



City of Santa Maria



Proposal Santa Maria Sports Complex Grants Compliance Manager

February 19, 2026



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City of Santa Maria
Community Development Department
Attn: Rosie Rojo, Community Programs Manager
110 South Pine Street, Room 103
Santa Maria, CA 93458

Subject: Proposal – Grants Compliance Manager

Dear Ms. Rojo:

On behalf of MDG Associates, Inc. (MDG), I am pleased to submit our Proposal to provide comprehensive Grants Compliance Management services for the Santa Maria Sports Complex Project. We understand that this multi-funded capital improvement initiative—supported by federal, state, county, and local sources totaling approximately \$17.6 million—requires disciplined oversight, fiscal accountability, regulatory compliance, and timely grant closeout.

For more than 35 years, MDG has supported public agencies throughout California in the administration and compliance management of complex, multi-source funding portfolios, including Community Development Block Grant (CDBG), American Rescue Plan Act (ARPA), State of California grants, County allocations, and locally funded capital projects. Our work routinely involves managing overlapping federal requirements under 2 CFR Part 200 (Uniform Administrative Requirements), HUD regulations, Federal and State prevailing wage statutes, and agency-specific grant conditions.

We understand that the selected Grants Compliance Manager and their support staff will be responsible for:

- Full lifecycle grant administration through closeout
- Tracking expenditures and ensuring timely use of funds
- Preparing reimbursement requests and compliance reports
- Reviewing and validating procurement records for compliance
- Monitoring labor standards, including Davis-Bacon, Section 3, and State prevailing wage requirements
- Coordinating with City staff to maintain organized and audit-ready documentation

We further understand, as clarified in Addendum No. 1, that environmental review requirements under CEQA and 24 CFR Part 58 have been completed and that Authority to Use Grant Funds (AUGF) has been received for CDBG components of the project. Accordingly, our focus will be on compliance oversight, fiscal management, procurement validation, and labor standards monitoring.

MDG brings extensive experience supporting public agencies with:

- Multi-source capital project compliance tracking
- Procurement record validation under 2 CFR Part 200 and state requirements
- Certified payroll review and labor standards enforcement
- Grant reimbursement preparation across multiple reporting platforms
- Audit preparation, monitoring response, and successful grant closeout

The MDG team proposed for this assignment is identified in the proposal, with resumes included in Appendix 1. The engagement will be led by the team of David Muñoz, who will serve as MDG's Project Director and Christopher Aune, who will serve as Project Manager. Chris is a Santa Maria Valley resident and brings over two decades of public-sector experience, ensuring responsiveness, accessibility, and strong coordination with City staff.


MDG is prepared to begin services immediately and to establish a structured reimbursement cadence, detailed compliance tracking system, and proactive monitoring framework to ensure all funding sources meet their respective expenditure deadlines.

We appreciate the opportunity to submit this proposal and look forward to assisting the City of Santa Maria in successfully administering the Sports Complex grants portfolio.

Should you have any questions, please feel free to contact me directly:

MDG Associates, Inc.
Rudy E. Muñoz, President
10722 Arrow Route, Suite 822
Rancho Cucamonga, CA 91730
(909) 476-9696
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Respectfully Submitted,



Rudy E. Muñoz
President

Enclosure: Proposal

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INTRODUCTION

Since 1991, MDG Associates, Inc (MDG) has specialized in crafting tailored solutions to tackle the most pressing challenges faced by our clients. With a distinguished history spanning 35 years, MDG has undergone steady growth by adeptly responding to the evolving needs of the communities we serve to make a tangible difference. Our comprehensive suite of services reflects our dedication to addressing the diverse challenges faced by our clients. These services include grant administration, subrecipient management, implementation of housing and commercial rehabilitation programs, planning, and labor compliance monitoring, among others.

MDG brings a team that possesses a depth of expertise and breadth of experience in providing grants management and compliance services. Our team is comprised of 42 seasoned practitioners. Of those, 23 are subject matter experts in the administration, implementation, and monitoring of Community Development Block Grant (CDBG) funds, American Rescue Plan Act (ARPA) allocations, State of California capital improvement grants, and other public infrastructure funding sources. MDG's work routinely involves the application of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 24 CFR Part 570, federal labor standards under the Davis-Bacon Act, HUD Section 3 requirements, State of California prevailing wage statutes, and procurement standards under 2 CFR 200.317 through 200.327. Our team regularly reviews procurement files for documentation sufficiency, confirms cost allowability prior to reimbursement submission, and ensures that expenditures are eligible, properly supported, and defensible under audit or monitoring review.

MDG Associates, Inc. is a California corporation and is certified as both a Minority Business Enterprise (MBE) and Small Business (SB). The firm has been in continuous operation for 35 years.

Legal Name of Business	MDG Associates, Inc.
State of Incorporation	California
Point of Contact / Company Address	Rudy Muñoz, President 10722 Arrow Route, Suite 822 Rancho Cucamonga, CA 91730 Phone: 909-476-9696 rmunoz@mdg-ldm.com
Organizational Structure	Corporation; Minority Business Enterprise (MBE)
Time Business in Operation	35 years (September 1991)

Santa Maria Sports Complex Project

MDG understands that the Sports Complex Project is supported by multiple funding sources, including federal, state, county, and local funds, each with distinct expenditure deadlines, reporting requirements, and compliance standards. The selected Grants Compliance Manager is expected to oversee the full grant lifecycle, including expenditure tracking, reimbursement preparation, procurement record validation, labor standards coordination, compliance reporting, and closeout documentation.

MDG's approach to grants compliance is systematic and documentation driven. At the outset of an engagement, the firm establishes a funding source compliance framework that identifies applicable regulatory requirements, reporting obligations, and expenditure deadlines for each funding stream. This framework supports coordinated financial tracking, timely reimbursement submission, and proactive compliance monitoring. The firm also assists jurisdictions in maintaining organized, audit-ready files, preparing monitoring responses, and assembling complete closeout documentation for federal and state funding sources.

The proposed engagement will be led by the team of David Muñoz, who will serve as MDG's Project Director and Christopher Aune, who will serve as Project Manager. David and Chris will be assisted by other MDG staff who are knowledgeable in the areas needed to fulfill the tasks outlined in the RFP, such as labor standards compliance monitoring, Section 3 compliance, fiscal management, and file management for compliance with the various grants. Mr. Aune resides in the Santa Maria Valley and brings more than two decades of public-sector experience, ensuring accessibility and familiarity with local governmental processes. Additional compliance and financial staff will be assigned as necessary to meet reporting schedules and funding deadlines.

MDG proposes to function as an extension of City staff by providing structured compliance oversight, reimbursement coordination, procurement validation, labor standards compliance support, and grant closeout preparation. Services will be delivered in coordination with the Community Development and Recreation & Parks Departments to ensure consistent communication, accurate reporting, and adherence to all applicable regulatory requirements.

QUALIFICATIONS AND FIRM EXPERIENCE

MDG Associates, Inc. (MDG) has more than three decades of experience providing grants administration, fiscal oversight, and regulatory compliance services to public agencies throughout California. The firm's primary practice area is the implementation and oversight of federally and state-funded programs, including capital improvement projects supported by multiple funding sources with distinct compliance and reporting requirements.

The Sports Complex Project requires coordinated management of federal, state, county, and local funding sources with varying expenditure deadlines, documentation standards, and regulatory frameworks. MDG has extensive experience managing similar multi-source funding portfolios and ensuring that expenditures are eligible, properly documented, and defensible under monitoring or audit review.

