



August 23, 2021

Ms. Dena Heald
Deputy Finance Director
City of Moreno Valley
14177 Fredrick Street
Moreno Valley, CA 92553

Re: *Proposal to Provide Administration of U.S. Department of Treasury Emergency Rental Assistance Program- ERA2*

Dear Ms. Heald:

Per your request, Willdan Financial Services ("Willdan") is pleased to submit the following proposal to the City of Moreno Valley ("City") to provide Grant Administration Services to promptly and effectively utilize the recent second round of funding to the City by U.S. Department of the Treasury ("Treasury Department") for its Emergency Rental Assistance Program ("ERA2") in the amount of \$5,012,189. These ERA2 funds have been awarded to the City by the Treasury Department under Section 501 of Division N of the Federal Consolidated Appropriations Act 2021 to assist in mitigating the impact to the community due to the Coronavirus pandemic. The objective of ERA2 funds is to provide direct financial assistance and housing stability services to low- and moderate-income residents of the City. ERA2 funds must be obligated by September 30, 2025 or be recaptured by the Treasury Department for reallocation, so time is of the essence to implement the activity.

The Treasury Department has urged agencies receiving the ERA2 funds to move quickly to bring relief to qualified families affected by Covid-19. Willdan's commitment to the City of Moreno Valley is to provide the highest degree of dedication and expertise in order to achieve this goal. We are also poised to extend the scope of this proposal to a 3rd round of ERA funding, if received by the City.

We look forward to the opportunity to extend our relationship with the City to include the requested services. Should you have any questions, or need additional information, please contact me at (951) 587-3527, or via email at BQuaid@Willdan.com.

Thank you again for this opportunity to submit our proposal for these critical services.

Sincerely,

WILLDAN FINANCIAL SERVICES

Robert D. Quaid
Principal Consultant
District Administration Services

Gladys Medina
Vice President – Group Director
District Administration Services

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Proposed Consultant Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals to provide the services requested. We are confident that our team possesses the depth of experience that will successfully fulfill the desired work performance.

Mr. **Robert “Bob” Quaid**, Principal Consultant, will serve as the Project Manager for this assignment and will be the primary contact person for City staff.

Ms. **Helen Jones** and Ms. **Richelle Tague** will provide **grant subrecipient monitoring and administrative support**, they will work closely with Mr. Quaid during the engagement.

Mr. **Tim Colón**, CDBG analyst, will provide Technical Assistance, as needed. Mr. Colón is currently working with several other agencies on their ERA2 implementation.

Resumes

Resumes for Willdan project team are provided on the following pages. Each resume identifies the team member's title, responsibility, and prior experience that will be drawn upon in order to effectively and efficiently complete the services desired by the City of Moreno Valley.

Robert (Bob) Quaid, CPA

Project Manager

Education

*Bachelor of Science,
University of Southern
California*

In the position of Principal Consultant at Willdan, Mr. Quaid provides project management, technical support, grant monitoring and quality review of client deliverables for Willdan's grant administration team. Mr. Quaid also serves as the lead consultant for construction cost audits, special financial projects and as interim finance/administrative staff support to client agencies.

Areas of Expertise

*Grant Administration
and Monitoring*

Cost of Service Studies

BID Administration

*Statutory Financial
Reporting*

*Fiscal Analysis for User
Fees and Rates*

Fund Audits

*Quality Review of
Community Facilities,
Lighting & Landscaping,
and Assessment Districts*

Affiliations

*California Society of
Municipal Finance Officers*

With 20 years of experience in the public finance industry, Mr. Quaid has participated in numerous cost service studies and construction cost audits and most recently provided grant administration support for the City of Moreno Valley. Mr. Quaid began his career as an auditor in 1976 with the international CPA firm formerly known as Haskins & Sells. He spent 11 years as an accounting and financial manager in the real estate development industry before joining Willdan in 2001.

Related Project Experience

City of Moreno Valley, CA – Grant Consultant/Manager: Currently serves as the lead grant consultant to the City, Mr. Quaid reports to the City financial operations manager and supervises a Willdan staff of three individuals supporting the City's annual grant administration, monitoring and reporting activities. These activities include, but are not limited to: reviewing, scoring and preparing Council recommendation reports on the subrecipient applications for the City's annual CDBG, HOME and ESG entitlement awards, as well as its CARES and ERA1 awards; conducting pre- and post-award training sessions with subrecipients; reviewing sub-recipient invoices for payment; and entering various information into the HUD Integrated Disbursement of Information System (IDIS) and reporting to the USDT for the ERA program.

