



PRISCILA DÁVILA & ASSOCIATES, INC.
1501 North Harbor Blvd., Suite 209
Fullerton, California 92835
562.673.3388

July 6, 2020

City of La Habra
Housing & Economic Development Division
Attention: Miranda Cole-Corona
110 E La Habra Boulevard
La Habra, CA 90633

**Subject: Response to Request for Proposal for CDBG Administration &
Davis-Bacon Consultant Services**

Dear Ms. Cole-Corona:

Priscila Dávila & Associates, Inc., a single owner California corporation, is pleased to submit this response to the City of La Habra's Request for Proposals for a CDBG Administration and Davis-Bacon Consultant Services. We believe our company is most qualified to assist the City of La Habra in ensuring that compliance regulations are followed for its CDBG Program.

Priscila Dávila & Associates, Inc. is well versed in the CDBG program and Davis-Bacon requirements. This knowledge allows us to administer and create programs that are consistent with the City's visions. With over twenty years of professional experience working with various HUD programs, our background includes monitoring CDBG, HOME and ESG activities for HUD compliance, managing CDBG and HOME programs, providing Davis-Bacon labor compliance services, and developing and implementing housing rehabilitation and first-time homebuyer programs.

For the purposes of this proposal, I will be the primary contact and on-site individual who will provide the direct services to the City of La Habra.

We look forward to your evaluation of our proposal for consulting services. Should you have any questions during the qualification evaluation, please contact me at (562) 673-3388.

Sincerely,

Priscila Dávila

Priscila Dávila
Principal, Housing/Grants Management Consultant



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PROPOSAL CITY OF LA HABRA

CDBG ADMINISTRATION & DAVIS-BACON CONSULTANT SERVICES



SUBMITTED FOR CONSIDERATION TO:

City of La Habra
Housing & Economic Development Division
110 East La Habra Boulevard
La Habra, CA 90633

July 6, 2020

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EXECUTIVE SUMMARY

Priscila Dávila & Associates, Inc. is a firm with dedicated professionals that have a passion for providing first-rate consulting services in the areas of affordable housing within communities throughout southern California. Priscila Dávila & Associates principal, Priscila Dávila, is the persons directly responsible for performing the primary work associated with the company. Having worked as a city employee and in other private consulting firms, saw the need to provide competitive and effective services to local government agencies and non-profits.

Summary of Experience/Services - The following is a summary of the various services provided by **Priscila Dávila & Associates, Inc.** since 2006, for over 12 cities:

- Preparation of Five-Year Consolidated Plans,
- Preparation of Annual Action Plans and Consolidated Annual Performance Evaluation Reports,
- Preparation of Citizen Participation Plans,
- Hands on use of the Federal Integrated Disbursement Information System (IDIS),
- Monitoring Public Service Subrecipients, Housing Projects, Commercial Rehabilitation, Public Improvement Projects, and Economic Development Projects,
- Preparation of Environmental Documentation and Compliance,
- Technical Assistance on resolution of regulatory compliance issues,
- Regulatory monitoring and compliance associated with Davis Bacon Related Act (DBRA),
- HUD monitoring/audit preparation (file organization, resolution of Concerns/Findings, follow-up correspondence),
- Administration, development, and design of HUD and State-funded Community Development, Housing Programs and Homeless programs/projects,
- CDBG, HOME, ESG, State HOME, NSP and CDBG-CV funded program/project design, development and Implementation, and
- Ongoing program administration including processing subordinations and loan payoffs for first-time buyer and owner-occupant programs.

Knowledge of State and Federal Regulations – **Priscila Dávila & Associates, Inc.** has attended over 30 workshops and trainings sponsored by the U.S. Department of Housing and Urban Development and the State of California Housing and Community Development.

CDBG ADMINISTRATION SERVICES

The key person responsible under this component will be Priscila Dávila. The following summarizes the services proposed for grant administration:

I. GENERAL GRANT ADMINISTRATION

- A. Provide CDBG program training and technical assistance to City Staff and funded sub-recipients for CDBG compliance.
- B. Review and assist with files for CDBG funded projects/activities and programs for appropriate records maintenance, reporting, and compliance with applicable program requirements.
- C. Assistance in preparing for Department of Housing & Urban Development program monitoring of CDBG projects/programs.
- D. Assist with preparation of responses, as needed, to Findings and Concerns noted in HUD Project Monitoring.
- E. Attend public meetings, as needed.
- F. Work with City Staff, as needed to maintain financial records as defined by CDBG program regulations and policies.
- G. Provide monthly status reports for work programs/projects assigned.
- H. Consult with City staff to answer program, consultant status, and subrecipient related questions, and provide updates as needed.
- I. Provide any other administrative services necessary to effectively administer the City's CDBG program.

