reduce the number of reflective surfaces used in the construction to minimize new sources of glare. Exterior building materials shall use earth tone light colors with low reflectance. Any bare metallic surfaces found on infrastructures such as pipes and poles shall be painted to minimize reflectance and glare.	Developer	Prior to Building Permit Issuance	Planning shall ensure that plan is reviewed and approved		
REMARKS:						
NOISE						
MM NOI-1	The windows and sliding glass doors facing the West Compton Boulevard shall require a minimum STC rating of 26 for the 1 st and 2 nd floors.	Developer	Prior to Building Permit Issuance	Planning shall verify on Plan Check set of plans		
REMARKS:						
MM NOI-2	Construction shall occur during the hours of 7:00 AM to 7:00 PM.	Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well any noise complaints shall be processed.		
REMARKS:						
MM NOI-3	Stationary construction noise sources such as generators or pumps should be located as far as feasibly possible from any existing adjacent residential units, as feasible.	Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well any noise complaints shall be processed.		
REMARKS:						
MM NOI-4	Construction staging areas should be located as far as feasibly possible from any adjacent sensitive land uses as feasible.	Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well		

CONCORD RESIDENTIAL PROJECT

Mitigation Measures		Responsible Party	Monitoring Timing or Frequency	Type of Verification	Verification of Compliance	
				any noise complaints shall be processed.	Initials	Date
REMARKS: MM NOI-5 During construction, the contractor shall ensure all construction equipment is equipped with appropriate noise attenuating devices.		Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well any noise complaints shall be processed.		
REMARKS: MM NOI-6 Equipment shall be maintained so that vehicles and their loads are secured from rattling and banging.		Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well any noise complaints shall be processed.		
REMARKS: MM NOI-7 Grading and construction contractors shall use quieter equipment as opposed to noisier equipment (such as rubber-tired equipment rather than track equipment), to the maximum extent feasible.		Developer	Monitor During All Earthmoving and Construction Activity	City Engineer and Building Inspectors shall monitor during inspections. As well any noise complaints shall be processed.		
REMARKS: TRANSPORTATION MM TRAF-1 Prior to any lane closure or detour, the developer shall submit a Construction Traffic Management Plan per the California M.U.T.C.D. for review and approval by the City Engineer. The plan shall include, but not be limited to, signing, truck routes per the City of Compton Approved Truck Route Map (Figure C-4 of the General Plan Visions 2010), and construction hours of 7:00 a.m. to 7:00 p.m. Monday through Saturday per the Municipal						
		Developer	Prior to Grading Permit Issuance	Engineering and Planning will review and approve the Haul Route Plan		

CONCORD RESIDENTIAL PROJECT

Mitigation Measures		Responsible Party	Monitoring Timing or Frequency	Type of Verification	Verification of Compliance	
					Initials	Date
Code Section 7-12.22 - Construction or Repairing of Buildings, Pile Drivers, Hoists, Steam Shovels of the City of Compton Municipal Code.						
REMARKS:						
MM TRAF-2						
Approximately six-feet of red-curb shall be painted on both sides of the driveways and Section 3B.19 of Section 405.1 of the Highway Design Manual standards shall be applied.		Developer	Prior to Occupancy	Engineering will ensure the curb has been painted		
REMARKS:						
WILDFIRE						
REMARKS:						
See MM TRAF-1						

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AMENDING THE WATER DEPARTMENT'S 2023-2024 FISCAL YEAR
BUDGET TO ACCEPT AND APPROPRIATE ONE HUNDRED TWENTY-
NINE THOUSAND TWO HUNDRED TWELVE DOLLARS (\$129,212.00)
FOR CALRECYCLE GRANT – ROUND 3.**

WHEREAS, the Compton Municipal Water Department's ("Department") water system serves approximately 58,000 people in the City; and