Mr. Quaid also oversees the preparation of the Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER), plans and conducts the annual onsite subrecipient monitoring, and interfaces with regional HUD representatives on technical issues for the City.

Certifications/Licenses

*Certified Public
Accountant*

20 Years' Experience

North City West School Facilities Financing Authority, CA – Administrator: As the administrator for the three member joint powers authority, Mr. Quaid worked closely with the Executive Director and was primarily responsible for supervising the monthly administration, accounting and investment functions including processing of revenues and expenses in accordance with GAAP; coordinating debt service payments with the bond trustee; preparing quarterly Board agendas and financial reports; working with the independent CPA during the annual audit/compliance review; interfacing with the San Diego County Office of Education; filing mandatory/regulatory reports with the City of San Diego and the Securities and Exchange Commission; and communicating with Board members, as needed.

Central Basin Municipal Water District, CA – Interim Financial Manager: As the District's Interim Financial Manager, Mr. Quaid's duties included working with the General Manager, department heads and District staff to develop the annual budget; provide an assessment of the finance department's current staffing plan; work with staff in preparation of monthly budget versus actual reports for project managers for budget monitoring; work with staff in preparation of financial information to be included in the monthly Board reports; assist department staff with scheduled check runs and check requests; effectively manage cash flows; ensure compliance with IRS and SEC requirements on tax-exempt bond issues; review the District's Long-Range Financial Plan with the General Manager; assist with the identification of necessary rates to meet District revenue requirements; provide financial market updates; attend regular monthly Board meetings, agenda meetings and department head meetings; and held regular office hours at the District office. Mr. Quaid also represented the District in a Bureau of Reclamation grant audit for the District's recycled water pipeline providing necessary support for indirect costs allocated to the grant.

Helen Jones

Senior Analyst

Education

*Bachelor of Arts,
Lakehead University,
Thunder Bay, Canada
Cum Laude*

Certified Fraud Examiner

Areas of Expertise

*Grant Monitoring
Acquisition Audit Services*

Professional Affiliations

*Association of Chartered
Certified Accountants*

12 Years' Experience

Ms. Helen Jones is a Senior Analyst in Willdan's District Administration Services group. She assists in the research and analysis necessary to resolve local government financial issues related to auditing and administration.

Ms. Jones joined Willdan with over a dozen years of financial and auditing experience. She enhances the Willdan team by bringing her expertise in understanding organization objectives and structure, policies, processes, internal controls, and external regulations; identifying risk areas; and preparing programs. In her career, she has served as an auditor, controller and chief financial officer, with real estate development and financial control firms.

As a senior analyst and auditor with an international fraud investigation and dispute resolution firm in the firms' Cayman office, she specialized in complex offshore asset recovery; fraud investigation and insolvency projects; prepared affidavits in support of Grand Court submissions; traced funds and classes structures of SPhinX Funds with over \$500M in assets; and cross border insolvency complications. She also maintained direct involvement in efforts to recover Fairfield funds' assets, one of the major victims in the Bernie Madoff Ponzi scheme.

In the capacity of financial controller of a real estate development and general construction firm, Ms. Jones oversaw all financial matters, including preparing financial statements; payroll, regulatory communications and filings; ensuring adequate cash flow; and reporting to investors. While with the firm, she was the acting chief financial officer for a real estate development/new construction project in Old Town Temecula and oversaw the construction of a \$12M mixed use building with a combined square footage of 37,000 and accommodating restaurants, retail spaces, executive office suites and apartments. Her tasks included, point of contact for all project funding for the lending bank and fund control company; prepared all fund draw requests; ensured compliance with all provisions of the City of Temecula conditions for redevelopment grant of \$4M; vendor relations and payment of sub-contractors; investor reporting; and preparing financial statements and regulatory filings.

Related Project Experience

City of Moreno Valley, CA – Grant Analyst: Ms. Jones serves as one of Willdan's grant analysts providing technical and compliance reviews of subrecipient invoices under agreement with the City. Ms. Jones also teams with Mr. Quaid in conducting the onsite monitoring of the City's CDBG and ESG subrecipients providing technical support in review of contracts, Davis-Bacon prevailing wage compliance, Section 3 compliance and other HUD regulations affecting the program activity. Ms. Jones also assists in the preparation of the monitoring reports to the City. She also serves as the lead grant analyst for the City's CARES and ERA1 grant programs.

