

May 19, 2021



City of Rialto
Purchasing Division
Attn.: Shanita Simmons
150 S. Palm Avenue
Rialto, CA 92376

**Subject: Proposal for Community Development Block Grant Consultant and
Neighborhood Stabilization (NSP) Programs**

Dear Ms. Simmons:

LDM Associates, Inc. (LDM) is pleased to submit a proposal to provide Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), CARES and RESCUE Act Programs, and Home Improvement Program consulting services to the City of Rialto. LDM has been providing high-quality services to municipal agencies, the U.S. Department of Housing and Urban Development (HUD), and private clients for over 34 years.

LDM's emphasis and capabilities are in the management of HUD Community Planning and Development (CPD) Program grants such as Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) funds. LDM also manages one-time HUD entitlement grants such as the Neighborhood Stabilization Programs (NSP 1, 2 & 3), Community Development Block Grant Disaster Recovery (CDBG-DR) and Community Development Block Grant - CARES Act (CDBG-CV) grants. In addition, the firm provides monitoring services for capital improvement programs such as labor compliance (both State and Federal).

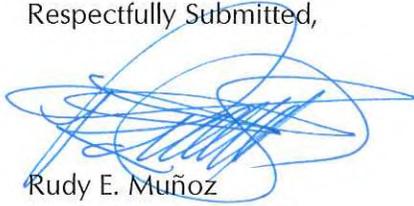
Our consulting team is comprised of highly qualified professional staff with expertise in all aspects of HUD funded grants administration and implementation. Provided herewith, is the information requested in your Request for Proposals (RFP).

You may contact me at the following address, telephone number or e-mail should you have any questions regarding this proposal:

LDM Associates, Inc.
Rudy E. Muñoz, Senior Vice President
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-6006
rmunoz@mdg-ldm.com

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

Respectfully Submitted,



Rudy E. Muñoz
Senior Vice President

Enclosure: Proposal



City of Rialto

PROPOSAL - RFP No. 21-044

**Community Development Block Grant Consultant
and
Neighborhood Stabilization (NSP) Programs**

May 2021

**Corporate Headquarters
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CITY OF RIALTO

**PROPOSAL
COMMUNITY DEVELOPMENT BLOCK GRANT CONSULTANT AND
NEIGHBORHOOD STABILIZATION (NSP) PROGRAMS
RFP NO. 21-044**

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Section I – Description of Firm, Qualifications, and Experience

SECTION I. DESCRIPTION OF FIRM, QUALIFICATIONS, AND EXPERIENCE

LDM Associates, Inc. (LDM) was established in 1986 and has undergone steady growth since its inception. LDM is a corporation registered in the State of California. In response to our clients' needs, LDM and its affiliate MDG Associates, Inc. (MDG) provide a wide variety of Community Development consulting services including, but not limited to Grants Management; Project Management; Construction Management; Architectural Design; Urban Planning; and Labor Compliance Monitoring.

LDM Associates, Inc. is comprised of individuals with a wide variety of expertise including the services specifically requested by the City. Currently, LDM has thirty (30) staff members. Sixteen (16) of the staff members are knowledgeable and experienced in the administration of CDBG, HOME, ESG, and the CalHome Programs in addition to projects funded under these Programs. LDM provides administrative and management services to cities that are seeking a consultant that can act as an extension of their staff and look after the best interest of the City.

LDM is a Veteran-Owned Small Business (VOSB); while its affiliate MDG is a Los Angeles County registered Minority Business Enterprise (MBE) and a State of California registered Small Business (SB).

Grants Management

LDM provides administration and implementation services for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), Community Development Block Grant-Disaster Recovery (CDBG-DR), Community Development Block Grant - CARES Act (CDBG-CV), CalHome, and Neighborhood Stabilization Programs (NSP). In addition, staff members implement activities funded under the aforementioned programs such as Residential Rehabilitation and Labor Compliance Monitoring and Enforcement.

The firm maintains an excellent relationship with the local HUD office as well as at the headquarters level (Washington D.C.). Our staff currently provides technical assistance (TA) to grantees throughout the country on behalf of HUD Headquarters through the OneCPD and Community Compass Programs. The technical assistance is provided to states, counties, cities and other HUD funded grantees in conjunction with the CDBG, HOME, and NSP programs as well as the IDIS and DRGR HUD reporting systems.

Our staff has been tasked by HUD Headquarters to provide national training on their behalf to recipients of HUD funds (grantees) as well as HUD Staff. The training has been in the areas of "Basically CDBG," Assessment of Fair Housing (AFH), Disaster Recovery Grant Reporting (DRGR), Community Development Block Grant - CARES Act (CDBG-CV), eCon Planning Suite, CPD Maps, and the Integrated Disbursement Information System (IDIS). Our staff has been tasked with providing assistance to grantees through the HUD Resource Exchange Ask a Question (AAQ) program in the areas of CDBG, HOME, and DRGR.

LDM and its affiliate are currently under direct contract with 37 cities and four (4) counties throughout the western United States with funds from HUD totaling approximately 85 million dollars. The services

are primarily for the day-to-day implementation of their CPD Programs. For others, LDM provides services on specific tasks such as IDIS input, project monitoring, federal labor standards (Davis-Bacon) compliance, monitoring CDBG/HOME and ESG grants, preparation of Consolidated Plan/Action Plan, and the preparation of Consolidated Annual Performance and Evaluation Report (CAPER).

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

Neighborhood Stabilization Program

LDM is currently working with a number of Cities throughout the Country under direct contract with HUD and under HUD's Technical Assistance program for the closeout and technical assistance of their Neighborhood Stabilization Program grants. LDM staff is currently working with HUD on conducting training and workshops on both closeout and NSP post closeout to inform recipient of the funds as to its obligations post closeout of the grant. This includes reporting, monitoring affordability, and the reuse of program income funds. In addition, LDM staff is currently working with HUD on providing technical assistance and is part of the NSP "Ask a Question" portal for grantees to submit questions regarding the program.

CARES Act (CDBG-CV) Program Administration

LDM is currently working with the State of California's CARES Act (CDBG-CV) programs as well as a number of Cities throughout southern California to establish and implement the administrative functions of the program. Duties include the preparation of the Action Plan amendments, preparation of subrecipient agreements, processing payment requests and monitoring agencies for compliance. In addition, LDM staff is currently working with HUD to provide on-call technical assistance and is also part of the CARES Act (CDBG-CV) "Ask a Question" portal for grantees to submit questions regarding the program.

Housing Rehabilitation

LDM is currently under contract with 15 cities throughout Southern California for the management and implementation of their housing rehabilitation programs, including mobile homes. During the prior year, the firm processed and completed the rehabilitation of approximately 225 residential single-family dwellings and mobile homes. The funds utilized for the implementation of the rehabilitation programs included U.S. Department of Housing and Urban Development (HUD) funds such as CDBG and HOME funds as well as State of California Housing and Community Development (HCD) funds such as State HOME and CalHome funds. Through the years, LDM has developed systems for different types of programs including, but not limited to, emergency repair programs, rental rehabilitation programs,

owner-occupied – single family rehabilitation program, and mobile home repair programs. Responsibilities under these programs typically include the overall administration of the program; reviewing applications for eligibility; preparing the environmental review record and clearances where required (California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)); loan underwriting and loan document preparation for loan based programs; initial, progress and final inspections; responding to contractor questions during the bidding process; construction management and oversight; review and process contractor payment request; and preparing regulatory reports for HUD and HCD.