WHEREAS, the Municipal Water Department of the City of Compton is responsible for implementing State Mandate SB1383 which requires jurisdictions to conduct comprehensive education and outreach programs on organics recycling; and

WHEREAS, under SB1383 regulations, jurisdictions must maintain all necessary records within an Implementation Record and conduct performance-based source separation and organics waste collection audits; and

WHEREAS, the City of Compton Water Department successfully applied for and secured \$129,212.00 from the CalRecycle Grant — Round 3 to assist with implementation and compliance with SB1383 regulations; and

WHEREAS, on June 15, 2023, the City received the grant funds from CalRecycle and now needs to appropriate the funds in the 2023-2024 Fiscal Year Budget to utilize for development of the City's Implementation Waste Management Plan (IWMP) under SB1383; and

WHEREAS, staff is requesting an amendment to the 2023-2024 Fiscal Year Budget to increase revenue in the amount of \$129,212.00 and increase expenditures in the amount of \$129,212.00 for professional services to develop the IWMP.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. That the Water Department's 2023-2024 Fiscal Year Budget is hereby amended to accept and appropriate \$129,212.00 from the CalRecycle Grant - Round 3 for the implementation of the City's Waste Management Plan under SB1383.

SECTION 2. That the FY2023-24 Water Department's Budget appropriations for revenue account 2789-850-WR3-3569 (Other State Grants) shall be increased by \$129,212.00.

SECTION 3. That the FY2023-24 Water Department's Budget appropriations for expenditure account 2789-850-WR3-4262 (Professional Services) shall be increased by \$129,212.00.

SECTION 4. That the City Manager, or designee, is authorized to take all administrative actions necessary to implement the provisions of this resolution, including executing any agreements or related documents.

SECTION 5. That a copy of this Resolution shall be provided to the City Clerk, City Attorney, City Manager, City Controller, and Municipal Water Department.

SECTION 6. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2024.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2024.

That said Resolution was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

March 19, 2024

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: MUNICIPAL WATER DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE WATER DEPARTMENT'S 2023-2024 FISCAL YEAR BUDGET TO ACCEPT AND APPROPRIATE ONE HUNDRED TWENTY-NINE THOUSAND TWO HUNDRED TWELVE DOLLARS (\$129,212.00) FOR CALRECYCLE GRANT – ROUND 3.

SUMMARY

The City Council will consider a resolution to accept and appropriate One Hundred Twenty-Nine Thousand Two Hundred Twelve Dollars (\$129,212.00) from the CalRecycle Grant – Round 3. The funds for this expenditure will be sourced from the SB1383 Organic Waste Recycling 3 account 2789-850-WR3-4262 and is based on the City's population. The City intends to utilize these funds for the implementation of Compton's Waste Management Plan (IWMP) in compliance with SB1383, following CalRecycle rules and regulations.

BACKGROUND

The Municipal Water Department is entrusted with the implementation of State Mandate SB1383. These regulations necessitate that jurisdictions conduct comprehensive education and outreach programs on organics recycling for all residents, businesses (including those generating edible food for donation), haulers, solid waste facilities, local food banks, and other food recovery organizations.

Jurisdictions, which encompass cities, counties, or special districts providing solid waste collection services, are required to maintain all necessary records under the SB1383 regulations within an Implementation Record (14 CCR Section 18995.2). Following the SB1383 Model Ordinance, the City of Compton has chosen to execute a performance-based source-separated organic waste collection service, as defined in Title 14 California Code of Regulations Article 17.

To comply with SB1383, jurisdictions must conduct a performance-based source separation and organics waste collection audit, recording the results in a Performance-Based Model Implementation Record Tool.

STATEMENT OF THE ISSUE

The City of Compton Water Department applied for and successfully secured One Hundred Twenty-Nine Thousand Two Hundred Twelve Dollars (\$129,212.00) from CalRecycle Grant – Round 3. The corresponding check was received on June 15, 2023,

and now the funds need to be appropriated. The city intends to utilize these funds for the development of the City of Compton's Implementation Waste Management Plan (IWMP) for SB1383.

