

**FIRST AMENDMENT TO CONSULTANT AGREEMENT INCORPORATING  
COMMUNITY DEVELOPMENT BLOCK GRANT REQUIREMENTS**

THIS FIRST AMENDMENT to the above-referenced agreement is entered into \_\_\_\_\_, 2024, by and between MDG Associates, Inc., a California corporation ("Consultant"), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California ("City"). Consultant and the City shall be collectively referred to as the "Parties."

**RECITALS**

- A. The Parties entered into Agreement No. A-2020-099 ("Agreement") dated July 1, 2020, whereby Consultant agreed to provide select monitoring and technical support services to the City, as well as administrative services for the City's CDBG, HOME, ESG, and WIOA Programs.
- B. On February 10, 2023, the parties exercised their option to extend the term of the Agreement (A-2020-099-01) through June 30, 2024. The Agreement is current and in-effect.
- C. The Parties now wish to amend the Agreement to modify the scope of work to include additional services, extend the term of the Agreement, and increase the overall compensation paid by the City to the Consultant for the additional services through the extended term of the Agreement. No further terms are contemplated by this Amendment.

**The Parties therefore agree:**

- 1. **Section 1, Scope of Services**, is hereby amended to also include services detailed in the attached **Exhibit A-1**.
- 2. **Section 2.b, Compensation**, is hereby amended to increase the overall amount of the Agreement by \$44,500. The total amount to be expended under the term of the Agreement shall not exceed **\$259,616.00**.
- 3. **Section 3, Term**, is hereby extended through June 30, 2025. The City hereby exercises its final option to extend the Agreement for a one (1) year period.
- 4. Except as modified by this First Amendment, all terms and conditions of the Agreement, shall remain in full force and effect.

*[signature page to follow]*

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement on the date and year first written above.

**ATTEST**


**CITY OF SANTA ANA**

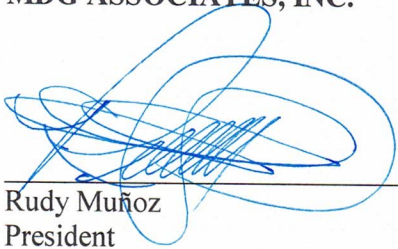
\_\_\_\_\_  
Jennifer Hall  
City Clerk

\_\_\_\_\_  
Thomas Hatch  
Interim City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**MDG ASSOCIATES, INC.**

By:   
\_\_\_\_\_  
Andrea Garcia-Miller  
Assistant City Attorney

  
\_\_\_\_\_  
Rudy Muñoz  
President

**RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
Michael L. Garcia  
Executive Director  
Community Development Agency

# MDG Associates · Inc.

Consolidated Plan and Supporting Documents  
December 1, 2023

**Corporate Headquarters**

10722 Arrow Route, Suite 822  
Rancho Cucamonga, CA 91730

Telephone (909) 476 – 9696

Fax (909) 476 – 6086

Contact: Rudy Muñoz, President



**MDG**  
Associates, Inc.

# Budget Details

Task	Budget	Timeline
Citizen Participation Plan Review	\$3,500	June 30, 2024
Language Access Plan Update	\$3,000	June 30, 2024
Consolidated Plan and Year 1 AAP	\$38,000	May 15, 2025
<b>TOTAL</b>	<b>\$44,500</b>	

All costs will be invoiced as a fixed fee line item which will be billed at MDG's current hourly rates.

MDG will invoice the Citizen Participation and Language Access Plan Update upon completion. MDG will invoice the Consolidated Plan/Year 1 AAP via the following schedule:

Completion of first Public Meeting:	\$11,000
Completion of draft Consolidated Plan:	\$11,000
Submission of Consolidated Plan in IDIS:	\$10,000
Acceptance of Consolidated Plan by HUD:	\$6,000

# Deliverable Descriptions

## *Citizen Participation Review*

MDG will conduct a monitoring level review of the existing Citizen Participation Plan and provide a written summary to Santa Ana with recommendations to better ensure compliance with HUD regulations and strategies to streamline and simplify the document.

Based on feedback from the City, MDG will complete the revisions to the Citizen Participation Plan and provide Santa Ana with the public noticing documentation needed for the updated Citizen Participation Plan to be adopted by City Council.

## *Language Access Plan*

Using current Census data, MDG will conduct an updated four-step analysis of the primary languages spoken in the City. Based on the analysis, MDG will prepare an updated Language Access Plan for the City to use for all HUD CPD programs. MDG will conduct one round of revisions on the document based on City comments and feedback.

## *Consolidated Plan and Year 1 Annual Action Plan*

MDG will prepare the FY2025 Consolidated Plan and FY2025 Annual Action Plan. Specifically, MDG will complete the following tasks:

- Update Needs Assessment and Market Analysis data based on the most current data available (as of March 1, 2024) for the American Community Survey (ACS) and Comprehensive Housing Affordability Strategy (CHAS) data sets
- Prepare online and paper-based community and stakeholder surveys to gather feedback on community needs and conditions
- Facilitate two (2) in-person community meetings to gather feedback on community needs. One meeting will be counted as the first public meeting to comply with Citizen Participation Requirements.

- Prepare noticing and marketing documentation for community meetings
- Facilitate four (4) remote stakeholder meetings to gather feedback on community needs and conditions
- Draft the FY2025 Consolidated Plan
- Draft the FY2025 Action Plan
- Finalize the Consolidated Plan and Action Plan based on City feedback
- Prepare noticing for the second public hearing to accept the Consolidated Plan and 30-day comment period
- Finalize Consolidated Plan and Action Plan as needed
- Submit Consolidated Plan and Action Plan in IDIS

During the Consolidated Plan process, MDG anticipates the City will complete the following tasks:

- Print, distribute, collect and scan paper-based surveys to MDG
- Assist with stakeholder identification and outreach
- Lead the second public hearing (remote MDG support)
- Conduct one round of review on all documents submitted to the City
- Submit and pay for notices to be posted in the newspaper
- Translate any documents in languages other than Spanish (as needed by LAP)