Experience in Federal and State Grants Administration

Currently, MDG is contracted by 30 cities and three counties to directly oversee their HUD CPD entitlement programs, totaling around \$80.5 million annually. In addition, we assist the State of California and the Commonwealths of Puerto Rico in the administration of their CDBG-DR funds totaling more than \$6.5 Billion. Our responsibilities encompass the day-to-day administration, implementation, and monitoring of their programs to ensure effective and compliant utilization of their grant funds. This includes the preparation of essential planning documents such as the Five-Year Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPERs). Furthermore, MDG assists with subrecipient management to ensure adherence with program requirements, monitoring housing programs to verify continued compliance with affordability covenants, and oversight of capital improvement projects to ensure conformance with the Davis-Bacon and Related Acts (DBRA), Section 3 requirements, and the Build America Buy America Act (BABA) preferences.

In recent years, MDG has assisted over 15 jurisdictions to administer and implement their CDBG-CV, HOME-ARP, and ESG-CV programs, resulting in an approximate investment of \$50 million in projects that have positively transformed and revitalized their communities. Furthermore, MDG has played an instrumental role in supporting the State of California and the Commonwealth of Puerto Rico in establishing systems and developing policies and procedures to effectively manage and monitor their CDBG-DR and CDBG-MIT grants, collectively amounting to around \$21 billion, allocated to disaster response and recovery efforts.

Due to the successful track record of these endeavors, MDG has been entrusted with developing resources, providing technical assistance, and conducting training nationwide on behalf of HUD. Specifically, our team has conducted training sessions on various subject matter areas such as "Basically CDBG," Disaster Recovery Grant Reporting (DRGR), CPD Maps, eCon Planning Suite, and the Integrated Disbursement Information System (IDIS). Furthermore, our staff currently assist grantees across the country through the HUD Exchange Ask-a-Question (AAQ) portal on matters pertaining to CDBG, HOME, DRGR, and BABA.

In addition, MDG staff provides administrative and compliance oversight for State of California grant funds including CalHOME, and Permanent Local Housing Allocation Program (PLHA) grant funds as well as assisting the Los Angeles County Affordable Housing Solutions Agency (LACAHS) in the oversight of the County Measure A funds.

Our responsibilities include overall grant management including financial tracking, reimbursement preparation, performance reporting, procurement documentation review, subrecipient monitoring, labor standards compliance monitoring, and grant closeout preparation. We assist jurisdictions in applying the Uniform Administrative Requirements under 2 CFR Part 200, including procurement standards, cost allowability analysis, financial management systems, and audit preparation. MDG regularly supports jurisdictions during HUD and HCD monitoring reviews as well as the jurisdiction's Single Audits and prepares corrective action responses where necessary.

In addition to day-to-day administration, MDG staff have been selected by HUD Headquarters to provide national-level training and technical assistance to grantees on regulatory compliance, including instruction on the IDIS and DRGR reporting systems, fiscal management, federal procurement requirements, labor standards monitoring, and Uniform Guidance implementation. Two members of our staff have trained hundreds of CDBG grant recipients in the "Basically CDBG" training which can also be viewed on HUD's website (HUD Exchange). Members of our team also support HUD's Ask A Question (AAQ) portal, providing regulatory interpretation and compliance guidance to grantees nationwide.

Experience Managing Multi-Source Capital Projects

MDG has substantial experience overseeing public facility and infrastructure projects funded through combinations of federal, state, county, and local sources. These projects often involve overlapping regulatory requirements, including federal labor standards under the Davis-Bacon Act, State of California prevailing wage laws, HUD Section 3 requirements, and procurement compliance under 2 CFR 200.317 through 200.327.

Our approach to multi-source capital project oversight includes the development of a funding source compliance matrix to identify applicable regulatory requirements, expenditure deadlines, and reporting obligations for each funding stream. This matrix forms the basis for structured financial tracking and reimbursement coordination. Where procurement has already occurred, as is the case with the Sports Complex Project, MDG conducts file validation to ensure compliance with applicable federal and state standards and identifies any documentation gaps requiring corrective action.

With respect to labor standards compliance, MDG has extensive experience reviewing certified payroll records, coordinating worker interview documentation, and ensuring that federal and state labor requirements are applied appropriately based on funding source. We utilize the LCP Tracker web based reporting system to assist in tracking and ensuring contractor compliance with applicable Federal and State labor standard requirements. We regularly work with jurisdictions to maintain organized and defensible labor compliance files in preparation for monitoring reviews.

Our experience managing capital improvement funding portfolios include senior centers, community centers, community parks including soccer and baseball complexes, police stations, and other city facilities such as streets, storm drain systems, and city yard facilities. We believe that this experience positions MDG to effectively oversee the Sports Complex grants lifecycle through final closeout.

Financial Management and Reporting Systems

MDG staff are experienced in multiple federal and state reporting platforms and financial management systems. Our team works regularly with IDIS, DRGR, PAGE, RAMPS, and other federal reporting databases. While the Community Programs Division will continue handling IDIS for CDBG components of the Sports Complex Project, MDG is prepared to coordinate reimbursement preparation and reporting across other applicable funding systems to ensure consistency and accuracy.

Our financial oversight services include expenditure reconciliation against approved budgets, cost allowability review under 2 CFR Part 200 Subpart E, preparation of reimbursement documentation, and maintenance of audit-ready financial records. We assist jurisdictions in establishing reimbursement cadences, typically on a monthly basis, to ensure timely drawdown and minimize risk of unspent funds approaching statutory deadlines.

MDG maintains a staff of experienced grants administrators, compliance specialists, financial analysts, and regulatory advisors. Many members of our team have provided federal technical assistance and national training on behalf of HUD and the California Department of Housing and Community Development. Our staff possess advanced knowledge of Microsoft Office applications and project tracking tools and are experienced in maintaining structured documentation systems that support monitoring readiness and grant closeout.

The firm's long-standing relationships with federal and state oversight agencies reflect our reputation for technical competence, regulatory knowledge, and consistent compliance performance.

Labor Compliance

MDG is currently under contract to provide labor compliance services to 13 cities in Southern California. Our typical scope of work includes preparation or review of bid documents for compliance with Federal labor standards and requirements including but not limited to Davis-Bacon and Related Acts, Section 3, and DOL regulations; attending pre-bid and pre-construction meetings to present information on Davis-Bacon and Section 3 requirements; reviewing submitted bid documents for compliance; comprehensively analyzing 100% of all certified payroll reports for compliance, establish and maintain contractor and subcontractor labor files; conduct employee field interviews and document posting compliance; reconcile weekly certified payroll reports and supporting documentation; monitor contractors for Section 3 accomplishments; schedule labor compliance file reviews prior to release of retention funds; and address and resolve any underpayment or deficiency issues.

Our team utilizes industry-standard tools including using LCPtracker™ to deliver exceptional value to our clients and their construction contractors. These tools 1) help participating contractors produce accurate and compliant certified payroll reports electronically in one central place, 2) reduce reporting lag time, 3) reduce errors and violations, 4) provide greater success in the event of any compliance audit or investigation.

Public Agencies Provided Services in Last 5 Years with Most Recent within Last 2 Years.

