

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Luke Watson, Deputy City Manager

DATE: May 14, 2024

SUBJECT: Approve Agreement for Consultant Services with MDG Associates, Inc. to Provide Community Development Block Grant Administration Services for Fiscal Years 2024-2027

PREPARED BY: Brandon Rabidou, Principal Management Analyst

RECOMMENDATION: That the City Council approve an agreement for consultant services with MDG Associates, Inc. for a total agreement of \$82,000 annually, to provide Community Development Block Grant Administration Services for Fiscal Years 2024-2027, not to exceed \$410,000 over the term of the agreement.

BACKGROUND: As experts in the field, MDG Associates, Inc. provide technical assistance for the administration and implement of the Community Development Block Grant (CDBG) program and work with City staff to determine project eligibility, monitor projects, and ensure compliance with all Federal, State, and local reporting requirements. MDG also completed the day-to-day requirements of the program including:

- Preparing reports, such as the Annual Action Plan and Comprehensive Annual Performance Evaluation Report
- Processing invoices and agreements
- Preparation of environmental review forms for CDBG projects
- Monitor CDBG related Capital Improvement Projects
- Prepare and maintain files and contracts for CDBG funded activities
- Work with staff to prepare funding plans for CDBG resources

This agreement will enable MDG Associates to complete CDBG administrative services for fiscal years 2024-2027. Additionally, the agreement allows the City Manager to extend the term of the agreement by two additional years, based on the performance of the consultant.

FISCAL IMPACT: There are sufficient funds to cover the costs of the agreement in the CDBG budget.

ATTACHMENTS: Agreement