

## Planning & State Funding for Public School Facilities



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May 26, 2021

Latasha D. Jamal  
Assistant Superintendent, Business Services  
Azusa Unified School District  
546 South Citrus Avenue  
Azusa, California 91702

**SUBJECT: AZUSA UNIFIED SCHOOL DISTRICT  
SCHOOL FACILITIES GRANT FUNDING  
1-YEAR CONSULTING AGREEMENT 2021/2022**

Dear Ms. Jamal:

Thank you for the opportunity to submit this proposal and consulting services agreement and provide uninterrupted expertise to the Azusa Unified School District (District). CL Consulting, Inc. (CLC) understands your priority is to obtain the maximum School Facilities Funding Program (SFP) state grant funding from Prop 51 for the District's facility's needs.

The purpose of CLC's services is to continue to generate state funding for school facilities planning, construction and modernization, as applicable for your program needs and remain responsive to you as needs arise. Our goal remains, the pursuit of maximum state grant funding for your qualified school facilities projects.

**Overview of State Grant Funding Process:** Facilities projects take several years to plan and prepare for construction. The pursuit of state funding, while not uncommon, adds a layer of effort and complexity, often 1-3 years more to the back end of the construction phase, due to the expenditure and audit process. State funding for a typical project involves 3 phases of grant application effort and multiple agencies over approximately 4 to 10 years. This overview outlines the role of the state funding consultant during these phases.

### **Funding Application Submittal to OPSC (1-3 years)**

- Eligibility - annual updates to measure any increase in state share of modernization funding entitlement.
- Project qualification.
- Preparation of applications and related planning and materials for CDE and DSA review and approval.

### **OPSC Review (2-4 years)**

- OPSC comments and requests updates and revisions to applications that have been filed years earlier due to state backlog.
- SAB funding approval on consent agenda depends on both adequate state bond authorization and adequate state bonds sold to fund applications on agenda.

### **District Expenditure Reporting (1-3 years)**

- Audit.
- State request for any funding adjustment or additional documents.
- Closure with record retention.

**SCOPE OF WORK:** Based on CLC’s understanding of the District needs, the District may pursue state funding for multiple modernization and new construction projects.

1. Collect District documents and data regarding capital program, existing facilities, enrollment, program changes, etc.
2. Collect OPSC SFP 50-01, 50-02 and 50-03 form baseline, annual adjustments, and high school attendance area, and related documents, as applicable.
3. Research and analysis of documents and data collected for eligibility and project funding.
4. Determine new construction eligibility for potential future state grant funding including any applicable MEF additions.
5. Obtain any resources from prior state funding / state eligibility consultant related to items below.
6. Develop and update the School Facilities Age Summary (SFAS) for modernization by school
7. Analyze potential state funding modernization eligibility using multi-year iterations to determine the highest projected state modernization grant eligibility after any adjustments for CBEDS enrollment and/or facilities that have reached the minimum age since last submitted to OPSC.
8. Develop modernization eligibility funding estimate by school and District.
9. Educate District regarding compliance requirements regarding CTEAC, Title 5, mandatory contractor prequalification, CMU DIR and other regulations required for State funding.
10. Review project scope, hard cost estimates and DSA plans.
11. Determine if the upgrade project (s) qualify as a modernization grant application.
12. Determine if the addition project (s) may qualify as new construction grant applications using MEF UOG, net new classrooms, or a combination of strategies.
13. Submit all documents to establish increased state grant eligibility for modernization.
14. Prepare documents and guide the effort to generate and request state grant funding for completed and planned projects, as applicable to your program needs, and as directed by the District.
15. Prepare and process eligibility approval with OPSC.
16. Prepare grant funding estimates including any potential reimbursement projects.
17. Recommend and develop projects for state funding applications including potential reimbursement.
18. Develop and guide state funding strategies with project team.
19. Review plans for funding applications prior to architect’s submittal to DSA.
20. Recommend project variations such as alternative space identification, sequencing, scope splitting/combining, alternative use of grants and DSA courtesy reviews.
21. Prepare and coordinate state funding application forms and related documents.
22. Coordinate approval by CDE.
23. Review and respond to agency comments.
24. Coordinate submittal to OPSC.
25. Coordinate review and revisions with OPSC.
26. Coordinate post-application submittal reporting to OPSC and other actions.
27. General research when that research provides a direct benefit to the District. The time is prorated time when there is a direct benefit to multiple districts, to monitor regulations, legislation, OPSC, CDE, CASH and other industry or program related documents reports and communications.
28. Any other work as directed by the District and mutually agreed upon.