Client	Con Plan/ AI/CPP	CDBG HOME Grant Mgmt.	CDBG/ HOME TA	Hsg. / Com. Rehab.	Hsg. / Com. Rehab. TA	CARES Act TA	DDBRA and Section 3 Monitoring	Disaster Recovery (CDBG-DR)	Misc. HUD Programs TA
Services Provided in Last 2 Years									
Apple Valley, CA	X	X		X		X	X		
Agoura Hills, CA		X		X			X		
Azusa, CA				X			X		
Baldwin Park, CA	X		X						
Carson, CA			X	X		X			
Chula Vista, CA				X					X
Clarksville, TN	X	X	X						X
Commerce, CA		X		X					
Commonwealth of Puerto Rico			X*		X			X	
Corona, CA	X	X		X		X	X		
County of Allegheny, PA			X						
County of Henrico, VA			X*						X*
County of Imperial, CA									X
County of Los Angeles, CA			X						X
County of Orange, CA						X			
County of San Bernardino, CA			X						X
County of Santa Barbara, CA	X		X						X
County of Ventura, CA	X								
Dallas, TX			X		X				
Downey, CA	X	X		X		X			X
Duarte, CA		X					X		
Fontana, CA	X	X		X		X	X		
Fresno, CA			X		X				
Gardena, CA	X	X		X			X		X
Goleta, CA		X					X		
Hawthorne, CA	X	X		X		X	X		
Hesperia, CA	X	X		X		X	X		X
Irvine, CA	X	X		X		X	X		X
King County, WA									X
La Cañada Flintridge, CA		X		X					X
La Habra, CA	X		X	X		X			
Los Angeles, CA			X						X
Miami – Dade County									X
New York City						X			
Palmdale, CA	X	X		X		X	X		X
Paramount, CA	X	X		X		X	X		X
Rancho Cucamonga, CA	X	X		X		X			X
San Dimas, CA		X		X					
San Juan, PR			X*		X*				
Santa Ana, CA	X		X			X			X
Seattle, WA			X*						X*
State of California			X			X		X	
State of Iowa			X*		X*	X*			
State of New Mexico			X						X
State of North Dakota			X*		X*				
Temecula, CA	X	X			X	X	X		
Tucson, AZ			X*						X*
Upland, CA	X	X		X		X	X		X
Walnut, CA		X		X			X		

Client	Con Plan/ AI/CPP	CDBG HOME Grant Mgmt.	CDBG/ HOME TA	Hsg. / Com. Rehab.	Hsg. / Com. Rehab. TA	CARES Act TA	DDBRA and Section 3 Monitoring	Disaster Recovery (CDBG-DR)	Misc. HUD Programs TA
Services Provided in Last 5 Years									
Albuquerque, NM	X		X		X				
Arecibo, PR			X*		X*				
County of Harris, TX								X	
Detroit, MI			X*		X*				
Houston, TX								X	
Kansas City, KS			X*						
County of Riverside, CA	X								
Simi Valley, CA			X*		X*				X*
State of Utah			X*						X*
Tulsa, OK			X*						X*

*Conducted on behalf of HUD

PROPOSED METHODOLOGY

MDG Associates, Inc. proposes a structured, coordinated, and compliance-driven approach to administering the grant funding portfolio for the Santa Maria Sports Complex Project. The firm's role is to ensure that all applicable federal, state, county, and local funding requirements are satisfied; that expenditures are properly documented and reimbursed; and that the City maintains organized, audit-ready records through final grant closeout.

David Muñoz and Chris Aune will oversee grants management for the project. Mr. Muñoz has over twelve years' experience in grant administration and training across various funding sources, while Mr. Aune offers more than twenty years of public-sector experience and is locally based in Santa Maria Valley, facilitating coordination with Community Development and Recreation & Parks staff. Other MDG team members provide specialized expertise in areas like labor standards and grant reporting. Rudy Muñoz will support David and Chris as needed, and Juan Nunez will handle Davis-Bacon and Section 3 compliance.

MDG's coordination model is organized around three primary management components: schedule management, budget management, and grants compliance management

Managing Schedule

The Sports Complex Project involves multiple funding sources with distinct expenditure deadlines extending through 2026–2028. MDG will implement a funding compliance calendar at the outset of the engagement identifying all statutory deadlines, reporting cycles, reimbursement timing, and closeout milestones associated with each funding source.

This schedule management system will include regular coordination meetings with City staff to review progress toward expenditure targets and identify any potential risks to timely drawdown. MDG will establish a recommended quarterly reimbursement cadence to ensure consistent fund utilization and to minimize the risk of delayed expenditures approaching statutory deadlines. Where corrective action is necessary to maintain compliance with funding timelines, MDG will provide written recommendations and assist staff in implementing appropriate adjustments.

Mr. Aune's local availability allows for timely in-person coordination meetings when necessary, ensuring that schedule-related issues are addressed proactively and efficiently.

Managing Budget

MDG will implement structured financial tracking procedures to ensure that all project expenditures are eligible, properly allocated to the appropriate funding source, and supported by sufficient documentation. Our services will include reconciliation of expenditures against approved grant budgets, verification of cost allowability under applicable regulatory frameworks, and preparation of reimbursement documentation for submission through applicable reporting systems.

Where procurement has already been completed, MDG will conduct a review of procurement files to confirm compliance with federal procurement standards under 2 CFR Part 200 and applicable state requirements. This review will ensure that expenditures charged to federal or state funding sources are supported by documentation sufficient to withstand audit or monitoring review.

MDG will coordinate with City financial staff to ensure that drawdown documentation is consistent with internal accounting records and that reimbursement submissions are accurate and complete. Regular financial status updates will be provided to City staff summarizing expenditures to date, remaining balances, and projected drawdown schedules.

Managing Grants Compliance

MDG's primary responsibility under this engagement is regulatory compliance oversight. The firm will ensure that all grant-funded activities are administered in accordance with applicable federal, state, county, and local requirements. This includes application of Uniform Administrative Requirements under 2 CFR Part 200, CDBG regulations under 24 CFR Part 570, labor standards compliance under the Davis-Bacon Act where applicable, State of California prevailing wage laws, and HUD Section 3 requirements.

In coordination with the Community Programs Division, MDG will support labor standards documentation review, including certified payroll verification and maintenance of organized compliance files. Although IDIS entries for CDBG components will continue to be handled by City staff, MDG will coordinate reimbursement preparation and documentation for other funding sources to ensure consistency across reporting platforms.

The firm will maintain organized grant files structured to support monitoring reviews and final closeout. Prior to grant expiration, MDG will prepare a closeout checklist for each funding source and confirm that required reports, reconciliations, and compliance documentation have been completed.

Coordination with City Staff and Departments

MDG recognizes that effective grants compliance requires coordination among Community Development, Recreation & Parks, Finance, and other departments involved in project implementation. Mr. Aune will serve as the central coordination point between MDG and City staff, ensuring that information requests are addressed promptly and that documentation is maintained in a consistent and organized format.

MDG will participate in regularly scheduled status meetings and provide written summaries of compliance activities as needed. The firm will also remain available for consultation regarding regulatory interpretation or compliance questions that arise during project implementation.

Quality Control and Documentation Standards

All work performed under this engagement will be subject to internal quality control review. Compliance documentation, reimbursement requests, and financial tracking reports will be reviewed prior to submission to ensure accuracy and completeness. MDG's documentation

practices are structured to meet federal audit standards and to facilitate efficient monitoring responses if requested by funding agencies.

Summary of Methodology

MDG's proposed coordination approach reflects substantial experience managing complex, multi-source funding portfolios and demonstrates familiarity with the regulatory frameworks governing federal and state grants. The firm's methodology emphasizes proactive schedule management, disciplined budget oversight, and structured compliance monitoring to safeguard public funds and ensure successful grant completion.

With David Muñoz providing compliance oversight and Christopher Aune serving as local Project Manager, MDG offers both regional presence and technical expertise. Our organized management framework, regulatory knowledge, and documented experience with grants administration and compliance directly align with the City's evaluation criteria, including experience, familiarity with funding requirements, and the strength of the proposed project management approach. We are confident that MDG's structured coordination model will provide the City of Santa Maria with reliable, compliant, and professional grants management services throughout the lifecycle of the Sports Complex Project.

KEY PERSONNEL AND ROLES

Proposed Team

The members of the MDG team proposed to directly provide Grants Compliance Management, Davis Bacon, and Section 3 consulting services are provided below, in addition to their role in the implementation of the scope of work. Additional support team members will be available to assist on as needed basis. Resumes for each staff member are provided under **Exhibit “1”** of this proposal.

The following section provides biographical information for each of the MDG staff members included on the Project Team.