County of San Diego, CA – Construction Cost Audit Project Analyst: Currently serving as project analyst for the construction cost audit of \$55.4 million in public facilities including streets, bridges, parks, sewer, water and wastewater treatment associated with Community Facilities District No. 2008-1.

Ms. Jones reviews all required documents required for submittal by the home developer, pursuant to the Acquisition and Funding Agreement. She also performs the review of certified payroll for the contractors and subcontractors for prevailing wage compliance, coordinates communications by the Project Manager to the County and the developer and assists in the preparation of the audit reports for the facilities.

Richelle Lane

Senior Analyst

Education

*Bachelor of Science in
Business Administration
(Emphasis in
Accounting); California
Baptist University*

Ms. Richelle Tague provides grant administration support for Willdan's grant engagements. She reviews and evaluates subrecipient CDBG, HOME and ESG grant applications, invoice review, procedures development, preparation of cash drawdowns and budget progress reports for funded projects.

Areas of Expertise

Grant-Related Services

Non-Profit Organization

Accounting

Database Management

As a Willdan Senior Analyst, Ms. Tague assists in the research and analysis required to resolve local government financial issues related to district and grant administration, including database management, research of applicable laws and regulations, and report preparation.

Further, Ms. Tague is also involved in auditing services, for which she has worked with a number of cities and developers related to the reimbursement of public facilities. She is also part of the on-call grant services team and is responsible for providing fiscal, reimbursement review, reporting, and budget support to agencies on an as-needed basis.

9 Years' Experience

Ms. Tague came to Willdan with six years of combined finance and accounting experience. Prior to joining Willdan, she worked for the American Red Cross and was responsible for the day-to-day grant fiscal administration for federally funded programs, such as CDBG and various National Emergency Grants (NEG).

Previous services performed by Ms. Tague related to federal grants included:

- Preparation of draw down requests;
- Accounts payable and payroll;
- Monitoring of grant expenditures and project milestones;
- Development of policies and procedures to implement new grants and projects; and
- Analysis and preparation of statistical information used for performance reporting (i.e., number of participants served, income levels, demographics etc.).

Related Project Experience

City of Moreno Valley, CA – Grant Analyst: Ms. Tague has served as one of Willdan's grant analysts providing grant application and subrecipient invoice review support for the City's ERA1 and CARES CDBG-CV and ESG-CV grant programs for Fiscal Years 2018 through 2021.

Timothy C. Colón, JD, MUP

CDBG Analyst

Education

Juris Doctor
University of Minnesota,
Minneapolis, MN

Master of Urban Planning
University of Kansas,
Lawrence, KS,

Bachelor of Arts,
Political Science,
University of Minnesota,
Morris, MN,

20 Years' Experience

Mr. Timothy C. Colón is a Willdan Engineering CDBG Analyst with 20 years of experience. Mr. Colón is experienced in reviewing and aligning program policies with HUD regulations under 24 CFR 570, the allocating Federal Register Notice, and HUD CPD notices. Mr. Colón is knowledgeable in CDBG-DR program planning and Action Plan development.

Relevant Project Experience

Tetra Tech, Los Angeles, CA – Program Manager/Subject Matter Expert: Housing Policy and Disaster Recovery matter expertise for CDBG-DR program planning and Action Plan development.

US Department of Housing and Urban Development, New York, NY, Los Angeles, CA Community Planning and Development Specialist: Office of Community Planning and Development – Disaster Recovery and Special Issues Division.

Port Authority of New York and New Jersey, New York, NY – Manager, Alternative Funding Strategies: Identify and advance projects eligible for federal funding/financing and anticipate compliance impacts.

US Department of the Treasury, Washington, DC – Senior Policy Advisor: Supervisory position that involved managing the creation and implementation of a compliance framework, administered across 56 participants and encompassing \$1.5 Billion, including risk assessment, sample testing, technical assistance, and on-site review

US Department of Housing and Urban Development, Washington, DC – Attorney/Fellow (GS 1101-13). Office of General Counsel Office of Assisted Housing and Community Development and Los Angeles Field Office: Conducted loan closings for the HUD 202/811 programs on projects worth over \$25 million.