**QUALIFICATIONS:** Lorrie Ruiz, President, has over 20 years’ experience in school facilities planning and funding. She specializes in local bond programs, developer negotiations, demographics, and success generating state grants from with the School Facilities Program. Read more at [www.clcgroupinc.com](http://www.clcgroupinc.com).

**FEE: \$225 per hour for consulting services for President and Director, (\$125 per hour for assistant planners and analysts) a not-to-exceed authorization of \$75,000 for 2021/2022.**

**The level of effort for State funding services varies unpredictably. Therefore, CLC does not offer a fixed fee for a defined task or project. All services are performed at an hourly rate within a fee authorization limit. If you're not satisfied with the value you are receiving, please contact CLC.**

**CL Consulting, Inc. is an S-Corp with federal tax ID/EIN #33-0973425. IRS forms W-9, and 1099 do not apply.**

**Thank you very much for the opportunity to present this proposal. To accept this agreement, please sign, date and email the agreement to me with a purchase order number. Please retain one signed agreement for your records. Please do not hesitate to contact me at 949-940-6938 for any additional information. We look forward to working with your team to secure State grant funding for your facilities.**

**Sincerely,**

*Lorrie Ruiz*

**Lorrie Ruiz, President, CL Consulting, Inc.**

**AGREEMENT FOR CONSULTING SERVICES**

This agreement by and between CL Consulting, Inc., herein referred to as CONSULTANT, and Azusa Unified School District, herein referred to as CLIENT, shall be effective July 1, 2021 through June 30, 2022. CONSULTANT and CLIENT, for the consideration hereinafter named, agree as follows:

**OBJECTIVE:** The CLIENT seeks specialized consulting in facilities planning and State facilities funding for pursuit of the optimal State funding for modernization and/or expansion of existing schools, and other work as directed by the CLIENT.

**SCOPE OF WORK:** In general, at the direction of the CLIENT, the CONSULTANT shall complete the scope of work as stated in the revised May 26, 2021 proposal.

**COMPENSATION:** CLIENT shall pay the CONSULTANT in accordance with the following fees for all services rendered. CLIENT shall pay the CONSULTANT the amount of \$225 per hour for services by president, vice president and director (\$125 per hour for assistant planners and analysts), for an amount not-to exceed \$75,000 per year for services rendered, reimbursement of reasonable out-of-pocket expenses, including travel for state agency meetings, and any authorized subconsultant(s) at cost plus 15%. If the cost is greater than \$400, then CONSULTANT shall obtain CLIENT'S prior written consent for travel and/or attendance at meetings, workshops, conferences, etc. CLIENT agrees to pay reasonable transportation, meals, lodging and related costs incurred by CONSULTANT and CONSULTANT'S personnel for travel, including 50% of the hourly rates for travel time on behalf of the CLIENT. Services are provided on a time and materials basis. This is not a fixed fee agreement for a specified scope of work. Monthly billings are based on the actual time and material expenses. Invoices are submitted monthly. Payment of CONSULTANT'S invoice will be due upon receipt.

**DURATION OF AGREEMENT:** This agreement may continue in force or as amended by agreement. The hourly rate shall remain in effect through June 30, 2022.

**TERMINATION:** Either party may terminate this agreement with no cause with seven (7) days written notice.

By executing this agreement, the parties below agree to the terms above.

Signature: *Lorrie Ruiz*

Date: 5/26/2021

Lorrie Ruiz, President, CL Consulting, Inc.  
8504 Firestone Blvd., #406, Downey, CA 90241  
Tel. 949.940.6938 Email: lruiz@clcgroupinc.com

Signature: *Latasha D. Jamal*

Date: 9/1/2021

Print: Latasha D. Jamal

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