Rudy Muñoz, President – MDG Associates Inc.

Rudy Muñoz is the founder and President of MDG Associates, Inc. With more than 40 years of overall experience in the community development field, Rudy’s primary focus is on assisting government agencies with all aspects of the administration and implementation of their HUD-funded CPD Programs. These include, but are not limited to, the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Community Development Block Grant – Disaster Recovery (CDBG-DR), and Housing Rehabilitation programs.

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

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

Rudy has a Bachelor of Architecture (5 yr. degree) from California Polytechnic University in Pomona.

David Muñoz, Director – MDG Associates Inc.

With more than 12 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, David assists municipalities with all aspects of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) management.

David 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 over 30 Consolidated Plans, 100 Annual Action Plans, and numerous program policy and procedure documents to facilitate the implementation of the housing and community development projects resulting from these plans.

David is a national Technical Assistance (TA) provider through HUD’s Community Compass initiatives. Through the initiative, he provides training to municipalities in the Disaster Recovery Grant Reporting (DRGR) system and is also a beta tester for HUD on the system. Because of his fluency in Spanish, he provides training in Spanish for the Commonwealth of Puerto Rico.

David has a Bachelor of Politics and International Affairs with a Minor in Latin American Studies (Honors Program) from Wake Forest University.

Christopher Aune, Manager – MDG Associates Inc.

Chris Aune is a seasoned planning, housing, and grants management professional with over 22 years of experience in urban development, zoning, permitting, affordable housing initiatives, and public-sector grant administration. His expertise includes the administration and compliance of HUD and State housing funds, development of architectural and design guidelines, management of complex affordable housing initiatives, and strategic use of permit-ready ADU programs to expand housing access and streamline approvals.

Chris has successfully worked on high-impact projects such as the redevelopment of the former Antelope Valley Fairgrounds, citywide scattered-site housing developments, Transit Oriented Development (T.O.D.) Zone guidelines, and the oversight of housing rehabilitation and homeownership programs funded through federal and state grants. His guidance on architectural design standards, stakeholder engagement, fiscal compliance, and coordination with engineering, building, and finance departments has helped cities achieve policy objectives while maintaining regulatory compliance and measurable results.

Chris has a Bachelor of Arts in Planning and Urban Studies from California State University Northridge, Northridge, CA.

Juan Nunez, Associate – MDG Associates Inc.

Juan leads the company's labor compliance and Section 3 monitoring program. The labor compliance monitoring has included both State of California as well as the federal Davis-Bacon and Related Acts (DBRA). Juan is responsible for labor compliance monitoring for over fifteen cities and over 30 projects. Juan focuses on implementing monitoring strategies to assist cities and contractors through the various labor compliance regulations imposed by federal and state grants. Juan is responsible for ensuring that all contractors and subcontractors are well informed of the reporting requirements during the pre-bid and pre-construction meetings. He is responsible for collecting, reviewing, and working with contractors on ensuring that all workers are paid prevailing wages as established by the regulatory agencies.

The Project Team was selected based on the requirements and tasks specified in the Request for Proposals (RFP). This team is comprised of professionals with subject matter expertise and practitioners with experience in all facets of grants management and labor compliance services. Additional staff will be available to support the deliverables outlined in the RFP as necessary.



Rudy Muñoz | President | Contract Administrator

Rudy Muñoz will serve as the Contract Administrator on behalf of MDG. He will provide senior-level guidance on complex compliance issues, federal and state regulatory interpretation, and risk mitigation strategies, while supporting the assigned project team on an as needed basis. Mr. Muñoz will also serve as the back-up Project Director if the Project Director is unavailable.



David Muñoz | Director – Grants Management | Project Director

David Muñoz will serve as the Project Director for this assignment providing oversight of grants administration, regulatory compliance, and fiscal management activities. He will ensure that the project remains aligned with applicable federal, state, county, and local funding requirements and that schedule, budget and reporting obligations are managed. He will oversee provide technical direction to the team to maintain documentation integrity and audit readiness throughout the lifecycle of the assignment.



Christopher Aune | Manager – Planning/Grants Management | Project Manager

Chris Aune will serve as the primary day-to-day Grants Compliance Manager for the Santa Maria Sports Complex Project. He will oversee expenditure tracking, reimbursement coordination, procurement documentation review, and overall compliance with applicable funding requirements. Chris will coordinate MDG staff responsible for Davis-Bacon and Section 3 monitoring. Chris will provide local presence and accessibility, ensuring that all activities are administered in accordance with federal, state, and local regulations.



Juan Nuñez | Associate – Labor Compliance | Labor Compliance Specialist

Juan Nuñez will serve as the labor compliance and Section 3 specialist and work closely with contractors to ensure certified payroll submissions are timely and accurate within LCPtracker™ and compliant with applicable Davis-Bacon and State prevailing wage requirements. He will attend pre-bid and pre-construction meetings as requested, will ensure on-site HUD-11 Employee Interviews are conducted, verify required jobsite postings, and coordinate with project staff to maintain organized labor compliance files.

REFERENCES

The following list represents MDG client references for the performance of similar tasks and grants management. Additional references are available upon request.

CLIENT	PROJECT DESCRIPTION	DURATION
<p>City of Irvine Sarah Escobedo, Management Analyst II 1 Civic Center Plaza, Irvine, CA 92606 E-mail: SEscobedo@cityofirvine.org Phone: (949) 724-7447</p>	<p>Administered the CDBG, HOME, and ESG Programs; Administered the CDBG funded Housing Rehabilitation and Mobilehome Rehabilitation Programs; Administered the CDBG-CV, HOME-ARP, and ESG-CV Programs; Annual Plans and CAPERs. Prepared Five-Year Consolidated Plan for 2010-2014; 2015-2019; 2020-2024; 2025-2029</p>	<p>2001 To Present</p>
<p>City of Fontana Valerie Gonzales, Housing Dev. MGR. 8353 Sierra Avenue Fontana, CA 92335 E-mail: vgonzales@fontana.gov Phone: (909) 350-6625</p>	<p>Implemented the CDBG, HOME, and ESG Programs; Implemented the CDBG funded Housing Rehabilitation and Lead Hazard Reduction Programs; Implemented the CalHome Mobile Home Rehabilitation Program; Annual Plans and CAPERs. Prepared Five-Year Consolidated Plan for 2010-2014; 2015-2019; 2020-2024; 2025-2029</p>	<p>2010 to Present</p>
<p>City of Hawthorne Kimberly Mack, Director of Housing 4455 West 126th Street Hawthorne, CA 90250 E-mail: kmack@cityofhawthorne.org Phone: (310) 349-1603</p>	<p>Administered the CDBG & HOME Program; Administered / implemented the CDBG funded Housing Rehabilitation Program; Administered / Implemented the Commercial Rehabilitation Program; Administered the CDBG-CV, HOME-ARP, and ESG-CV Programs; Implemented the Neighborhood Stabilization Program (NSP); Annual Plans and CAPERs. Prepared Five-Year Consolidated Plan for 2005-2010; 2010-2014; 2015-2019; 2020-2024; 2025-2029</p>	<p>1996 to Present</p>
<p>State of California – Housing and Community Development Dept. Alice Brodtkin, Disaster Recovery Federal Fiscal Compliance Section Manager 651 Bannon Street Sacramento, CA 95811 E-mail: Alice.Brodtkin@hcd.ca.gov Phone: (916) 883-6139</p>	<p>Supported the State in implementing the CDBG-DR funded Multi-Family Development Program and assisted the Fiscal Compliance Division with fiscal management tasks, including reconciliations, processing draws, and delivering training and technical assistance to subrecipients across the state for all Disaster Recovery grants awarded to the State.</p>	<p>2018 to Present</p>

FEE PROPOSAL

MDG Associates, Inc. proposes to provide the Grants Compliance Manager services to the City of Santa Maria on a time and materials basis. Billing will be based on the hourly rates set forth in **Table 1: Rate Schedule** included below. This approach allows for flexibility in responding to the City's specific needs and ensures that costs are directly aligned with the services provided.

