

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Luke Watson, Director of Community Development

DATE: July 23, 2019

SUBJECT: Approve an Agreement for Consultant Services with MDG Associates, Inc., to Provide Community Development Block Grant (CDBG) Administration Services for Fiscal Years 2019-22

PREPARED BY: Lynn Kelly-Lehner, Principal Management Analyst

RECOMMENDATION: That the City Council approve an agreement for consultant services with MDG Associates, Inc., for a total agreement of \$80,600 annually, to provide Community Development Block Grant (CDBG) Administration Services for Fiscal Years 2019-22, not to exceed \$241,800 over the term of the agreement.

BACKGROUND: As experts in the field, MDG Associates, Inc. provide technical assistance for the administration and implementation of the 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 completes 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, Inc. to complete CDBG administration services for fiscal years 2019-22.

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

ATTACHMENTS: Agreement with MDG Associates, Inc.