Labor Compliance (Davis-Bacon Act)

We are currently under contract to provide Labor Compliance services to 13 cities throughout Southern California. This includes both federal Davis-Bacon and State prevailing wage compliance. Our typical scope of work includes review of bid documents for compliance with Federal labor standards and requirements including Davis-Bacon and Related Acts, Section 3, and DOL regulations; attend pre-construction meeting and present information on Davis-Bacon and Section 3 requirements; review submitted bid documents for compliance; establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; compile and submit labor standards and related reports to HUD; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Section 3

Our staff is experienced in the implementation of the Section 3 employment, contracting and training requirements. Currently, LDM monitors labor compliance activities on 15 projects with a combined construction value of over \$13 million. Of these projects, ten (10) are Section 3 covered projects.



Section II – Methodology/Project Approach and Scope of Work

SECTION II. METHODOLOGY/ PROJECT APPROACH AND SCOPE OF WORK

METHODOLOGY

LDM works as a team to administer the State and Federal programs. The team approach allows us to assign individuals with expertise in certain areas to complete those tasks and maximizing cost efficiency. The work program for the City's CDBG program has been designed to meet the City's needs and based on the scope of work delineated in the City's RFP.

PROJECT APPROACH

CDBG And NSP Programs Approach

LDM proposes to provide service on-site and at its home office as required by the City. We propose to have regularly scheduled hours at the City for the administration of the CDBG and NSP Program as directed by the City. Additional hours will be provided at our office as necessary to complete the tasks as noted in the scope of work. We anticipate becoming an extension of City staff and would provide scheduling that meets the needs of the City. In addition, we would make ourselves available to attend City Council meetings, Planning Commission meetings or other meetings as requested. We will make ourselves available during non-scheduled hours should the need arise by providing City staff with our cell phone numbers.

LDM will meet on a regular basis with the City's representative to discuss the status of the CDBG program and of the individual projects.

Scope of Work: CDBG, NSP and CARES & RESCUE Act Programs

In the performance of the administration of the three programs, LDM will provide staffing and other resources required to perform the following:

1. CDBG Program Implementation and Administration

Provide staffing and other resources as required to perform the following for all approved City CDBG projects:

- a. Provide day-to-day administration and implementation of the City's CDBG funded Programs. Work with City staff to determine project eligibility along with monitoring of programs to assure compliance with all Federal, State, and Local reporting requirements.
- b. Prepare reports, as required by HUD, including, but not limited to, a One-Year Action Plan and Annual Funding application, annual performance report (CAPER), Quarterly Cash Transaction Reports, etc., Section 3 Reports, and other reports required by HUD.
- c. Setup and maintenance of IDIS records, including preparation of requested reports. Prepare draw down requests for reimbursement of expended funds at a minimum of a quarterly basis or more often as directed by the Finance Director.
- d. Coordinate with HUD field office staff and other City representatives on CDBG related issues as needed and provide assistance for all program monitoring and audit preparation.

- e. Work with City staff to prepare funding plans for CDBG funded activities.
- f. Prepare and maintain files and contracts for CDBG funded activities.
- g. Coordinate with City staff in the identification, management, and completion of all CDBG funded projects, including preparation and review of federal funding requirements as part of construction bid packages, requests for proposals, monitoring reports, public notices, etc.
- h. Review and process all CDBG funded Capital Improvement project invoices.
- i. Monitor all Capital Improvement projects during construction. Monitoring includes the implementation of Davis-Bacon labor compliance and Section 3 compliance.
- j. Review completed projects for all necessary compliance issues.
- k. Preparation of necessary Environmental Review forms and documents for CDBG projects.
- l. Provide regularly scheduled office hours at City Hall, on days and hours as determined by City staff. Additionally, remain available on-site, as needed, during HUD monitoring visits and external City audits.
- m. Any such other activities as required to properly administer the program.
- n. Attend City Council meetings as required.

Administration of Sub-Recipient Contracts

- a. Prepare of NOFA on an annual basis for social services funding. Work with City staff to prepare a funding plan for the recommended social service providers.
- b. Prepare files and contracts for each of the funded social service and fair housing administration providers.
- c. Process all sub-recipients invoices.
- d. Monitor all sub-recipients on an annual basis or sooner as necessary.

2. NSP Program Implementation and Administration

Provide staffing and other resources as required to perform the following for all approved City NSP program:

- a. Provide day-to-day administration and implementation of the City's CDBG funded Programs. Work with City staff to determine project eligibility along with monitoring of programs to assure compliance with all Federal, State, and Local reporting requirements.
- b. Prepare quarterly reports, as required by HUD, including annual closeout reports as required; Quarterly Cash Transactions Reports, etc., Section 3 Reports, and other reports required by HUD.
- c. Setup and maintenance of DRGR records, including preparation of requested reports. Prepare draw down requests for reimbursement of expended funds at a minimum of a quarterly basis or more often as directed by the Finance Director.
- d. Coordinate with HUD field office staff and other City representatives on NSP related issues as needed and provide assistance for all program monitoring and audit preparation.
- e. Work with City staff to prepare funding plans for NSP funded activities.
- f. Prepare and maintain files and contracts for NSP funded activities.

- g. Coordinate with City staff in the identification, management, and completion of all NSP funded projects, including preparation and review of federal funding requirements as part of requests for proposals, monitoring reports, public notices, etc.
- h. Monitor all project during construction. Monitoring includes the implementation of Davis-Bacon labor compliance and Section 3 compliance as applicable.
- i. Review completed projects for all necessary compliance issues.
- j. Preparation of necessary Environmental Review forms and documents for CDBG projects.
- k. Provide regularly scheduled office hours at City Hall, on days and hours as determined by City staff. Additionally, remain available on-site, as needed, during HUD monitoring visits and external City audits.
- l. Any such other activities as required to properly administer the program.
- m. Attend City Council meetings as required.

3. CARES and RESCUE Act Support

Provide staffing and other resources as required to perform the following for all approved City CARES and RESCUE Act programs:

- a. Provide technical and marketing support, if needed, for CARES and RESCUE Act Programming.
- b. Coordinate with HUD field office staff and other City representatives on CARES and RESCUE Act related issues as needed and provide assistance for all program monitoring and audit preparations.
- c. Work with City staff to assist with the preparation of funding plans for CARES and RESCUE Act funded activities.
- d. Attend City Council meetings as required.

4. Home Improvement Program Support Services Approach

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

Scope of Work: Home Improvement Program

- A. Program coordination with Project Manager in Development Services Department, or other City designee. Tasks will include, but are not limited to:
 - Program Marketing: Market the program to Rialto residents through a variety of methods including, but not limited to, advertisements in the local newspaper, City quarterly mailer, and the City's website; distribution of program flyers at various City public facilities and other locations; Notices in the City's cable channel.
 - Intake/assessment of eligibility (review applications): Contractor will make initial eligibility

determination of applicants based on established City program eligibility criteria and U.S. Department of Housing and Urban Development (HUD) income guidelines and the apparent need for rehabilitation measures to correct relevant housing code or Housing Quality Standard (HQS) deficiencies.