ALTERNATIVES

Staff does not recommend any alternatives.

FISCAL IMPACT

Staff is requesting an amendment to the Fiscal Year 2023-2024 budget to accept and appropriate as outlined below:

Increase Revenue:

ACCOUNT NO	Description	Amount
2789-850-WR3-3569	Other State Grant	\$129,212.00

Increase Expenditure:

ACCOUNT NO	Description	Amount
2789-850-WR3-4262	Professional Services	\$129,212.00

RECOMMENDATIONS

Staff recommends that the City Council adopt the attached resolution to accept and appropriate One Hundred Twenty-Nine Thousand Two Hundred Twelve Dollars (\$129,212.00) from CalRecycle Grant – Round 3.

JOSE GARFIAS
INTERIM WATER DEPARTMENT GENERAL MANAGER

APPROVED FOR FORWARDING:

WILLIE A. HOPKINS, JR.
CITY MANAGER



Application Certification

Application Information

Applicant: City of Compton

Cycle Name: SB 1383 Local Assistance Grant Program

Application Due Date: 02/01/2022

Cycle Code: OWR1

Secondary Due Date: 03/01/2022

Grant ID: 25233

Grant Funds Requested: \$129,260.00

Matching Funds: \$0.00 (if applicable)

Contacts

Name	Title	Prime	Second	Auth	Cnslt	Prtcpnt. Auth
Dominique Stewart	Customer Service Representative	X				
Don Nguyen	General Manager		X	X		

Budget

Category Name	Amount
Admin Costs	\$27,676.67
Collection	\$0.00
Education	\$32,628.00
Enforcement	\$0.00
Equipment	\$650.00
Indirect Costs	\$13,309.61
Marketing/Promotion/Outreach	\$54,995.72
Materials	\$0.00
Personnel	\$0.00
Training	\$0.00
Upgrade/Expansion	\$0.00

Documents

Document Title

Received Date

Required

Application Certification

Required By Secondary Due Date

Resolution - Individual Application

Resolution - Regional Application Lead Participant

Other Supporting Document(s)

Draft Resolution

Joint Powers Agreement

Letter of Authorization/Resolution

Letter of Designation

<https://secure.calrecycle.ca.gov/Grants/Grant/Grant.aspx?GrantID=25233>

Date Generated: February 1, 2022 8:37 AM

Application Certification

Resolution

1383 Local Assistance Grant Program: Check the following, as applicable. See Application Guidelines and Instructions for more information.

☒ Applicant acknowledges that its approved Resolution must be uploaded no later than the secondary due date.

Program Questions

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

If any applicant or participating jurisdiction is a charter city or a joint powers authority that contains one or more charter cities, does Labor Code section 1782 prohibit those charter cities from receiving state funding for the project described in this grant application? Check the following, as applicable.

☒ No. Applicant certifies that no charter cities included in this application are prohibited from receiving state funding for the project described in this grant application.

1383 Local Assistance Grant Program: Will your jurisdiction have an enforceable ordinance(s), or similarly enforceable mechanism pursuant to section 18981.2 of Title 14 of the California Code of Regulations submitted to CalRecycle by April 1, 2022?

☒ Yes

1383 Local Assistance Grant Program: If you are a Special District, do you provide solid waste collection services?

☒ Not Applicable

Conditions and Certification

Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which may consist of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

Application Certification

Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X


Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application)

02 - 01 - 22

Date

Print Name

Don Nguyen

Print Title

WATER GENERAL MANAGER

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

Project Summary/Statement of Use

The City of Compton Municipal Water Department is requesting \$129,260.00 to assist with the implementation of the regulation requirements associated with California SB 1383 (SB 1383). SB 1383 was enacted to reduce greenhouse gas emissions and slow the effects of climate change by reducing the amount of organic materials headed to landfills. The grant will be used to assist the City of Compton with edible food recovery, education and outreach, record keeping, and other indirect costs that are associated with the implementation of the regulation requirements of SB1383.