If the City requests MDG to handle all daily labor compliance services, we are willing to offer fixed lump sum fee proposals for these services. Please note that MDG uses the LCPTracker software system to carry out its labor compliance monitoring.

We are committed to delivering high-quality work in a cost-effective manner and will coordinate closely with City staff to manage project budgets and reporting expectations.

**Table 1: Rate Schedule – 5 Year Schedule
(Hourly Rates)**

Team Member Title	PY 2025-26	PY 2026-27	PY 2027-28	PY 2028-29	PY 2029-30
President/Sr. Exec. Vice-President	\$175.00	\$179.00	\$184.00	\$190.00	\$196.00
Vice-President	\$164.00	\$169.00	\$173.00	\$179.00	\$185.00
Senior Director	\$163.00	\$163.00	\$167.00	\$172.00	\$177.00
Director	\$154.00	\$158.00	\$162.00	\$167.00	\$172.00
Deputy Director	\$139.00	\$142.00	\$146.00	\$151.00	\$156.00
Manager	\$123.00	\$127.00	\$130.00	\$134.00	\$138.00
Deputy Manger	\$127.00	\$120.00	\$123.00	\$127.00	\$131.00
Senior Associate	\$111.00	\$114.00	\$117.00	\$121.00	\$125.00
Associate	\$100.00	\$103.00	\$106.00	\$110.00	\$114.00
Senior Analyst	\$82.00	\$84.00	\$86.00	\$89.00	\$92.00
Analyst	\$77.00	\$79.00	\$81.00	\$84.00	\$87.00
Secretary	\$54.00	\$56.00	\$58.00	\$60.00	\$62.00

***Program year is defined as July 1 to June 30 of the following year.*

**Exhibit
I**

Personnel Resumes



RUDY MUÑOZ

President

AREAS OF EXPERTISE

Grants Management
HUD CPD Programs
Disaster Recovery Programs
CARES Act
Disaster Recovery Grant Reporting (DRGR) System
Uniform Administrative Requirements-2 CFR Part 200

YEARS OF EXPERIENCE

40 Years

CERTIFICATIONS/TRAINING

Certified HOME Program Regulations
California General Contractor No. 681042
ICBO Earthquake Retrofit - Wood Frame Certification
Certified Lead Visual Inspector

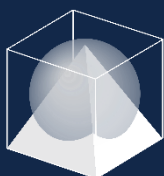
EDUCATION

Bachelor of Architecture
California Polytechnic University - Pomona

WORK HISTORY

MDG Associates, Inc.
1991 - Present

City of Huntington Park
1988 - 1991



MDG
Associates, Inc.

Rudy Muñoz serves as President and founder of MDG Associates, Inc. Over the past 40 years, he has assisted cities and counties with the design, administration, and implementation of their HUD-funded CPD Programs, including, but not limited to the CDBG, HOME, NSP and CDBG-DR programs. Rudy works with government agencies on the development of implementation strategies and tools that facilitate the management of their programs. He has been involved in HUD Disaster Recovery Programs since the 1994 Northridge Earthquake, where he directed the rehabilitation of over 300 homes for two cities in Los Angeles County. Rudy works as a subcontractor to several national Technical Assistance (TA) providers through HUD's Community Compass initiatives. He has provided classroom training on behalf of HUD including Basically CDBG, Assessment of Fair Housing (AFH), CPD Maps, eCon Planning Suite, and the Disaster Recovery Grant Reporting (DRGR) system. Due to his Spanish fluency, he has also provided all of the training in Spanish for the Commonwealth of Puerto Rico and its municipalities.

PROJECT SPECIFIC EXPERIENCE

State of California - Disaster Recovery and Mitigation Grant Financial Management, Data, and Reporting

Subject Matter Expert – Team Co-lead | November 2019 – June 2022

Rudy is the working group co-lead for the implementation of the financial management, data, and reporting (FDR) unit for Disaster Recovery and Mitigation grants received by the State of California from 2017 through the present. In total, he is working with seven disaster recovery and mitigation grants totaling approximately \$2.5 billion. Building on the basic framework of the CDBG program regulations, CDBG-DR Federal Register Notices, and the 2 CFR Part 200 regulations, Rudy has led the preparation of financial management policies and procedures, the development of standard operating procedures (SOPs), workflows, forms and documents, checklists, and system tools to assist HCD-DR staff in the fiscal management aspects of the disaster recovery and mitigation grants. He is assisting in conducting regularly scheduled reconciliations of their labor costs as well as the reconciliation across the three different program level systems (DRGR, Fi\$Cal, and Grants Network) and one project level system (eGrants). Rudy also provides technical assistance and training to new staff assigned to the disaster recovery program and regularly provides training for subrecipients in matters related to financial management.

Programs: CDBG-DR | CDBG-MIT | 2 CFR Part 200

Client: Alice Broadkin, Section Chief–Fiscal Compliance & Monitoring, California HCD
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
wendyp.nelson@hcd.ca.gov | (916) 841-8996



RUDY MUÑOZ

President

PROJECT SPECIFIC EXPERIENCE

Rehabilitation Programs (multiple agencies)

Program Manager / President | 1985 - Current

Rudy has provided residential and commercial rehabilitation program administration services to the City of Upland in addition to approximately 40 other grantees / participating jurisdictions in the last 30 years. Rudy's services to Upland have supported improvements to residential and commercial structures in the low- and moderate-income sections of the community. Rudy has designed and implemented housing rehabilitation programs utilizing a variety of grants including, but not limited to, CDBG, HOME, state, and local redevelopment funds that resulted in the rehabilitation of over 1,000 residential dwellings. In addition, he has designed and implemented commercial rehabilitation programs utilizing CDBG and local funds that has resulted in the renovation of over 200 commercial buildings in commercial districts that serve the low- and moderate-income community. In this role, Rudy has developed program guidelines, policies and procedures, implementation forms and documents, and tracking and monitoring systems for these programs. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: Diane Cotto, Development Services Manager, City of Upland
460 N. Euclid Avenue, Upland, CA 91786
dcotto@ci.upland.ca.us | (909) 931-4146

City of Paramount (plus various other cities), HUD CPD Programs Administration/Housing & Commercial Rehabilitation Administration

Program Manager / President | 2001 - Current

Rudy has provided program administration services to the City of Paramount in addition to 30 other grantees / participating jurisdictions during the last 20 years. Rudy's services to Paramount have supported improvements to a number of community facilities and infrastructure projects in the low- and moderate-income sections of the community. Rudy has designed and implemented a housing rehabilitation program utilizing HOME program funds that resulted in the rehabilitation of over 350 homes. In addition, he has designed and implemented a commercial rehabilitation program utilizing CDBG funds that has resulted in the renovation of over 60 commercial buildings in the City's core commercial district that serves the low- and moderate-income community. In this role, Rudy has developed program guidelines, supporting forms and documents, and tracking and monitoring systems for all of these programs to ensure compliance with CDBG and HOME regulations. Rudy is currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation

Client: John King, Planning Director, City of Paramount
16400 Colorado Avenue, Paramount, CA 90723
jking@paramountcity.com | (562) 220-2049



RUDY MUÑOZ

President

PROJECT SPECIFIC EXPERIENCE

U.S. HUD Technical Assistance – Basically CDBG Training and Online e-Learning Curriculum

Subject Matter Expert /Co-Lead Trainer | 2010 - 2021

Rudy was a co-trainer under contract to Enterprise Advisors and ICF for HUD's live in-person Basically CDBG Trainings from 2010 to 2017, which culminated in a recorded session in Atlanta, GA that was subsequently edited and used as part of HUD's Basically CDBG Online e-learning curriculum that is available to the public on the HUDEXchange.info website. Rudy also worked with Enterprise and HUD Headquarters staff to produce the Basically CDBG Online e-learning curriculum that is currently posted to the HUDEXchange.info website (2019-2020). Specifically, Rudy assisted in writing the content for the topical capacity building modules, made recommendations for edits to the live video recordings and reviewed all content for consistency with current HUD policy and guidance. Rudy assisted in the translation of the Basically CDBG training slide deck and manual into Spanish and provided the training in Spanish for the Commonwealth of Puerto Rico.