- **Property Inspection:** Inspections will take place a minimum of three (3) separate times during the rehabilitation process. Contractor will perform site visits to ascertain that approved and contracted/applicable rehabilitation work is proceeding properly and satisfactorily, will authorize (with the homeowner's written approval, including signature and date) appropriate change orders, and will mediate in the event of owner dissatisfaction with the work done by the subcontractor. The initial property inspection takes place following Consultant's determination of applicant and property eligibility to determine rehabilitation needs for the purpose of the funding recommendation, environmental review and whether or not hazardous materials testing will be necessary. Subsequent inspections take place during the construction phase to verify compliance with contract specifications in order to validate the release of funds from escrow to the contractor. Contractor and the owner will conduct the final inspection upon completion of all work items.
- **Work write-ups:** For each eligible unit to be assisted, Contractor will complete a detailed Work Description and Bid Proposal that details the rehabilitation work to be performed, including estimated costs of each activity, materials to be used, and industry or regulatory standards to be met. This write-up will be signed and dated by the Contractor and homeowner.
- **Solicitation and selection of construction contractors:** Contractor will assist approved homeowners in the identification, proper solicitation, and selection of subcontractors qualified to perform the authorized rehabilitation of eligible housing units in accordance with the requirements of the Community Development Block Grant and CalHOME programs. Contractor will review work orders/contracts/agreements that homeowners will sign in contracting with subcontractors, and Contractor will assist homeowners in ensuring the description of the work contained in any contracts/agreements/work orders with subcontractors is as accurate as possible.
- **Loan underwriting:** Contractor will order Policy of Insurance of Record Title (PIRT) Policy or State mobile home title reports from the State Department of Housing and Community Development (as applicable) as well as property appraisals to determine the estimated post-rehabilitation value on units to be assisted with CalHOME funds. Contractor will also prepare Loan Review Committee (LRC) Report and LRC Agenda & Determination Form as well as schedule and conduct LRC meetings.
- **Loan document execution:** The Contractor shall facilitate the execution of loan documents by the owner and Housing Manager at City offices or at the unit to be assisted. In addition, Contractor shall prepare construction contract and escrow account control instructions; arrange for the City to fund the escrow account, submit Deed of Trust and Request for Notice to title

company for recordation following the three (3)-business day cancellation period.

- Submittal of invoices to City Staff for Approval of construction contractor payments: As rehabilitation progresses and as invoices are submitted by contractors, Contractor will verify that the expenses are reasonable, and the work has been completed properly (including sign-off the owner), and will submit to City the applicable form(s) executed by Contractor and property owner indicating that the work has been completed and it is satisfactory. This will be City's verification of Contractor approval of subcontractor payment(s) for final City staff approval. Major tasks will require approval from the City before the Contractor can proceed with work prior to signing a subcontractor contract.
 - Coordinate with City Staff on invoices, general administrative issues.
 - Provide public information at the direction of the City.
 - Provide the City monthly status reports.
 - Maintenance of case files and other records: For each application, Contractor will maintain case files, including but not limited to application and documentation of eligibility, work write-ups, subcontractor selection criteria, copy of contract/agreement/work order between owner and subcontractor(s), documents on all necessary licenses and permits, site visit/inspection reports (including final inspection), change orders as applicable, and subcontractor invoices for payment (with owner-signed-off). Contractor will also maintain appropriate information on persons residing in the property, including a list or lists identifying persons in the home immediately before the rehabilitation, after rehabilitation completion, and those moving in during rehabilitation (per 24 CFR 570.606 and 24 CFR part 24). Contractor will maintain these and other program and financial records in accordance with CDBG record keeping requirements as specified in the Agreement.
- B. Coordination with CDBG and CalHome Administration processing of subcontractor invoices. Task will include but not limited to:
- Monthly monitoring.
 - Prepare Environmental Review and Assessment.
 - Prepare/submit request for release of funds and certification.



Section III – Assigned Personnel

SECTION III. ASSIGNED PERSONNEL

LDM implements a team approach for the management of HUD grant programs. This method allows us to control costs to the City by having lower-level staff complete tasks that do not require a senior level staff member to complete. This team approach also allows us to assign individuals with expertise in specific areas to complete those tasks. The work program for each City or County varies depending on the needs. Clint Whited, Senior Vice President, will be responsible for the contract management functions and will oversee the assigned personnel for all programs.

CDBG and NSP Programs Assigned Personnel:

The members of our consulting group proposed to provide the services include Clint Whited, Senior Vice President; Frank Perez, Senior Associate; and Rochelle Bridges, Associate. Frank Perez will be the City's direct contact for these programs and will be responsible for the day-to-day aspects of the delivery of consulting services to the City and assisted by Rochelle Bridges with the day-to-day aspects of program administration. The other staff members listed above are available to assist on as needed basis.

The members of our consulting group proposed to provide the NSP services include Tyler Bridges, Vice President of Disaster Recovery; Frank Perez, Senior Associate; and Rochelle Bridges, Associate. Additional staff may be assigned on an as-needed basis.

CARES and RESCUE Act Personnel:

The members of our consulting group proposed to provide the CARES and RESCUE Act services include Chris Andrews, Vice President; Frank Perez, Senior Associate; and Rochelle Bridges, Associate. Frank Perez will be the City's direct contact for these programs and will be responsible for the day-to-day aspects of the delivery of consulting services to the City, with assistance from Chris Andrews. Additional staff members may be assigned on as needed basis and based on the task.

Home Improvement Program Assigned Personnel:

The members of our consulting group proposed to provide direct home improvement program support services include Juan Rios, Manager; and Frank Perez, Senior Associate. Additional staff may be assigned on an as needed basis.

Juan Rios will be the City's direct contact for the Home Improvement Program and will manage all aspects of the delivery of these consulting services to the City to ensure compliance with State and Federal Requirements. Frank Perez will assist with reporting functions to HUD. Additional staff will be available to assist on as needed basis and based on the task.

Authorized Signatories:

David D. Meyer, President, or Rudy E. Muñoz, Senior Vice President are the authorized signatories for contracts on behalf of LDM Associates. Guadalupe Muñoz is the Chief Financial Officer of LDM Associates.



Section IV – Biographies/Resumes

SECTION IV. BIOGRAPHIES/RESUMES

Clint Whited, Senior Vice-President of Grants Management

Mr. Clint Whited is Senior Vice-President of LDM Associates, Inc. and has been providing community development consulting services with LDM since 2006. With more than 18 years of experience in the planning and implementation of federal grants including those offered by the U.S. Department of Housing and Urban Development – Office of Community Planning and Development, Mr. Whited assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) management.

Mr. Whited focuses on strategic community investment in affordable housing, development of infrastructure and coordinating the supportive services necessary to achieve local goals and to affirmatively further fair housing choice. His work in these areas includes 25 Consolidated Plans, 15 Analysis of Impediments to Fair Housing Choice, two (2) Assessments of Fair Housing (AFH) and numerous program policy and procedure documents to facilitate the implementation of the housing and community development projects resulting from these plans. He is currently responsible for supporting the Grants Management/Technical Assistance and Disaster Recovery divisions within LDM, including assignments that facilitate disaster recovery efforts in the Commonwealth of Puerto Rico (hurricanes) and the State of California (wildfires), as well as helping cities and counties across the country address federal grants management challenges. Mr. Whited is a Certified HOME Specialist (Regulations) and is a national technical assistance provider through HUD's Community Compass technical assistance initiative.

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

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

Tyler Bridges, Vice President of Disaster Recovery

Tyler Bridges originally joined LDM Associates in 2011 before going to work for HUD Headquarters in 2015 and returning to LDM in 2019. He currently serves as the Vice President of Disaster Recovery. Over the past 10 years he has worked in the public and private sector, primarily on Community Development Block Grant – Disaster Recovery (CDBG-DR) and NSP Program related U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) grant programs. In the public sector, he served as a member of the Disaster Recovery and Special Issues (DRSI) division at HUD with a focus on policy, compliance, oversight, and reporting. In the private sector, he has assisted states, counties, and cities with the administration and implementation of

multiple HUD CPD grant programs including NSP.

Tyler works hand-in-hand with grantees, CPD staff, and Technical Assistance (TA) providers to navigate and overcome challenges arising from the complex regulatory landscape of the CDBG-DR and NSP programs. Additionally, he brings vast experience and knowledge in the Disaster Recovery Grant Reporting (DRGR) system, the system used to report on the NSP Program. He is often regarded as one of the top DRGR experts in the county. While at HUD, he was the team lead and primary point of contact for the DRGR system where he managed all aspects including contract management, design, testing and deployment of DRGR releases.