Budget

Administrative Costs: The City is requesting to use \$27,676.67 for a subscription for the Recyclist Program Tracker, a cloud-based software program. The software enables a wide variety of data tracking, including organics collection compliance, collection waivers, paper and ROWP procurement, edible food recovery and enforcement. The integrated mobile app is compatible with Tablets and Electronic Devices (seven inches or more measured diagonally), includes fieldwork functionality for logging inspections, route reviews, and other education and outreach activities with the purpose of tracking participation in recycling and organics programs. The Program Tracker fulfills all of the SB 1383 jurisdictional implementation record and recordkeeping requirements as detailed in 14 CCE Section 18995.2.

Education: The City is requesting to use \$32,628.00 to fulfill the education requirements that are associated with SB1383, which include, but are not limited to community meetings and presentations, print media, television, radio, video, and social media that will be made available to all residents and businesses within the City of Compton's jurisdiction. The City will allocate the funds over during the specified 2-year period (April 1, 2022 to April 2, 2024) to comply with grant terms.

Equipment: The City is requesting to use \$650.00 for the purchase of (1) Tablet, similar to a Samsung Galaxy S6 Lite 10.4", (1) Compatible Charger, (1) Tablet Protective Cover, similar to a Tab S6 Lite Book Cover, with all applicable taxes. The tablet will be used for field visits, organic tracking, and education and outreach.

Indirect Costs: The City is requesting to use \$13,309.61 towards indirect costs, which include, but are not limited to the edible food recovery, operation and maintenance of facilities, accounting services, administrative salaries, and the contractor's indirect costs that associated with grant activities.

Marketing/Promotion/Outreach: The City is requesting to use \$54,995.72 to fulfill the outreach requirements that are associated with SB1383, which include, but are not limited to door-to-door outreach, brochures, pamphlets, signage, and newspaper ads that will be distributed all residents and businesses within the City of Compton's jurisdiction. The City will allocate the funds during the specified 2-year period (April 1, 2022 to April 2, 2024) to comply with grant terms.

**STATE OF CALIFORNIA**

WARRANT NUMBER

64-646101H THE TREASURER OF THE STATE WILL PAY OUT OF THE
IDENTIFICATION NO.

0000011693

0000

FUND NO.

8087

FUND NAME

FISCAL CONSOLIDATED PMT

MO. DAY YR.

06 15 2023

90-1342/1211

64646101

TO: 646101

--- CITY OF COMPTON
205 S WILLOWBROOK AVE
COMPTON CA 90220-3134

DOLLARS	CENTS
\$**129212	.00

Malia Cohen

MALIA M. COHEN



CALIFORNIA STATE CONTROLLER

FORM CD-65(1/88) CONTROLLERS WARRANT

1211134231 646461018

DETACH ON DOTTED LINE
KEEP THIS PORTION FOR YOUR RECORDS**64-646101**

ISSUE DATE: 06/15/2023

RESOURCES RECYCLING & RECOVERY

1001 I ST. P.O. BOX 4025

SACRAMENTO CA 95812-4025

FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/341-6645

VENDOR NAME

VENDOR ID

CITY OF COMPTON

0000011693

VOUCHER ID

INVOICE ID

PO ID

00177123

OWR3-21-0003

0000013082

AMOUNT PAID

\$129212.00

PAYMENT MESSAGE

ATTN: VICTOR MEZA

ADDITIONAL PAYMENT MESSAGE

SB1383 ORGANIC WASTE RECYCLING 3 GRANT PAYMENT PROGRAM

NEED OBJECT CODE #ACCONT#

ORGANIC WASTE

BY EQUIPMENT

1 CONTRACT

GRANT MANAGEMENT

GMS PROCEDURES