Programs: CDBG | Federal Crosscutting

Client: Diane Lobasso, Senior Advisor, HUD Office of DAS for Grants Programs
451 7th St. SW, Washington, D.C., 20410
Diane.L.Lobasso@hud.gov | (202) 402-2191

HUD CPD Program Trainings/Technical Assistance

Subject Matter Expert / Trainer | 2010 - Current

Rudy has provided a number of live in-person trainings on behalf of HUD through multiple service providers such as TDA, Enterprise Advisors, Cloudburst Group, ICF and NALCAB. Rudy has provided in-class training and technical assistance for grantees in two of HUDs reporting systems: the Integrated Disbursement and Information Systems (IDIS), and the Disaster Recovery Grant Reporting System (DRGR). He has assisted HUD Headquarters as a beta tester for the updates to the DRGR system as well as being a drafter/reviewer on the Ask A Question (AAQ) pool. Rudy was also selected as a trainer for the Assessment of Fair Housing (AFH) Final Rule and has also trained Financial Management Systems (2 CFR Part 200 - Uniform Administrative Requirements), eCon Planning Suite (for the development of Consolidated Plans and Action Plans); and CPD Maps. Rudy has provided all of the aforementioned training in English and in Spanish for the Commonwealth of Puerto Rico. In 2020, Rudy presented the CDBG-CV National Objectives training.

Programs: CDBG | Federal Crosscutting | AFH | IDIS | eCon Planning Suite

Client: HUD Office for Grants Programs
451 7th St. SW, Washington, D.C., 20410
Diane.L.Lobasso@hud.gov | (202) 402-2191



DAVID MUÑOZ

Director

AREAS OF EXPERTISE

Grants Management
HUD CPD Programs
Disaster Recovery Programs
CARES Act
Disaster Recovery Grant
Reporting (DRGR) System

YEARS OF EXPERIENCE

12 Years

EDUCATION

B.A. Politics and International
Affairs
Wake Forest University

WORK HISTORY

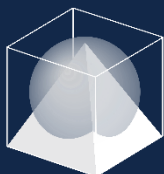
MDG Associates, Inc.
2014 - Present

Congressional Hispanic
Leadership Institute – Global
Leaders Fellow
2018

Winston-Salem Poverty
Thought Force
2016 - 2017

Fundación Chile 21 –
Research Assistant Intern
2015

MDG Associates Inc.
2014 - 2018 (part time)



MDG
Associates, Inc.

David has assisted cities, counties and states with the design, administration, implementation, and oversight of housing and community development programs – primarily through HUD CPD Programs. Provided services include the oversight of subrecipients, contractors, and internal departments to ensure regulatory compliance in their program implementation. He also provided CDBG-DR technical assistance to grantees, is a HUD national Technical Assistance provider and trainer on behalf of the DRGR system, is part of the HUD Ask a Question DRGR response team and conducted DRGR training in Spanish for the Commonwealth of Puerto Rico.

Areas of specialization include review of client's programmatic and financial systems, preparation of policies and procedures, development of implementation tools, forms, and mechanisms to assist the grantee in documenting process and compliance in addition to establishing performance and financial monitoring systems.

PROJECT SPECIFIC EXPERIENCE

State of California - CDBG-CV and ESG-CV Technical Assistance

Subject Matter Expert – Training Team Lead | March 2021 - Current

David developed training and capacity building materials for units of local government (UGLGs) and subrecipients under the State of California's \$150 Million Community Development Block Grant – CV (CDBG-CV) and \$315 Million Emergency Solutions Grant – CV (ESG-CV) programs funded by HUD in response to the COVID-19 pandemic. Training and capacity building was provided on the rules, regulations, and requirements of the CDBG-CV and the ESG-CV programs to State staff as well as subrecipients, and contractors receiving CDBG-CV and ESG-CV funds. He supported the State in designing tools, templates, and resource guides to support implementation of the CDBG-CV and ESG-CV programs; and provided technical assistance and performed QA/QC of program resources.

Programs: CDBG Admin. | HOME Admin. | Housing Rehab Admin. | CDBG-CV | ESG-CV

Client: Felicity Gasser, Section Chief
California Department of Housing and Community Development
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
felicity.gasser@hcd.ca.gov | (916) 820-1187

U.S. Department of Housing and Urban Development - Disaster Recovery Grant Reporting (DRGR) Technical Assistance

Subject Matter Expert – Trainer & TA Provider | May 2018 - Current

David was a co-trainer under contract to TDA Inc. for HUD's in-person Disaster Recovery Grant Reporting (DRGR) system trainings including training in Spanish for the Commonwealth of Puerto Rico. In addition, he provided on-line training on the DRGR system to grantees across the country participating remotely. He is a drafter/reviewer on the Ask A Question (AAQ) portal for the DRGR system. In addition, he assisted in the development of the DRGR User Manual reflecting the updates performed to the reporting system through release 8.0.

Programs: DRGR Reporting System

Client: Steven D. Edwards, CPD Specialist, HUD
451 7th Street SW, Washington, D.C., 20410
Steven.D.Edwards@hud.gov | (803) 765-5292



DAVID MUÑOZ

Director

PROJECT SPECIFIC EXPERIENCE

City of Hawthorne (plus various other cities), HUD CPD Programs Administration/ Housing & Commercial Rehab Administration

Program Manager – Manager | June 2018 - Current

David has provided program administration services to the City of Hawthorne in addition to multiple other grantees / participating jurisdictions. His services to Hawthorne have supported the improvements to a number of community facilities and infrastructure projects in the low- and moderate-income sections of the community. He has assisted in the implementation of a housing rehabilitation program utilizing HOME program funds that resulted in the rehabilitation of over 60 homes. In addition, he has designed and assisted in the implementation of a commercial rehabilitation program in the City's core commercial district that serves the low- and moderate-income community. In this role, he has developed program guidelines, supporting forms and documents, and tracking and monitoring systems for all programs to ensure compliance with CDBG and HOME regulations. David is also currently overseeing MDG program staff implementing these programs in cities across Southern California.

Programs: CDBG | HOME | Housing Rehabilitation | Commercial Rehabilitation | CDBG-CV | HOME ARP

Client: Kimberly Mack, Director of Housing, City of Hawthorne
4455 West 126th Street, Hawthorne, CA 90250
kmack@cityofhawthorne.org | (310) 349-1603

Puerto Rico - Disaster Recovery Monitoring and Compliance Technical Assistance

Subject Matter Expert – Manager | September 2019 – Current

David provided monitoring and general disaster recovery grant compliance technical assistance to the Commonwealth of Puerto Rico through the Puerto Rico Department of Housing (PRDOH), on behalf of the \$18.4 billion in CDBG-DR and CDBG-MIT funding from HUD in response to the devastation resulting from the 2017 Hurricane Maria. He worked as a sub-consultant to HORNE LLP in assisting the Commonwealth with developing a monitoring strategy, risk analysis, and providing training to the Commonwealth staff on every aspect of monitoring subrecipients and contractors responsible for implementing projects and programs contained in the CDBG-DR and CDBG-MIT Action Plan. Training included onsite and remote training on HUD monitoring exhibits, contractor and subrecipient oversight, 2 CFR 200 and other statutory and regulatory requirements, scheduling and conducting onsite and desktop monitoring events, preparing monitoring reports, and working with monitored entities to resolve open findings. He also assists the Commonwealth with preparing for HUD monitoring events, inclusive of reviewing and assessing existing monitoring processes for the purpose of strengthening oversight of all funded projects and programs, and preparing for HUD monitoring events. He also provided multiple trainings for Commonwealth staff and participated in several onsite and remote contractor, subrecipient and internal training events.