II. DAVIS-BACON WAGE COMPLIANCE

- A. Provide Davis-Bacon Wage compliance procedures.
- B. Provide Davis-Bacon project monitoring compliance, as applicable.
- C. Provide labor compliance services for the City of La Habra's CDBG funded projects.

III. SECTION 3 COMPLIANCE

- A. Provide Section 3 compliance procedures.
- B. Provide Section 3 project reporting/monitoring, as applicable.

IV. CONTRACTOR/SUBCONTACTOR ACTIVITY REPORTS

- A. Prepare Contractor/Subcontractor Activity Report, as applicable.

HUD REPORTS

I. ANNUAL ACTION PLAN

- A. Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to and/or the Annual Action Plan.
- B. Prepare the annual Notice of Funding Availability (NOFA) for allocation of City CDBG funding.
- C. Work with City Staff to review submitted funding requests for completeness and eligibility.
- D. Assist or prepare, as required, reports for the City Council concerning the allocation of funds for public service and capital expenditure activities.
- E. Assistance in compiling eligibility documentation in accordance with HUD regulations for program year funded projects, including National Objective determinations.
- F. Set-up and maintain activities and narratives in the Integrated Disbursement Information System (IDIS).

TIMELINE	December	January	February	March	April	May
Drafting of Action Plan	December to April					
Community Forums			February to March			
Draft of Action Plan for Staff Review					April	
30-day Public Review Period and Public Hearing on Draft Action Plan					April to May	
Submit to HUD						May 15 th

II. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

Preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) will include the following:

- CR-05 Goals and Outcomes
- CR-10 Racial and Ethnic Composition of (person/households/families) Assisted
- CR-15 Resources and Investments
- CR-20 Affordable Housing
- CR-25 Homeless and Other Special Needs
- CR-30 Public Housing
- CR-35 Other Actions
- CR-40 Monitoring
- CR-45 CDBG

TIMELINE	July	August	September
Begin Close-out Process	July		
Drafting of CAPER	July to	August	
Draft CAPER for Staff Review		August	
15-day Public Review Period and Presentation to City Council			September
Submit to HUD			September 30 th

PERSONNEL – DIRECT SERVICES TEAM

The following is a listing of the key personnel performing the specific program tasks outlined in the RFP. Complete resume can be found in the “Resume” section of this proposal.

Priscila Dávila - Ms. Dávila has over twenty (20) years of CDBG, HOME, and ESG professional experience. She has thorough knowledge of CFR Title 24 Part 570 and has an excellent command of HUD regulations. Ms. Dávila will be the primary lead person for the work under this proposal including but limited to the development and preparation of the HUD-required consolidated planning documents. Her focus will be the general administration of all the City’s HUD-funded grants and programs identified in the City’s Request for Proposal. Ms. Dávila will provide general oversight and management of the CDBG program. She will meet with City staff monthly, or as needed, to discuss project status and implementation.

EXPERIENCE/REFERENCES

Client History: The following is a history of agencies served by Priscila Dávila in the programs outlined in the City's request for proposal:

City of Pasadena	City of Montebello	City of Monterey Park
City of Maywood	City of La Puente	City of Pomona
City of Rosemead	City of Ontario	City of Newport Beach
City of South Gate	City of San Bernardino	City of Lynwood

The following is a list of current references for the services outlined in the City's request for proposal.

City of Monterey Park 2008-Present

Community & Economic Development Department
320 W New Mark Avenue
Monterey Park, CA 91754
Martha Garcia, CPFO
Director of Management Services

Responsible Persons:
Priscila Dávila

Funding Source(s):
HOME & CDBG

Responsibilities: General consulting services in support of the City's administration of the CDBG and State HOME funded programs; preparation of environmental documentation, preparation/attendance at HUD monitorings and City single audits, preparation of 2011 and 2016 Five Year Consolidated Plans, 2007 to 2018 Annual Action Plans and CAPERs, 2007 and 2016 Citizen Participation Plan, CDBG subrecipient monitoring, provide IDIS support by setting up activities/projects, committing funds, and generating reports, provide staff with CDBG and HOME Program technical assistance, income determination for owner-occupied housing rehabilitation program.

City of Ontario 2018-Present

Housing & Neighborhood Preservation Agency
208 West Emporia Street
Ontario, CA 91762
(909) 395-2322
Mrs. Katryna Gonzalez

Responsible Person:
Priscila Dávila

Funding Source(s):
HOME, CDBG, & ESG

Responsibilities: Provide labor compliance services for all CDBG construction projects, Assist in preparation of Consolidated Plans, Annual Action Plans, and CAPERs.