Tyler is the team lead on all NSP and Disaster Recovery assignments for LDM. Through his experience working with dozens of grantees of all sizes, CPD staff at the national and local level, and several national Technical Assistance (TA) providers through HUD's Community Compass initiative as a HUD employee and subcontractor, Tyler has a proven track record of bringing multiple stakeholders together to identify effective solutions that produce desirable outcomes for communities in need.

Tyler received a Bachelor of Science in City and Regional Planning from the California Polytechnic University in San Luis Obispo.

Chris Andrews, Vice President of Grants Management

Over the past ten years, Chris Andrews has supported hundreds of states and cities to design and implement housing and community development programs – primarily through HUD CPD Programs (CDBG, HOME, HOPWA and ESG). Chris has also designed national resources to support grantees more effectively use CDBG-DR and CDBG-CV resources and provided direct assistance to communities to effectively plan for and implement CDBG-DR and CDBG-CV resources.

Chris currently serves as Vice President of Grants Management. Prior to joining LDM Associates Inc., Chris was the Practice Area Lead for The Cloudburst Group's Community Development team. In this role, Chris oversaw Cloudburst's portfolio of HUD-funded technical assistance projects. Activities ranged from developing guidebooks and training academies to direct technical assistance building the capacity of HUD grantees. Chris also managed Cloudburst's portfolio of direct contracts with states and local governments to develop and implement strategic plans, improve grantee compliance, and revise existing policies and procedures.

Chris led Cloudburst's CDBG-DR and disaster response project teams and activities. His experience ranges from supporting states and regions develop rapid housing strategies immediately following a disaster event to developing and implementing CDBG-DR programs. Most recently, Chris has led HUD's technical assistance team to assist Puerto Rico launch its CDBG-DR program.

A trained planner, Chris has assisted more than 50 grantees over the past 10 years to develop strategic plans, Consolidated Plans, and Analyses of Impediments to Fair Housing Choice. Chris is a national expert in the HUD eCon Planning Suite system and has trained more than 1,000 grantees on the Consolidated Plan process, including the intersection of the Consolidated Plan and IDIS.

At LDM, Chris supports the Grants Management Division as well as the Disaster Recovery Division with an emphasis in planning and program implementation. Chris also works closely with communities to support the day-to-day operations of their homeless programs.

He received a Bachelor of Arts in Economics with emphasis in Public Policy from Colby College, Waterville, ME and a Master of City Planning from the University of California, Berkeley.

Juan C. Rios, Manager

Juan C. Rios joined LDM in 1993 and has been implementing project management services on behalf of the company. His duties include the management and implementation of housing rehabilitation programs funded with State and Federal funds such as Community Development Block Grant (CDBG), HOME, NSP, and CalHome, funds. His responsibilities include conducting eligibility review, maintaining program files; reviewing bid documents for compliance with federal requirements and attending pre-bid and pre-construction meetings to ensure federal and state wage provisions and requirements are provided to contractors.

Mr. Rios is bilingual/bi-literate in English and Spanish and is a Certified Building Inspector and a Certified California Notary Public.

Mr. Rios received a Bachelor of Science Architecture from the Universidad ITESO, Guadalajara, Jalisco, Mexico. He has also obtained his AutoCAD Certification from Mt. San Antonio College, Walnut, CA; Construction Estimating Certification, Mt. San Antonio College, Walnut, CA.; Lead Renovator, Lead Abatement Worker Certification; and California Residential Building Inspector Certification.

Frank Perez, Senior Associate

Mr. Frank Perez joined LDM Associates, Inc. in 2011 and currently serves as a Senior Associate on the Grants Management team. During the last nine (9) years, Mr. Perez has focused on the day-to-day management of CPD grants. The CPD grants include, but are not limited to, CDBG and labor compliance services at both the federal and state level.

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

Mr. Perez' primary emphasis is on the implementation aspect of the grants. Mr. Perez works hand-in-hand with all departments involved in the implementation of the grants. His duties typically include, but not limited to, setting up budgets based on the adopted Annual Action Plans; reviewing invoices for compliance with applicable requirements (e.g., procurement, agreements, Davis-Bacon compliance,

etc.); monitoring subrecipients and City or County Departments to assure compliant documents is present in project files; completing an annual reconciliation of accounts, including accounting for any carryover or unexpended funds at activity close-out; assisting the City or County in the preparation of the SF-424 and during the Single Audit in providing information to the auditor.

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

Rochelle Bridges, Associate

Ms. Rochelle Bridges joined LDM Associates, Inc. in 2020 and currently serves as an Associate on the Grants Management team. Since joining LDM, Ms. Bridges has focused on the day-to-day implementation of CPD grants, including but not limited to, Community Development Block Grant (CDBG), CDBG-CV (COVID-19), Emergency Solutions Grants (ESG-CV) and the Neighborhood Stabilization Program (NSP).

Ms. Bridges focuses on administration, compliance, and technical assistance at multiple levels of grant implementation. This includes CDBG subrecipient oversight and monitoring, subrecipient application (e.g., NOFA responses) and beneficiary eligibility reviews and income determinations, and the review of subrecipient Requests for Reimbursement and Quarterly Performance Reports. Ms. Bridges also performs applicant eligibility reviews for the CDBG-CV and ESG-CV programs, and the state of California's \$2.6 Billion COVID-19 Rent Relief Program (RRP) funded by U.S. Treasury.

Ms. Bridges' primary emphasis is on the implementation aspect of the grants. Ms. Bridges works hand-in-hand with state and local governments, subrecipients, and applicants to achieve compliance. Her duties typically include, but not limited to: applicant and eligibility review, including income determinations, and the provision of direct technical assistance to subrecipients and beneficiaries regarding their applications; reviewing invoices for compliance with applicable requirements (e.g., subrecipient agreement provisions and financial management and procurement requirements at 2 CFR 200, etc.); monitoring CPD grantees and subrecipients to ensure compliant documents are present in project files; and reconciliation of CPD grantee accounting records with the Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR) for NSP grantees.

Ms. Bridges received an Associate of Science in Psychology and an Associate of Science in Social and Behavioral Sciences from Sierra College in Rocklin, CA.

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



Section V – References

SECTION V. REFERENCES

The following list represents a portion of our current client list for which we provide similar services.

City of Upland – Liz Chavez, Manager of Development Services

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

Date of Contract: 2004 to Present

Phone Number: (909) 931-4146; email address: lchavez@ci.upland.ca.us

City of Paramount – Karina Lam Liu, Finance Director

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

Dates of Contract: 2003 to Present

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

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

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

Date of Contract: 2002 to 2010 and 2014 to Present

Phone Number: (310) 349-1603; email address: kmack@cityofhawthorne.org

City of Palmdale - Mike Miller, Director of Neighborhood Services

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

Date of Contract: 2000 to Present

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

City of Fontana – Valerie Gonzales, Housing Manager

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

Date of Contract: 2009 to Present

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

City of Corona – Cynthia Lara, Administrative Services Manager

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

Date of Contract: 2010 to Present

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



Section VI – Budget & Schedule of Billing Rates

SECTION VI. BUDGET AND SCHEDULE OF HOURLY BILLING RATES

CDBG Program Budget Proposal

LDM proposes to perform the CDBG Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule under Exhibit "A" that are effective July 1, 2021. This portion of the proposal includes a **not-to-exceed contract price of \$115,000** (The CDBG budget of \$115,000 includes Action Plan preparation of approximately \$8,000, CAPER preparation of approximately \$6,500, program and subrecipient management and monitoring of approximately \$58,000, technical assistance to subrecipients and city departments of approximately \$12,000, and capital project management including Davis-Bacon Labor Compliance of \$30,500. Should the City choose to extend the agreement for additional years beyond the first year, the Rate Schedule under Exhibit "A" also provides the effective rates through June 2024.