Programs: CDBG-DR | CDBG-MIT | OMB 2 CFR Part 200

Client: Ryan Flanery, Director of CDBG-DR Compliance, HORNE Puerto Rico
269 Avenida Juan Ponce de León, Hato Rey, PR 00917
Ryan.Flanery@hornellp.com | (727) 510-9588



DAVID MUÑOZ

Director

PROJECT SPECIFIC EXPERIENCE

City of Rancho Cucamonga (plus various other cities), Consolidated Plan and Assessment of Fair Housing

Program Manager | June 2018 - Current

David prepared the Consolidated Plan and Assessment of Fair Housing (AFH) documents for the City of Rancho Cucamonga in addition to various other cities. In the development of the Consolidated Plan and the Assessment of Fair Housing, he used HUD's new planning framework designed to ensure that HUD grantees take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. This work included analyses of fair housing data, assessments of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

His active participation in structuring and conducting community meetings and stakeholder focus groups for both documents underscored his commitment to inclusive engagement, ensuring that diverse perspectives from low- and moderate-income residents and members of protected classes were incorporated into planning efforts. Concurrent with this engagement strategy, he developed and prepared outreach materials such as notices, flyers, social media campaigns, and presentations in English and Spanish.

Through his proficiency in data analytics the foundation for preparation of the AFH and Consolidated Plan was established, by providing invaluable insights into community conditions and needs, thereby facilitating informed decision-making throughout the resource programming and approval processes. Furthermore, he supported the City by crafting strategic investment strategies that address the community's highest priority needs.

Programs: CDBG | HOME | ESG | Fair Housing and Equal Opportunity

Client: Flavio Nuñez
City of Rancho Cucamonga, Economic Development Department
10500 Civic Center Drive, Rancho Cucamonga, CA 91730
Flavio.Nunez@CityofRC.US | (909) 774-4313



**CHRISTOPHER
AUNE**
Manager

AREAS OF EXPERTISE

- Grants Management
- Accessory Dwelling Unit (ADU)
- Zoning
- CEQA Review

YEARS OF EXPERIENCE

22 Years

CERTIFICATIONS/TRAINING

- Accessory Dwelling Unit (ADU) Certification

EDUCATION

- B.A. Planning and Urban Studies, Urban Geography, History
- California State University Northridge

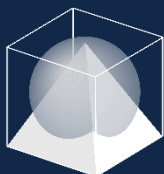
WORK HISTORY

MDG Associates, Inc.
2025 - Present

City of Lancaster
2006-2025

City of Agoura Hills
2005-2006

City of Walnut
2004-2005



MDG
Associates, Inc.

Chris Aune is a seasoned planning, housing, and grants management professional with over 21 years of experience in urban development, zoning, permitting, affordable housing initiatives, and public-sector grant administration. Recognized as an “ADU Guru,” Chris has led the development and implementation of innovative planning solutions while overseeing federal and state housing grants, including CDBG, HOME, and CalHome programs. His expertise includes preparation of CEQA documentation, administration and compliance of HUD and State housing funds, development of architectural and design guidelines, management of complex affordable housing initiatives, and strategic use of permit-ready ADU programs to expand housing access and streamline approvals. With a strong foundation in Planning and Urban Studies, Chris has played a pivotal role in advancing community-focused, fiscally responsible, and sustainable urban growth strategies.

Chris’s portfolio reflects a commitment to creative, context-sensitive development and disciplined program oversight. He has successfully worked on high-impact projects such as the redevelopment of the former Antelope Valley Fairgrounds, citywide scattered-site housing developments, Transit Oriented Development (T.O.D.) Zone guidelines, and the oversight of housing rehabilitation and homeownership programs funded through federal and state grants. His guidance on architectural design standards, stakeholder engagement, fiscal compliance, and coordination with engineering, building, and finance departments has helped cities achieve policy objectives while maintaining regulatory compliance and measurable results.

PROJECT SPECIFIC EXPERIENCE

HUD CPD Grant Management

Housing Manager | May 2023 – May 2025

Chris was responsible for the oversight and administration of the City of Lancaster’s annual U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) grant allocations, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. In addition, he managed State of California housing grants, including the CalHome Program administered by the California Department of Housing and Community Development (HCD), as well as other state-funded housing assistance programs supporting rehabilitation and homeownership activities.

In this role, Christopher managed the full grant lifecycle from planning and budget allocation through implementation, reimbursement, and closeout. His responsibilities included ensuring compliance with all grant regulations as well as all crosscutting requirements including the Uniform Administrative Requirements and applicable State HCD guidelines governing State grant funds.

A significant component of his responsibilities included managing third-party consultants responsible for implementing the City’s Housing Rehabilitation Program and First-Time Homebuyer Program. Christopher provided direct oversight of consultant contracts, monitored performance metrics, reviewed reimbursement packages, ensured regulatory compliance, and verified adherence to both federal and state requirements. His oversight included confirming compliance with federal labor standards and State prevailing wage requirements where applicable, as well as procurement documentation review to ensure conformity with Uniform Guidance and state contracting rules.

Programs: Current Planning | Advanced Planning |

Client: Patti Garibay, Director of Community Development, City of Lancaster
44933 Fern Avenue, Lancaster, CA 93534



CHRISTOPHER AUNE

Manager

PROJECT SPECIFIC EXPERIENCE

Permit-Ready ADUs

Housing Manager | June 2006 – May 2025

Christopher led the City of Lancaster's Permit-Ready Accessory Dwelling Unit (ADU) program, a strategic initiative aimed at addressing the region's housing shortage by simplifying and expediting the ADU development process. He led a multidisciplinary team that included an architectural design consultant and City Planning and Building staff to develop a suite of pre-approved ADU plans. Recognizing the wide variety of lot sizes, shapes, and neighborhood contexts across Lancaster, Christopher emphasized the importance of design flexibility and encouraged the creation of plans that could adapt to multiple site configurations. Rather than enforce a single architectural standard, he championed the inclusion of diverse and locally appropriate styles—including Bungalow, Mediterranean, and California Ranch—to ensure broader community acceptance and compatibility with existing homes.

The result of this effort was the successful creation of six unique ADU designs that were reviewed and approved in advance by both the Planning and Building divisions. This eliminated the need for individual plan checks for each new ADU application, dramatically reducing permitting timelines and development costs for homeowners. By implementing this forward-thinking program, he helped position the City as a leader in ADU development and provided residents with accessible pathways to expand housing on their properties, contributing to long-term affordability and smart urban growth

Programs: ADUs | Planning | Housing

Client: Patti Garibay, Director of Community Development, City of Lancaster
44933 Fern Avenue, Lancaster, CA 93534
pgaribay@cityoflanasterca.gov | (661) 723-6072

Development of the Former Antelope Valley Fairgrounds

Housing Manager | June 2006 – May 2025

Christopher led the redevelopment planning process for the former Antelope Valley Fairgrounds, transforming a large, underutilized site into a dynamic mixed-use affordable housing project. He initiated the effort by issuing a comprehensive request for proposals (RFP) and successfully facilitated the selection of a development team composed of Habitat for Humanity and The Grupe Company. Working closely with the developers and an engineering consultant, Christopher addressed significant challenges related to the site's complex configuration, including numerous existing parcel lines and infrastructure constraints. He provided critical guidance on improving the site layout, optimizing the placement of residential units, open space, and community amenities, and negotiated key provisions of the Exclusive Negotiation Agreements. The resulting plan covers 37 acres and will deliver 382 units of affordable housing alongside a five-acre neighborhood commercial component. Christopher's leadership in managing interdepartmental coordination, stakeholder engagement, and technical analysis ensured that the project advanced in alignment with the City's long-term goals for housing and community revitalization.