Office of Affordable Housing Programs. Drafted regulations and policies for the HUD Federal Housing Trust Fund. Drafted policy documents including federal regulations and federal notices for a federal housing production program.

Office of Community Planning and Development – Los Angeles Field Office. Monitored and evaluated recipients of CPD Programs and other grants.

Office of Block Grant Assistance (CDBG). Assisted in the distribution of Neighborhood Stabilization Program (a short term Federal housing and economic development program) to assist communities severely impacted by the foreclosure crisis. Reviewed plans and developed recommendations to ensure compliance with NSP statutory requirements and program regulations including management controls, quality controls, and performance measures.

Lynn Jackson Schultz and Lebrun, Sioux Falls, SD – Law Clerk Summer 2007: Developed and prepared legal contracts and legal memoranda. Drafted and prepared trial court and appellate court briefs including an appellate brief to the state Supreme Court on the issue of wrongful interference of a business relationship. Assisted with depositions, trials and business transactions.

Scope of Work

Willdan understands that the City seeks grant program administration support for its ERA2 Grant to mitigate the effect of the Coronavirus outbreak. Prompt program planning, implementation and administration is essential to the successful performance of the ERA2 Grant activities and reporting of accomplishments to the grantor agencies.

Willdan proposes the following tasks to fully administer the ERA2 Grants.

A. Funding Recommendation Process

1. Assist in determining the allocation of the ERA2 grant funds to the eligible activities pursuant to the Treasury Department guidelines.
2. Assist in drafting staff reports to council and attending finance committee and City Council meetings when requested.
3. Provide technical assistance with regard to eligible activities for the ERA2 Grants.
4. Review applications and associated documents submitted by applicants.
5. Notify applicants regarding incomplete or missing documentation.

B. Program Administration

1. If requested, conduct workshop for selected ERA2 subrecipients to advise on ERA2 federal requirements.
2. Assist in the drafting and finalization of ERA2 subrecipient agreements with City. Interface with subrecipients regarding questions or request for technical assistance.
3. Coordinate the preparation of environmental reports for each subrecipient activity, as needed.
4. Set up programs with executed ERA2 agreements in Willdan files and City files as needed.
5. Perform ongoing review of subrecipient invoices requesting reimbursement of program costs, including but not limited to, comparing requested amount with program budget, determining all costs are supported with appropriate documentation linking them to program activity, verifying receipt of all required certifications and performance reports, interfacing with subrecipients on any issues relating to the invoice.
6. Provide ongoing technical support to subrecipients and interface with federal and state representatives for technical assistance, as needed.
7. Provide ongoing reporting City staff of grant administration milestones.
8. Provide required federal and state reporting on ERA2 activity.

C. Program Close Out

1. Perform final close out of ERA2 program as required by the federal and state program requirements.
2. Fulfill any federal or state program requirements for subrecipient oversight by scheduling and notifying subrecipients of onsite monitoring visits to determine compliance with federal or state regulations and terms and conditions of the agreement.

City Responsibilities

To assist Willdan, the City will provide the following information and/or services:

- Primary contact at City for all grant related deliverables and correspondence.
- Access to all relevant ERA2 related files on the City network.

Please note Willdan will rely on the validity and accuracy of the City of Moreno Valley data and documentation to complete this engagement. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that we will not be responsible for any errors that result from inaccurate data provided by the City or a third party.

Project Term

The scope of services will be provided by Willdan commencing September 2021 and continue through June 30, 2025, which is determined to be sufficient to meet the Treasury Department's ERA2 program expenditure and close out deadline of September 30, 2025.

Proposed Fees

Project Fees

Based upon our proposed scope of work, we propose a ***not-to-exceed annual contract price of \$75,000.*** The fee reflects the tasks and hours necessary to complete the ERA2 administration through June 30, 2025. We will invoice the City monthly based on the number of service hours provided to the project.

Hourly Rates

The table below outlines Willdan’s current hourly rates that will apply for any additional services above and beyond the proposed Scope of Work.

Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Project Manager	Robert Quaid	\$ 130
CDBG Analyst	Timothy C. Colón	125
Senior Analyst	Helen Jones	100
Senior Analyst	Richelle Tague	100