NSP Program Budget Proposal

LDM proposes to perform the NSP Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule under Exhibit "A" that are effective July 1, 2021. This portion of the proposal includes a **not-to-exceed contract price of \$15,000** for the period covering July 1, 2021 to June 30, 2022. Should the City choose to extend the agreement for additional years beyond the first year, the Rate Schedule under Exhibit "A" also provides the effective rates through June 2024.

CARES and RESCUE Act Proposal

LDM proposes to perform the Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule under Exhibit "A" that are effective July 1, 2021. This portion of the proposal includes a **not-to-exceed contract price of \$75,000** for the period covering July 1, 2021 to June 30, 2022. Should the City choose to extend the agreement for additional years beyond the first year, the Rate Schedule under Exhibit "A" also provides the effective rates through June 2024.

Home Improvement Program Support Services Budget Proposal

LDM proposes to perform the Scope of Services on an hourly basis, billed in quarter-hour increments based on the billing rates listed on the attached Rate Schedule under Exhibit "A" that are effective July 1, 2021.

Due to the number of factors affecting the actual cost of any given rehabilitation project, a fixed per unit cost cannot be provided. Instead, we are providing estimated costs for budget purposes. The costs estimates provided below are based on prior experience in implementing similar rehabilitation programs. As a result of CDBG/HOME and CalHome program requirements and the nature of performing construction repairs, administrative activities will not always fit within specific categories, and an overlap of functions frequently occurs.

For budgeting purposes, on a typical grant-based rehabilitation, the estimated administrative cost is approximately \$5,425.00 per unit; and on a typical loan-based rehabilitation, the estimated administrative cost is approximately \$7,595.00 per unit.

The following table provides the categorical division of anticipated costs for the performance of the requested scope of work on a per project basis:

Task	Grant Est. Time (Hours)	Loan Est. Time (Hours)
Review Application – Approve/Deny Application	4.0	4.0
Initial Property Inspection/Prepare Work Write & Specifications	7.0	8.0
Prepare Environmental Review Record (ERR)	2.0	2.0
Conduct Loan/Grant Underwriting & Process for Approval	2.0	5.0
Initiate Procurement Process	3.0	3.0
Bid Evaluation	3.0	3.0
Grant/Loan Document Execution	3.0	4.0
Pre-Construction Conference and Contract Signing	3.0	3.0
Issue Notice to Proceed	1.0	1.0
Monitoring of Construction & Progress Payments	6.0	16.0
Final Inspection, Final Payment & Notice of Completion	4.0	4.0
Process Retention Payment Release	2.0	2.0
Providing Quarterly Reports of Accomplishments	2.0	2.0
Recordkeeping and Maintenance of Files	4.0	8.0
Closeout of Project File in preparation for HUD Audit	4.0	5.0
Total Hours	50.0 Hrs.	70.0 Hrs.

Note: this detailed project breakdown corresponds to the tasks identified in the scope of work and it represents estimated time.

EXHIBIT "A"

SCHEDULE OF HOURLY BILLING RATES

Rates effective as of July 1, 2021

Title	2021-2022	2022-2023	2023-2024
President/Senior Vice President	\$121.00	\$124.50	\$128.00
Vice President	\$116.00	\$119.00	\$122.50
Director	\$111.00	\$114.00	\$117.00
Manager	\$105.50	\$108.50	\$111.50
Senior Associate	\$100.00	\$102.50	\$105.50
Associate	\$90.00	\$92.50	\$95.00
Senior Project Assistant	\$74.00	\$76.00	\$78.00
Project Assistant	\$69.00	\$71.00	\$73.00
Secretary	\$48.00	\$49.50	\$51.00

REIMBURSABLE ITEMS

Project Supplies	At Cost plus 10% surcharge (when applicable)
Prints/Reproductions	At Cost plus 10% surcharge (when applicable)
Postage and Delivery	At Cost plus 10% surcharge (when applicable)
Property Profile Requests	\$25.00 each
Policy of Insurance Record Title (PIRT)	At Cost plus 10% surcharge
Recordation of Required Loan Documents and Notice of Completion	At Cost plus 10% surcharge

Conflict of Interest

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

Statement

This proposal as submitted is valid for a period of 90 days from the date of submittal.

RESUMES OF KEY PERSONNEL



PROFESSIONAL EXPERIENCE:

LDM Associates, Inc. – Rancho Cucamonga, CA
Vice-President of Grants Management: 2006 - Present

Responsible for the preparation of Five-Year Consolidated Plans, Assessment of Fair Housing (AFH), Analysis of Impediments to Fair Housing Choice (AI), Annual Action Plans and Consolidated Annual Performance and Evaluation Reports in connection with U.S. Department of Housing and Urban Development (HUD) programs including but not limited to the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and Emergency Solutions Grant (ESG).

Serves as the lead consultant with assigned clients and is responsible to coordinate the work of assigned consultants to ensure work flow efficiency and quality. Provides technical assistance to clients including cities, counties, and housing developers to enhance client capacity to administer federal and state grant programs. Areas of specialization include compliance monitoring (prevailing wage/labor standards, affordable housing, grant programs, subrecipients), audit preparation, CDBG and HOME technical assistance, policy and procedure development and the implementation of housing programs including all phases of acquisition, rehabilitation and/or development, resale or rental.

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

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

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

EDUCATION:

Bachelor of Science – Public Policy and Management

University of Southern California, Los Angeles

AFFILIATIONS/ REGISTRATIONS:

Certified HOME Program Regulations, HUD (Technical Assistance Provider)

Tyler M. Bridges

Vice President – Disaster Recovery

PROFESSIONAL EXPERIENCE:

LDM Associates, Inc. – Vice President – Disaster Recovery, 2019 – Current

Tyler Bridges serves as the Vice-President of LDM's Disaster Recovery division. During his tenure at LDM, he has been responsible for the oversight of all Disaster Recovery assignments for LDM where his experience and proven track record of working with grantees, HUD CPD staff at the national and local level, as a HUD employee and subcontractor is utilized in providing clients with effective solutions that produce desirable outcomes. He also oversees the firm's Disaster Recovery Grant Reporting (DRGR) team, a HUD reporting system in which he is often regarded as one of the top DRGR experts in the county.

Serves as the lead consultant with assigned clients and is responsible for coordinating the work of assigned LDM staff to ensure work-flow efficiency and quality. Provides technical assistance to clients to enhance client capacity to administer disaster recovery grant programs. Areas of specialization include compliance monitoring, audit preparation, CDBG-DR technical assistance, policy and procedure development, and implementation of the DRGR system.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides technical assistance to HUD grantees on CDBG-DR on program design, implementation, monitoring and reporting. Provides in class training in the DRGR system and is a reviewer for HUDs DRGR Ask a Question (AAQ) teams.

U.S. Department of Housing and Urban Development – CPD Specialist, 2014 - 2019

Tyler served as a member of the Disaster Recovery and Special Issues (DRSI) division at HUD with a focus on policy, compliance, oversight, and reporting. As DRGR team lead and a member of the DRSI policy and external training teams, Tyler led, or participated in, developing and implementing national CDBG-DR requirements, including requirements for grants awarded under Public Law 113-2 (CDBG-NDR) and Public Law P.L. 115-123 (CA Wildfires and Mitigation).

While at HUD, Tyler regularly participated in monitoring and technical assistance events of CDBG-DR grantees, where he utilized HUD monitoring exhibits to evaluate grantees' programs for compliance with applicable requirements, issued findings of non-compliance, and reviewed grantees' responses and supporting documentation to resolve open findings. Provided technical assistance to CPD staff, grantees, and TA providers in a variety of formats including written products, webinars, on-site and remote trainings, and regional conferences. Contributed to the format and content of the three CDBG-DR regional clinics since 2017, which, due to their success and popularity, replaced the regional training format DRSI offered in years past.