Programs: CDBG | Federal Crosscutting

Client: Patti Garibay, Director of Community Development, City of Lancaster
44933 Fern Avenue, Lancaster, CA 93534
pgaribay@cityoflanasterca.gov | (661) 723-6072



CHRISTOPHER AUNE

Manager

PROJECT SPECIFIC EXPERIENCE

Transit Oriented Development (T.O.D) ZONES Development Guidelines

Housing Manager | June 2006 – May 2025

Transit Oriented Development (T.O.D.) Zones in the City of Lancaster, a planning initiative funded by a Sustainable Planning Grant from the Los Angeles County Metropolitan Transportation Authority (METRO). The goal of the project was to revitalize and intensify the walkable, mixed-use neighborhoods surrounding the downtown core and the Metrolink Station. Christopher began by identifying key stakeholders and organizing a series of community engagement activities, including neighborhood walks, stakeholder meetings, surveys, and outreach to residents, business owners, and faith-based leaders. Acting as the grant manager, he prepared and submitted all required quarterly reports and ensured compliance with grant objectives. He also worked closely with a consultant team to translate community input into a comprehensive set of TOD Zone guidelines, which were finalized in 2015. These guidelines became a foundational component of the City's long-term strategy to enhance connectivity, support smart growth, and promote reinvestment in its historic downtown and adjacent neighborhoods.

Programs: Transit Development | Planning | Housing

Client: Patti Garibay, Director of Community Development, City of Lancaster
44933 Fern Avenue, Lancaster, CA 93534
pgaribay@cityoflanasterca.gov | (661) 723-6072

Lancaster Architectural and Design Guidelines

City Planner | July 2006 – May 2018

Christopher led the City of Lancaster's effort to develop its first-ever Architectural and Design Guidelines, a transformative project aimed at improving the quality and character of new development citywide. In response to the absence of established design standards, Christopher facilitated the creation of an architectural design commission and organized a series of educational tours for commissioners and staff to study architecture, public spaces, and master-planned communities throughout the Los Angeles region. He coordinated numerous commission meetings to gather input and build consensus on preferred architectural styles, design elements, building placement, and drought-tolerant landscaping. Christopher also oversaw a robust stakeholder engagement process, including outreach to the Building Industry Association, which ultimately endorsed the guidelines. With the assistance of a consultant, the guidelines were drafted and adopted, providing Planning staff with a powerful tool to encourage high-quality, context-sensitive development. The new standards have since helped elevate the design quality of projects across Lancaster, aligning new growth with the community's long-term vision for livability and aesthetics.

Programs: CDBG | Federal Crosscutting

Client: Patti Garibay, Director of Community Development, City of Lancaster
44933 Fern Avenue, Lancaster, CA 93534
pgaribay@cityoflanasterca.gov | (661) 723-6072



JUAN NUÑEZ

Associate

AREAS OF EXPERTISE

Labor Compliance
Section 3 Requirements
Davis-Bacon and Related Acts (DBRA)

YEARS OF EXPERIENCE

5 Years

CERTIFICATIONS/TRAINING

HUD Section 3 Final Rule
LCPtracker Academy – Federal Prevailing Wage
LCPtracker Academy – State Prevailing Wage

EDUCATION

High School Diploma
Rialto High School

WORK HISTORY

MDG Associates, Inc.
2021 - Present



Juan Nunez leads the company's labor compliance and Section 3 monitoring program. The labor compliance monitoring has included both State of California as well as the federal Davis-Bacon and Related Acts (DBRA). Juan is responsible for labor compliance monitoring for over 15 cities and over 30 projects. Juan focuses on implementing monitoring strategies to assist cities and contractors through the various labor compliance regulations imposed by federal and state grants.

Juan is responsible for ensuring that all contractors and subcontractors are well informed of the reporting requirements during the pre-bid and pre-construction meetings. He is responsible for collecting, reviewing, and working with contractors on ensuring that all workers are paid prevailing wages as established by the regulatory agencies.

PROJECT SPECIFIC EXPERIENCE

City of Irvine – Capital Improvement Projects

Lead Compliance Consultant | 2023-Present

Juan provides the overall labor compliance and Section 3 monitoring for Irvine's CDBG and HOME-funded capital improvement projects. Projects include affordable housing development, Americans with Disabilities Act improvements at a variety of public facilities, and nonprofit-owned facilities rehabilitation projects.

Juan is 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 any labor standard violations as well as Section 3 reporting and compliance. Juan also coordinates preparation of and the submission of the Semi-Annual and Annual Labor Standards Enforcement reports to local counties and U.S Department of Housing and Urban Development (HUD).

Programs: CDBG

Client: Stacy Delong, Senior Project Manager, City of Irvine
1 Civic Center Plaza, Irvine, CA 92606
SDeLong@cityofirvine.org | (949) 473-1237

C&C Development – Lincoln Avenue Apartments

Lead Compliance Consultant | 2024 - Present

Juan provides the overall labor compliance and Section 3 monitoring for the project. The project includes new construction of a 55-unit affordable rental housing development in the City of Buena Park. Layered funding sources triggered federal and state prevailing wage, minority- and women-owned business enterprise, and Section 3 requirements.

Juan is 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 any labor standard violations as well as MBE/WBE and Section 3 reporting and compliance.

Programs: Low Income Housing Tax Credits, CalOptima Health Grant, HUD Funds

Client: Todd Cottle, Principal
14211 Yorba Street, Suite 200 Tustin, CA 92780
Todd@c-cdev.com | (714) 288-7600



Juan Nuñez

Associate

PROJECT SPECIFIC EXPERIENCE

City of Hawthorne – Capital Improvement Projects

Labor Compliance Specialist / Associate | 2025 - Current

Juan provides the overall labor compliance and Section 3 monitoring for three Hawthorne capital improvement projects. The three projects consist of the Hawthorne Senior Center; Hawthorne City Yard Facility; and the Holly Park Renovation Project. These three projects have a construction value of \$30 Million. In addition, Juan has been assisting the City in the labor compliance review of the bid documents for the City Hall project which is estimated to cost approximately \$26 Million.

Juan is 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 any labor standard violations as well as Section 3 reporting and compliance. Juan also coordinates preparation of and the submission of the Semi-Annual and Annual Labor Standards Enforcement reports to local counties and U.S Department of Housing and Urban Development (HUD) and ensuring that the contactors are submitting certified payrolls through the States labor compliance portal.

Programs: CDBG | General Funds | Section 108 Loan Funds |

Client: Kimberly Mack, Director of Housing, City of Hawthorne
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kmack@cityofhawthorne.org | (310) 349-1603

City of Hesperia – Street Improvement Projects

Labor Compliance Specialist / Associate | 2024 - Current

Juan provides the overall labor compliance and Section 3 monitoring for five street reconstruction projects. The five street projects have a construction value of approximately \$4.8 Million.

Juan is 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 any labor standard violations as well as Section 3 reporting and compliance. Juan also coordinates preparation of and the submission of the Semi-Annual and Annual Labor Standards Enforcement reports to local counties and U.S Department of Housing and Urban Development (HUD) and ensuring that the contactors are submitting certified payrolls through the States labor compliance portal.

Programs: CDBG | Gas Tax | General Funds | Transportation Grant Funds

Client: Deanna Lestina, Project Manager, City of Hesperia
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