City of Pasadena 2008-Present

Housing Department
649 North Fair Oaks Avenue, Suite 202
Pasadena, California 91109
Phone No.: (626) 396-8321
Mr. Jim Wong, Senior Project Manager

Responsible Person:
Priscila Dávila

Funding Source(s):
HOME, CDBG & ESG

Responsibilities: General consulting services in support of the City's administration of the CDBG, ESG and HOME federal funding programs; provides information, guidance, and advice on CDBG, ESG and HOME matters, including environmental and financial requirements, review program documents to ensure compliance with HUD requirements, provide IDIS support by setting up activities/projects, committing funds and generating reports, provide all Section 3 and Davis-Bacon monitoring, provide Long Term Monitoring HQS inspections.

Additional references available upon request.

COST SCHEDULE

GENERAL PROGRAM ADMINISTRATION FOR PROGRAM YEAR		
Team Member	Hourly Rate	
Priscila Dávila	\$75.00	
NOT TO EXCEED:		\$22,000
HUD REPORTS FOR PROGRAM YEAR		
CAPER	NOT TO EXCEED:	\$3,000.00
Annual Action Plan	NOT TO EXCEED:	\$4,875.00
TOTAL NOT TO EXCEED		\$29,875.00

DAVIS-BACON ADMINISTRATION		
Team Member	Hourly Rate	
Priscila Dávila	\$75.00 (billed per project)	

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EMPLOYMENT EXPERIENCE:

Priscila Dávila & Associates
CDBG/HOME/ESG Consultant

May 2006 – Current

- ❖ Provide professional services to augment and mentor city staff in the areas of Community Development Block Grant (CDBG), HOME Investment Partnerships and Emergency Solutions Grant (ESG) Programs;
- ❖ Activities include program administration assistance, project management, and IDIS program assistance;
- ❖ Provide assistance on analyzing and developing proposed affordable housing and projects related to CDBG/HOME program guidelines;
- ❖ Assist on specific reporting requirements, such as the Annual Action Plan and CAPER and preparation of requests for proposals;
- ❖ Monitor and maintain records on CDBG, HOME and ESG;
- ❖ Provide advice and information on funding opportunities, requirements and procedures;
- ❖ Coordinate programs with Community Housing Development Organizations (CHDOs) and affordable housing developers; coordinate agreements and monitor projects.

City of Baldwin Park
Grants Administrator

Nov. 2004 – May 2006

- ❖ Performed a variety of analyses and studies to identify State and Federal funding options;
- ❖ Performed time-critical and confidential studies related to fiscal and administrative requirements of grant programs;
- ❖ Assisted in the grants solicitation process;
- ❖ Planned and coordinated the implementation of awarded grants to ensure that the City was in compliance with applicable laws and regulations;
- ❖ Monitored and audited grant expenses.

City of Huntington Park
CDBG Project Coordinator

Aug. 2001 – Nov. 2004

- ❖ Research and prepare grant applications for the Community Development Department;
- ❖ Administer the City's Community Development Block Grant, HOME Investment Partnership and Emergency Shelter grants;
- ❖ Organize and implement the administration of grants received;
- ❖ Prepare Annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER) to the Department of Housing and Urban Development;
- ❖ Prepare staff reports and represent the City on grant matters;
- ❖ Execute contracts with sub-recipients and consultants;

- ❖ Monitor sub-recipients to ensure compliance with federal requirements;
- ❖ Ensure the City's compliance with requirements of awarded grants;
- ❖ Perform Environmental Reviews and Davis-Bacon monitoring;
- ❖ Prepare City's annual budget for grants and Community Development Department;
- ❖ Attend meetings and speak at public gatherings.

City of La Habra
Associate Planner

Aug. 2000 - Aug. 2001

- ❖ Assisted at a professional level, in organizing, implementing and monitoring CDBG program and planning projects;
- ❖ Performed population, housing, social, economic and other specialized studies of the City;
- ❖ Provided local officials and citizens with information regarding projects;
- ❖ Conducted field studies and surveys to collect original research data for City projects;
- ❖ Monitored program activities for progress and compliance with program requirements;
- ❖ Evaluated program results against states objectives;
- ❖ Reviewed environmental documents and enforce labor standards;
- ❖ Made presentations to government officials, commissions, and citizens.

LA County Community Development Commission
Development Specialist

Feb. 1999 - Aug. 2000

- ❖ Responsible for evaluating Cities, Community Based Organizations and County Departments to ensure compliance with regulations;
- ❖ Provided technical assistance to grant recipients by identifying appropriate systems that could be implemented to meet requirements;
- ❖ Reviewed and responded to eligibility inquiries for proposed projects;
- ❖ Prepared agreements, amendments, statistical and financial reports for projects;
- ❖ Investigated complaints and prepared recommendations for corrective actions.

EDUCATION

California State University at Long Beach, 1992-1997
Bachelor of Arts Degree in English

La Mirada High School, 1988-1992
High School Diploma

LANGUAGES

Fluent in English and Spanish

REFERENCES

Available upon request