Tyler managed all aspects of DRGR capabilities and resources, including multi-million-dollar contracts and multiple TA provider Work Plans, for DRGR releases and TA resource development (written guidance and training events). Developed, interpreted, analyzed and communicated regulations, policies, procedures and data-driven trends for CPD representatives, the Secretary, Congress, grantees, and TA providers. He regularly attended monitoring and technical assistance events of CDBG-DR grantees. Developed, analyzed and implemented DRSI operational and administrative processes and recommends solutions and improvements to efficiency and productivity.

Tyler M. Bridges

Vice President – Disaster Recovery

LDM Associates, Inc. – Senior Associate, 2011 - 2014

Tyler's other responsibilities include assisting clients (Grantees) in the day-to-day administration of their CPD programs that include oversight of the programs and activities as necessary to ensure compliance with all applicable grant and other requirements. Duties include the day-to-day oversight of subrecipients, contractors, and internal departments in their implementation of their CPD funded programs as well as Neighborhood Stabilization Program (NSP) to ensure compliance with all applicable grant regulations and requirements. This includes preparing and issuing NOFAs, the preparation of Annual Action Plans and Performance Reports (CAPERs), assisting in the development of procurement documents, reviewing and processing payment requests, Integrated Disbursement and Information System (IDIS) data entry and management, grantee capacity building, compliance monitoring, policy and procedure development and the design and implementation of their monitoring programs; Davis-Bacon and Related Acts (DBRA) prevailing wage monitoring, and Section 3 compliance.

Pacific Municipal Consultants (PMC) – Associate Planner, 2009 – 2011

Conducted labor standards compliance and monitoring for dozens of federal and state-funded projects. Responsibilities included selecting and providing the applicable federal wage determination and relevant HUD forms during the procurement process, participating in the preconstruction conference, collecting and reviewing all required documents and certifications, reviewing certified payroll reports to ensure prevailing wages are being paid, working with contractors and subcontractors, determining when wage restitution is due and verifying wage restitution is paid, performing on-site interviews and preparing all applicable labor standards reports. Also responsible for assisting clients with various CDBG, HOME and NSP activities.

Lisa Wise Consulting, Inc. (LWC) – Associate Planner, 2008 – 2009

Assisted principal with the preparation of Housing Elements, including housing needs assessments, vacant underutilized land inventories, and constraints analyses (financial, governmental, and non-governmental). Identified grant and funding sources for housing production, assistance, and financing. Assisted in the evaluation of Development Codes and Ordinances by analyzing performance standards, zoning requirements, and general plan consistency to determine code effectiveness.

EDUCATION:

Bachelor of Science – City and Regional Planning

California Polytechnic University, San Luis Obispo

COMPUTER SKILLS:

MS Office applications (Word, Outlook, Excel, PowerPoint), HUD Integrated Disbursement and Information System (IDIS) and HUD Disaster Recovery Grant Reporting System (DRGR).

Chris Andrews

Vice President – Grants Management

PROFESSIONAL EXPERIENCE:

LDM/MDG Associates, Inc. – Vice President – Grants Management 2020 – Current

Since joining LDM, Chris has supported the team's disaster recovery assignments with an emphasis in planning and program implementation. Chris is a team leader on Grants Management assignments. He works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives.

Chris Andrews serves as the Vice President of LDM Grants Management division. During his tenure at LDM, he has been responsible for the management of Grants Management assignments for LDM where his experience and proven track record of working with grantees, HUD CPD staff at the national and local level, as a HUD subcontractor is utilized in providing clients with effective solutions that produce desirable outcomes.

Chris serves as a lead consultant for HUD funded CPD programs with assigned clients and is responsible for coordinating the work of assigned LDM staff to ensure work-flow efficiency and quality. Provides technical assistance to clients to enhance client capacity to administer CPD programs as well as disaster recovery grant programs. Areas of specialization include compliance monitoring, audit preparation, policy and procedure development.

Works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. Through the initiative, provides technical assistance to HUD grantees on implementation, monitoring and reporting.

Columbia University – Earth Institute; Disaster Housing SME, 2019

Chris was the lead author of two curricula series funded by FEMA to train disaster housing professionals and stakeholders to leverage disaster housing and supportive housing services. The first curricula focused on program elements and best practices related to rapid rehabilitation programs such as the Sheltering and Temporary Essential Power (STEP) and the Multi-Family Lease and Repair (MLR) programs. The second curricula provided guidance on the application of the Disaster Case Management program. Each curriculum used a range of adult learning principles to maximize participant engagement and retention.

The Cloudburst Group, Practice Area Lead, 2017 - 2019

As the Practice Area Lead, Chris oversaw Cloudburst's portfolio of housing and community development TA assignments and contracts. Chris worked closely with staff, clients and partners to ensure that Cloudburst projects were completed within schedule and scope. Programmatically, Chris worked with states and cities across the country to design, implement and evaluate housing investment strategies. He developed resources, delivered trainings and provided direct support to grantees on CDBG program elements and cross-cutting rules and regulations including the Consolidated Plan, fair housing, URA, environmental reviews and reporting and recordkeeping.

Chris also oversaw Cloudburst's disaster technical assistance portfolio. He provided direct support to communities to develop housing strategies and programs to support vulnerable populations and worked with communities across the country to design and implement mitigation elements into existing HUD CPD programs. Chris led HUD's technical assistance team in Puerto Rico for CDBG-DR, supporting the launch and early implementation of the Commonwealth's programs.

Chris Andrews

Vice President – Grants Management

The Cloudburst Group, Senior Planner, 2014 - 2017

Chris launched Cloudburst's state and local portfolio to provide planning and compliance assistance to states and cities across the country. Chris managed more than 10 teams to incorporate data-driven, market-based research into housing and community development planning. Chris worked closely with cities across country to conduct detailed needs assessments of existing HUD CPD programs and provide recommendations and support on how to alter existing programs to more effectively meet the community's needs. Chris collaborated with HUD on ways to better integrate disaster resiliency and fair housing into the Consolidated Plan process.

Independent Consultant, 2012 - 2014

As an independent consultant, Chris worked closely with federal, local and nonprofit clients. Chris developed HUD's guidebook for the HUD Environmental Review Online System (HEROS) and supporting documentation. Chris worked closely with six communities to develop strategic housing investment strategies and supported the San Francisco Foundation to develop a financial implementation toolkit for transit-oriented development advocates to assess the development feasibility of project sites throughout the region.

The Cloudburst Group, Analyst, 2009 - 2012

Chris provided project support to CDBG, HOME and NSP TA assignments. Chris assisted in developing policy and procedure manuals for more than 10 grantees and worked closely with grantee staff to adapt tools and resources to the grantee's programs. Chris served as lead data analyst in the development of Puerto Rico and St. Louis's housing strategies.

US Peace Corps (Senegal), Small Business Advisor, 2007-2009

Chris worked as a teacher and business counselor at a girl's vocational school. He supported two groups of recent graduates through providing access to a revolving loan fund and consultation as they launched and operated small businesses. Chris also served as the Regional Volunteer Lead, in which he was responsible for overseeing volunteer grant proposals and updating and implementing the Peace Corps Kaolack Regional Strategy.

EDUCATION:

Master of City Planning, 2014

UC Berkeley, Berkeley, CA

Certificate in Real Estate Development, 2014

UC Berkeley, Berkeley, CA

Bachelor of Arts – Economics: Public Policy, 2007

Colby College, Waterville, ME

COMPUTER SKILLS:

MS Office applications (Word, Outlook, Excel, PowerPoint), Adobe Creative Suite, ArcGIS, HUD Integrated Disbursement and Information System (IDIS)

PROFESSIONAL EXPERIENCE:

LDM Associates, Inc. – Manager

Responsible for the administration and project management of capital improvement projects, residential rehabilitation and commercial rehabilitation programs funded with State and Federal funds such as Community Development Block Grant (CDBG) and HOME/CalHome funds. Responsibilities include working with applicants for participation in rehabilitation programs to assure compliance with program. Under the rehabilitation programs, responsibilities include conducting rehabilitation inspections (initial and progress), maintaining applicant files current, preparing bid packages, reviewing bids, preparing contractor agreements, processing progress and final payments, and processing/recording the Notice of Completion.

