

**Memorandum**  
**Community Economic Development Department**

**To:** Thomas Thomas, City Manager  
**Subject:** HUD Consultant  
**Date:** May 19, 2016



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HUD Representatives conducted an Environmental Review in Rock Island March 21-23, 2016. During this time, additional HUD staff were present to discuss and assist with Technical Assistance. Ms. Kimberly Danna and Ms. Nora Lally, recommended the City contact Mr. William Kubal, a HUD consultant at Usona Development, LLC, to assist with a revised policies and procedures manual.

Mr. Kubal has extensive knowledge of the HUD CDBG program and has assisted other municipalities with the development of policies and procedures that comply with HUD regulations.

The costs associated with this project are CDBG eligible.

**242-311801-53112-6196610**

**RECOMMENDATION:** Council approve the recommendation for Usona Development, LLC from Bolingbrook, IL for consultation in the development of HUD CDBG policies and procedures and staff training on HUD's IDIS system for \$9,390.00.

**Submitted by:** Janet Flaherty, Budget & Grants Manager  
Jeffery A. Eder, Community and Economic Development Director

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**Approved by:** Thomas Thomas, City Manager

May 17, 2016

City of Rock Island  
ATTN: Jeff Eder  
1528 Third Avenue  
Rock Island, IL 61201

SENT VIA EMAIL TO [eder.jeff@rigov.org](mailto:eder.jeff@rigov.org)

**RE: Proposal for HUD Technical Assistance**

Dear Mr. Eder,

Please accept this proposal for technical assistance on the management of HUD CPD funds. Specifically, your office expressed an interest in receiving assistance in the development of policies and procedures and staff training on HUD's IDIS reporting system. Our company is well suited to provide assistance on all of the topics your office expressed interest in, including IDIS and other financial topics.

William Kubal, Principal, would perform all work on this task. Mr. Kubal is recognized by HUD as one of the premier experts on the HUD IDIS system and HUD grants management. For the last several years, Mr. Kubal has served as the lead trainer for the majority of HUD-sponsored IDIS workshops. Mr. Kubal also has extensive experience with the administration of CDBG and HOME programs as well, providing on-going technical assistance to a number of grantees. Included herein is additional information about our company and the qualifications of Mr. Kubal.

Based on the requested tasks from your office, it is recommended that all assistance would be provided under a professional services agreement with a Not To Exceed Amount determined by your office. All work would be billed at an hourly rate of \$125 plus reimbursement for travel costs at the government rate. The estimated cost for policy and procedure development and two days of staff training is \$9,390. The City will only be billed for actual hours worked and costs incurred. Please contact us if you have any questions.

Warmest Regards,

William Kubal  
Principal  
Usona Development, LLC

## ABOUT US AND OUR EXPERIENCE

Usona Development, LLC is a Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) established in 2007. Our staff has fifteen years of experience providing top quality technical assistance to HUD grantees. We pride ourselves in being responsive to our clients' needs.

Our mission is to offer innovative and effective grants management in the fields of community development and affordable housing to state and local governments throughout the country. Our core services include management consulting, staff training, program design, plan development and staff augmentation.

### Our Experience

As mentioned above, our staff is recognized by HUD as one of the premier experts on the HUD IDIS system and CDBG grants management. For the last several years, Mr. Kubal has served as the lead trainer for the majority of HUD-sponsored IDIS workshops, including how to generate and use IDIS reports in order to manage and monitor grant administration.

Mr. Kubal has extensive knowledge and experience with all aspects of the administration of the HOME and CDBG program, including compliance with OMB Circulars and other reporting requirements such as Timeliness and Section 3. Mr. Kubal has helped a number of HUD grantees with the development of policies and procedures to help effectively comply with the various HUD regulations.