UDI Development Co., Inc. – Project Manager

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

Construction Offices of Jesus Rea, Guadalajara, Mexico

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

Arte y Espacio Architectural Office, Guadalajara, México

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

EDUCATION:

Bachelor of Science - Architecture

Universidad ITESO, Guadalajara, Jalisco, Mexico

AutoCAD Certification

Mt. San Antonio College, Walnut, CA

Construction Estimating Certification

Mt. San Antonio College, Walnut, CA

TECHNICAL SKILLS:

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

AFFILIATIONS/REGISTRATIONS:

International Code Council (ICC) – California Residential Building Inspector
Environmental Protection Agency (EPA) - Renovator Certification
Housing Quality Standards (HQS) Certification

PROFESSIONAL EXPERIENCE:

LDM Associates, Inc. – Rancho Cucamonga, CA
Senior Associate: 2011 - Present

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

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

Accurate Background, Customer Service Manager

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

Target Corporation, Executive Team Leader

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

Relevant Student Course Work

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

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

Bilingual: English/Spanish

EDUCATION:

Bachelor in Business Economics & Administrative Studies

University of California, Riverside



RFP Required Forms

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
DIVERSITY BUSINESS STATEMENT

The City of Rialto encourages the maximum participation by small business, Veteran-Owned small business (VOSB), Service-Disabled Veteran owned small business (SDVOSBC), HUBZone small business, Small Disadvantaged business (SDB/DBE), and Women-Owned small businesses (WOSB).

It is the policy of City of Rialto, to conduct business with the above stated businesses whenever possible to the maximum extent that is feasible.

The City of Rialto shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of conducting business with the City of Rialto.

Small Business Concerns Information

The Proposer shall furnish the following information. Additional sheets may be attached, if necessary.

- (1) Name: LDM Associates, Inc.
- (2) Address: 10722 Arrow Route, Suite 822, Rancho Cucamonga, CA 91730
- (3) Phone No.: (909) 476-6006 Fax No.: (909) 476-6086
- (4) E-Mail: administration@mdg-ldm.com
- (5) Type of Firm: (Check all that apply)
- Individual Partnership Corporation
- Minority Business Enterprise (MBE) Women Business Enterprise (WBE)
- Small Disadvantaged Business (SDB) Veteran Owned Business
- Disabled Veteran Owned Business Other
- (6) Business License: Yes No License Number: 039122
- (7) Tax Identification Number: 01-0573106
- (8) Contractors License: State: License No. : N/A Classification(s)
- (9) Names and Titles of all members of the firm:
- | | |
|---------------------------|------------------------------|
| <u>David D. Meyer</u> | <u>President</u> |
| <u>Rudy E. Munoz</u> | <u>Senior Vice President</u> |
| <u>Guadalupe R. Munoz</u> | <u>Secretary & CFO</u> |
- (10) Number of years as a contractor in ~~construction~~ CPD Consulting work of the type: 34
- (11) Three (3) projects of this type recently completed:
- Type of project: HUD Grants Administration, Housing and Commercial Rehab Programs, CDBG-CV
 Contract Amount: \$330,000 Date Completed: Ongoing
 Owner: City of Upland / Liz Chavez Phone: 909-931-4146
- Type of project: HUD Grants Administration, Housing Inspections and CARES Act Tech. Assist.
 Contract Amount: \$181,710 Date Completed: Ongoing
 Owner: City of Palmdale/ Sophie Reyes Phone: 661-267-5164
- Type of project: HUD Grants Administration and Housing Rehab Program
 Contract Amount: \$312,323 Date Completed: Ongoing
 Owner: City of Hawthorne / Kimberly Mack Phone: 310-349-1603
- (12) Person who inspected the site of the proposed work for your firm:
- Name: Rudy E. Munoz Date of Inspection: Ongoing

**CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
DISCLOSURES REQUIRED BY PERSONS OR ENTITIES
CONTRACTING WITH THE CITY OF RIALTO**

Pursuant to City of Rialto Code of Ordinances Section 2.48.145, all persons or business entities supplying any goods or services to the city, or seeking a loan or grant awarded by the city, whether through an application or proposal, shall disclose in such application or proposal whether any city officer, employee, or consultant may have a financial or non-financial interest in the person or business entity, or in any member, employee, owner, or officer of the business entity.

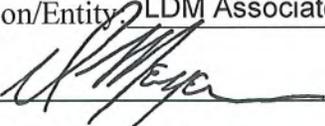
- A financial interest shall mean any interest that is prohibited under state law, including California Government Code Sections 1090 and 87100, and California Code of Regulation Section 18700 *et seq.*
- A non-financial interest shall mean any interest that is prohibited by City of Rialto Code of Ordinances Section 2.48.140 (attached here).

For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected or appointed official, a City officer, or a City employee or consultant.

Name of Your Organization's Affected Member, Employee, Paid or Unpaid Officer, Paid or Unpaid Director, or Owner	Name of City Elected or Appointed Official, City Officer, a City Employee or Consultant	Relationship Between the Two
None	None	N/A

By submitting [this application/proposal], or supplying any goods or services to the city, the [applicant/vendor/contractor/consultant] hereby attests under penalty of perjury, personally and/or on behalf of the entity [submitting this application/proposal or supplying any goods or services to the city] that no City of Rialto elected or appointed official, employee or consultant has a financial or non-financial interest, as such terms are defined in California Government Code Sections 1090 and 87100 and in City of Rialto Code of Ordinances Section 2.48.145, in the [applicant/vendor/contractor/consultant], except as specifically disclosed herein.

Person/Entity: LDM Associates, Inc.

By: 

Name: David D. Meyer

Title: President

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
DISCLOSURE OF PROPOSAL CONTENTS

The proposals may be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret. The cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Purchasing Manager shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

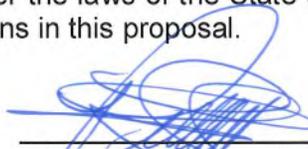
CITY OF RIALTO
 REQUEST FOR PROPOSAL #21-044
 PROPOSER SIGNATURE DECLARATION

The undersigned hereby offers and agrees to furnish the goods and services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City.

This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not herein named; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in any manner sought by collusion to secure for themselves an advantage over any other Proposer.

Each proposal must be signed on behalf of the Proposer by an officer authorized to bind the Proposer to the proposal. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and I agree to the terms and conditions in this proposal.

LDM Associates, Inc.
 Company Name


 Signature of Authorized Person

10722 Arrow Route, Suite 822
 Address

Rudy E. Munoz
 Printed Name

Rancho Cucamonga, CA 91730
 City State Zip Code

Senior Vice President
 Title

BL18-3168
 City of Rialto License Number

05/19/2021
 Date

The Proposer hereby acknowledges receipt of and agrees this submittal is based on the RFP and the following addenda. Failure to indicate receipt of addenda may result in the Proposer being rejected as non-responsive.

ADDENDUM # NONE DATED _____ ADDENDUM # _____ DATED _____

ADDENDUM # NONE DATED _____ ADDENDUM # _____ DATED _____
 (If additional addenda are issued, attach a complete listing of these addenda when submitting this PROPOSAL.)

No PROPOSAL

In order to help us improve our internal processes and become a better customer, if you are not submitting a PROPOSAL, please state the reason(s) why and return this page to the Purchasing Manager.

[← Back to Bid Search](#)

RFP 21-044 Community Development Block Grant Consultant and Neighborhood Stabilization (N...

REMAINING
1 day

- [Bid Information](#)
- [Documents](#)
- [Addenda/Emails](#)**
- [Q&A](#)
- [Prospective Bidders](#)
- [Bid Results](#)
- [Awards](#)

Addenda

None

Email History

May 12, 2021

Q and A Set 1 for RFP 21-044 Community Development Block Grant Consultant and Neighborhood Stabilization (NSP) Programs (21-044), with a bid due date of May 20, 2021 4:00 PM (Pacific)

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
STATEMENT OF REFERENCES

List and describe fully the last four contracts performed by your firm which demonstrate your ability to complete the work included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name: City of Upland
Contact Individual: Liz Chavez, Manager Development Services Phone No: 909-931-4146
Address: 460 North Euclid Avenue, Upland, CA 91786
Contract Amount: \$330,000 Year: FY 2020-2021
Description of work done: CDBG/CDBG-CV Programs Tech. Assistance, Housing Rehab Administration
Con Plans and AI, CAPERS.

Reference No. 2

Customer Name: City of Palmdale
Contact Individual: Sophie Reyes, Housing Manager Phone No: (661-267-5164
Address: 38250 Sierra Highway, Palmdale, CA 93550
Contract Amount: \$181,710 Year: FY 20201-2021
Description of work done: CDBG/HOME/NSP/CARES Act Programs Tech. Assistance, Housing Inspections
Con Plans, & AI.

Reference No. 3

Customer Name: City of Hawthorne
Contact Individual: Kimberly Mack, Housing and CDBG Manager Phone No: 310-349-1603
Address: 4455 W 126th Street, Hawthorne, CA 90250
Contract Amount: \$312,323 Year: FY 2020-2021
Description of work done: CDBG/HOME Administration, Housing Rehab Admin, Con Plan & AI, Labor Comp.
Con Plans, AI and CAPERS

Reference No. 4

Customer Name: City of Fontana
Contact Individual: Valerie Gonzales, Housing Manager Phone No: 909-350-6624
Address: 8353 Sierra Ave., Fontana, CA 92335
Contract Amount: \$101,193 Year: FY 2020-2021
Description of work done: CDBG/HOME/ESG Tech. Assistance, ESG-CV, CDBG-CV, Con Plans, AI, CAPERS.

Please list all City of Rialto projects (if any) completed with in the last five (5) years.

Project Name: CDBG Admin, NSP Admin., Davis Bacon Compliance, CalHome and CDBG Housing Rehab T.A.
Contact Individual: Stephen Erlandson Phone No: 909-820-8044
Project Location: City of Rialto
Contract Amount: \$130,000 Year: FY 2020-2021
Description of work done: Administration of HUD Funded Programs

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
PROPOSERS BACKGROUND INFORMATION

Proposers Information

Proposer's Contact Name: Rudy E. Munoz

Contact Title: Senior Vice President

Mailing Address: P.O. Box 368
Rancho Cucamonga, CA 91729-0368

Location of Business
(if different from mailing address): 10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730

Telephone Number: 909-476-6006

Pager Number:

24 Hour Tel. Number: 951-203-2629

Fax Number: 909-476-6086

E-Mail Address: rmunoz@mdg-ldm.com

Remittance Address:
(if different from mailing address): N/A

Number of Years in Business: 34

Applicable State of California License #(s): None

Expiration Date(s): None

Proposer's Dunn and Bradstreet
'DUNNS: NUMBER: 040003738

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
STATEMENT OF PROPOSER'S QUALIFICATIONS

STATE OF CALIFORNIA, COUNTY OF San Bernardino

I am the of Senior Vice President of LDM Associates, Inc., the Proposer herein. I have read the foregoing statement and know the contents thereof; and I certify that the same is true of my own knowledge, except as to those matters which are therein stated upon my information or belief, and as to those matters I believe it to be true.

Executed on 5/19/2021 at Rancho Cucamonga, California
(date) (place)

I declare, under penalty of perjury, that the foregoing is true and correct.



Signature of Proposer

Senior Vice President

Title

Signature of Proposer

Title

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
STATEMENT OF PROPOSER'S PAST CONTRACT DISQUALIFICATIONS

Pursuant to Section 10162 of the Public Contract Code the Proposer shall state whether such Proposer, any officer or employee of such Proposer who has a proprietary interest in such Proposer has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a Federal, State or Local Government Project because of a violation of law or a safety regulation; and if so, explain the circumstances.

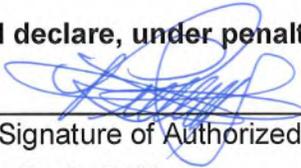
If the Proposer has had a contract terminated for default, all such incidents must be described. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue was either no litigated; or litigated and such litigation determined the Proposer to be in default. Submit full details of all termination(s) for default experienced by the Proposer including the other party's name, address and telephone number. Present the Proposer's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the Proposer's proposal if the fact discovered indicates the completion of a contract resulting from the RFP may be jeopardized by selection of the Proposer.

If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

1. Do you have any disqualification, removal, etc., as described in the above paragraph to declare?
Yes No
2. If yes, explain the circumstances. Attach additional pages if necessary.

Executed on 5/19/2021 at Rancho Cucamonga, California.

I declare, under penalty of perjury, that the foregoing is true and correct.



Signature of Authorized Representative

Rudy E. Munoz

Printed Name

Senior Vice President

Title

LDM Associates, Inc,

Company Name

5/19/2021

Date Signed

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
CERTIFICATION OF NON-DISCRIMINATION BY CONSULTANTS

As suppliers of goods or services to the City of Rialto, the firm listed certified that it does not discriminate in its employment with regard age, handicap, race, color, religion, sex, or national origin; that it is in compliance with all federal, state, local directives, and executive orders regarding non-discrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal employment opportunity in employment. Every bidder in violation of this section is subject to all penalties imposed for violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.



Signature of Authorized Representative

Rudy E. Munoz, Senior Vice President

Printed Name/Title

LDM Associates, Inc.

Company Name

10722 Arrow Route, Suite 822

Address

Rancho Cucamonga, CA 91730

City, State, Zip Code

5/19/2021

Date Signed

Please include any additional information available regarding equal opportunity employment programs now in effect within your company.

CITY OF RIALTO
REQUEST FOR PROPOSAL #21-044
NON-COLLUSION AFFIDAVIT

State of California)
County of San Bernardino) SS.

Rudy E. Munoz being first duly sworn, deposes and says that he or she **affirmed** is of LDM Associates, Inc. the party making the foregoing proposal that such proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or any one else to put in sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the proposal price of said proposer or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that said proposer has not directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee to any corporation, partnership, company, association, organization, proposal depository or to any member or agent thereof, to effectuate a collusive or sham proposal."

5/19/2021

(Date)

Rancho Cucamonga, CA

(Signed at (Place))

LDM Associates, Inc.

Proposer Name
(Person, Firm, Corp.)



Authorized Representative

10722 Arrow Route, Suite 822

Address

Rudy E. Munoz

Representative's Name

Rancho Cucamonga, CA 91730

City, State, Zip Code

Senior Vice President

Representatives' Title

CALIFORNIA JURAT

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 San Bernardino }

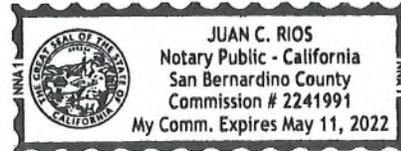
Subscribed and sworn to (or affirmed) before me on this 19 day of MAY, 2021
Date Month Year

by Rudy E. Munoz

Name of Signers

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: 
Signature of Notary Public



Seal
Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent attachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____

Number of Pages: _____

Signer(s) Other Than Named Above: _____