## PROPOSED BUDGET

Labor 3 Days onsite (24 hours @ \$125/hour)	\$3,000.00
Policy and Procedure Development (48 hours @ \$125/hour)	\$6,000.00
Travel: Mileage	\$150.00
Travel: Lodging	\$150.00
Travel Per Diem (@ \$30/day)	\$90.00
<b>TOTAL</b>	<b>\$9,390.00</b>

## **WILLIAM KUBAL**

Mr. Kubal is a nationally renowned and highly respected consultant who specializes in the administration of the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. His primary focus is on the training of local governments to manage the programs in an efficient and effective manner. He has fifteen years of experience directly administering or providing technical assistance on these programs.

### **EDUCATION AND CERTIFICATIONS**

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- MBA, University of Illinois Chicago, 2007
- Economic Development Finance Professional Certificate, National Development Council, 2002
- B.A. in Urban and Regional Planning, University of Illinois at Urbana-Champaign, 1998
- HUD Certified HOME Trainer: 2007
- Licensed Realtor, Illinois 2013

### **EXPERIENCE**

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#### **PRINCIPAL, INDEPENDENT CONSULTING/USONA DEVELOPMENT, LLC BOLINGBROOK IL: 2004 TO PRESENT**

- Served as lead trainer for a series of forty training workshops for HUD's Integrated Disbursement and Information System (IDIS) for the Community Development Block Grant (CDBG) Program, including the development of materials and delivery of twenty workshops.
- Served as subject matter expert for the Disaster Recovery Grant Reporting (DRGR) system at the 2010-11 NSP Problem-Solving Clinics in Denver, Atlanta, Cincinnati, Detroit, Los Angeles, and Orlando. In addition, developed materials and slides for national DRGR webinars, NSP Snapshots, and provided onsite NSP-TA assistance to Cook County, Illinois.
- Provided technical expertise to HUD grantees via technical assistance contracts, including assistance on Consolidated Plan, Annual Action Plan, annual reporting requirements, performance measurements, programmatic requirements, and the computer-based reporting systems (DRGR and IDIS).
- Provided technical assistance and expertise to Union County (NJ), Nashville-Davidson County (TN) and City of Hammond (IN) in their development of their Neighborhood Stabilization Program (NSP) plans and projects.
- Provide on-going technical assistance and grants management assistance on an as-needed basis to several clients, including City of Elizabeth NJ, City of Clarksville TN, City of Middletown OH, City of Nashua NH, Madison County IL, Union County NJ, and Village of Hoffman Estates IL.

**SENIOR ASSOCIATE, MDG ASSOCIATES  
RANCHO CUCAMONGA CA: 2002-2004**

- Managed the day to day operations of the HUD-funded CDBG, HOME, and ESG programs for the City of Irvine, City of Newport Beach, City of Paramount, and City of El Monte. Key responsibilities included development of Consolidated Plans, Annual Action Plans, annual reports to HUD, subrecipient monitoring, contracting, procurement, payment processing, and general monitoring for compliance with applicable federal regulations.
- Assisted with the development of annual plans, reports, and IDIS reporting for the City of Palmdale, City of Rialto, City of Westminster, and City of Upland.

**PROGRAM SPECIALIST, TONYA INC, WASHINGTON DC: 1999-2002**

- Conducted over HUD-sponsored 50 workshops and technical assistance visits on HUD's Integrated Disbursement and Information System (IDIS) across the country.
- Developed Consolidated Plans for County of Los Angeles CA, County of Knox TN, State of Arizona, City of Anchorage AK
- Managed and maintained company's website and online registration system.

**TECHNICAL ASSISTANCE COORDINATOR, ASPEN SYSTEMS (NOW LOCKHEED MARTIN)  
ROCKVILLE MD: 1998-1999**

- Conducted HUD-sponsored workshops and technical assistance visits on HUD's Community 2020 Mapping System, a tool designed to assist CDBG grantees create their Annual Action Plans
- Developed training materials and tutorials for Community 2020 Mapping System
- Staffed help support desk for Community 2020 Mapping System

**TECHNICAL SKILLS**

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- Expertise in HUD's DRGR and IDIS computer systems
- Expertise in Microsoft Office (Word, Excel, PowerPoint, Access) including development of macros
- Expertise in ArcView GIS
- Experienced in web design and management
- Experienced in database design and management