

24-R-93

A RESOLUTION

Creating an "Affirmative Action Plan"
Directed Toward the Utilization of Lower
Income Evanston Residents, Evanston Small
Businesses and Minority Businesses in the
Implementation of the 1993-94 Community
Development Block Grant Program

WHEREAS, the City of Evanston did apply for and is expected to receive a 1993-94 Community Development Block Grant from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the City Council of the City of Evanston did authorize and direct the City Manager to sign all necessary certifications and assurances in applying for said block grant allocation pledging that Evanston will conduct the program in conformity with: Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352); Title VII of the Civil Rights Act of 1968 (Pub. L. 90-284); Section 3 of the Housing and Urban Development Act of 1968, as amended; Section 109 of the Housing and Community Development Act of 1974, as amended; Executive Order 11246; Executive Order 1063; and Executive Order 11625; and

WHEREAS, the Community Development Block Grant assurances require that the City of Evanston comply with 24 CFR Part 135, "Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and Utilization of Minority Businesses";

and

WHEREAS, 24 CFR Part 135 directs the City of Evanston to develop a "Section 3 Affirmative Action Plan" which identifies the maximum feasible use of lower income Evanston residents and eligible business concerns which qualify as small under the small business size standards of the Small Business Administration in the implementation of its grant programs; and

WHEREAS, Executive Order 11625 mandates increased utilization of minority businesses, and the U.S. Department of Housing and Urban Development (HUD) has recommended the adoption of goals for participation by minority business enterprises in the implementation of the 1993-94 Community Development Block program (March 1, 1993 - February 28, 1994); and

WHEREAS, the Housing and Community Development Act Committee in an effort to ensure citizen participation in the development of the Affirmative Action Plan did hold a public meeting on February 9, 1993 to receive citizen comments on said Plan; and

WHEREAS, the Housing and Community Development Act Committee recommends the adoption of the 1993-94 Affirmative Action Plan;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Evanston, Cook County, Illinois, that the following program, referred to as the Nineteenth Year Community Development Section 3 Affirmative Action Plan, is hereby approved, and the City Manager is directed to carry out said program:

YEAR NINETEEN
COMMUNITY DEVELOPMENT BLOCK GRANT
SECTION 3
AFFIRMATIVE ACTION PLAN

I. EMPLOYEES

The positions to be funded by the City of Evanston's Nineteenth Year Community Development Block Grant (CDBG) program include the positions and their general purposes as outlined below:

CITY OF EVANSTON

CDBG Program Administration - To provide general grant management.

- 1 Coordinator, CDBG Program, - 1 FTE (Full-Time Equivalent)
(100% CD funded)
- 3 Grants Administrators - 3 FTE's (100%)
- 1 Secretary II - 1 FTE (100%)
- 1 Assistant City Manager - Economic Development - 1 FTE (15%)
- 1 Economic Development Analyst - 1 FTE (50%)
- 1 Executive Secretary - 1 FTE (30%)

Housing Rehabilitation - Construction Administration - To provide technical and financial assistance to low and moderate income persons, eliminating health and safety hazards, upgrading neighborhoods, and maintaining an adequate supply of decent housing for low and moderate income persons.

- 1 Assistant Director of Building and Property Services - 1 FTE
(100% CD funded)
- 1 Cost/Construction Specialist - 1 FTE (100%)
- 1 Secretary II - 1 FTE (100%)

Building and Property Services Administration - To provide administrative support for the housing rehabilitation and housing code enforcement programs.

- 1 Director of Building and Property Services - 1 FTE (50% CD funded)
- 1 Housing Planner - 1 FTE (50%)
- 1 Executive Secretary - 1 FTE (50%)

Housing Code Compliance Program - To provide a multi-family housing inspection program in the CDBG target area in an effort to correct and prevent deterioration of the housing stock.

- 3 Property Maintenance Inspectors - 3 FTE's (30%)
- 1 Clerk Typist III - 1 FTE (50%)
- 1 Clerk Tykpist II - 1 FTE (50%)

Human Relations - Fair Housing - To provide assistance which enables the Fair Housing Commission to enforce the Fair Housing ordinance while also assisting the City in determining housing patterns.

1 Fair Housing Educator - 1 FTE (100% CD funded)

1 Fair Housing Assistant - 1 FTE (100%)

MBE/WBE/Small Business Assistance - To provide assistance and ensure that minority, women, and Evanston-based businesses have maximum opportunities to participate in commercial ventures in the public and private sectors.

1 MBE/WBE/Small Business Coordinator - 1 FTE (100%)

1 Executive Secretary - 1 FTE (50%)

II. PROJECTS/GOALS

Evanston's Nineteenth Year Community Development Block Grant program designates the following activities for funding during the 1993-94 Program Year. Total allocations are given in Column A; dollar amounts to be let for contract and/or purchase of goods and services are shown in Column B.

Public Services

Emergency Assistance Services	\$-----	\$-----
Evanston Community Defender Office	73,500	73,500
Evanston Legal Services (CCLAF)	8,000	8,000
Battered Women's Shelter	39,000	39,000
Food Aid Center of Evanston	31,900	31,900
Youth Job Center of Evanston	95,500	95,500
Elderly Case Manager (Family Counseling Services)	31,000	31,000

Evanston Family Shelter Program	18,000	18,000
Economic Development		
Neighborhood Storefront Improvements	60,000	60,000
Downtown Facade Improvements	60,000	60,000
MBE/Small Business Assistance	85,098	-----
Neighborhood Revitalization		
Capital Improvements		
Curb/Sidewalk Replacement Program	80,000	80,000
Street Paving - Grove w of Pitner	140,000	140,000
Fleetwood/Jourdain Window Replacement	10,000	10,000
Mason Park Tennis Court Restoration	10,000	10,000
Clyde Brummel Park Fende	18,000	18,000
Ridgeville Park Revitalization	48,000	48,000
Agency Building Rehabs		
Over the Rainbow Association	175,000	175,000
McGaw YMCA	22,745	22,745
Evanston/North Shore YMCA	31,000	31,000
Evanston Day Nursery	56,115	56,115
Reba Place Day Nursery	225,000	225,000
Housing		
Minor Repairs/Painting Program (ENAW)	162,750	162,750
Housing Rehab Loan Fund Income (Est.)	158,118	158,118

City/ECDC Loan Repayments	12,500	12,500
City/ECDC Loan Repayments	21,622	21,622
Building and Property Services Admin.	97,831	-----
Housing Code Compliance Program	116,999	-----
Home Security Lock Program	8,000	8,000
City Loan Repayments	150,000	150,000
Administration/Planning		
CDBG Administration	350,000	-----
Fair Housing Program	88,000	-----
Total Non-Construction Purchased Services (Primarily Subgrantees)		459,650
Total Construction/Purchased Services (City and Subgrantees)		1,316,958
GRAND TOTALS	\$2,453,678	\$1,760,750

In order to implement Executive Order 11625 which mandates increased utilization of minority businesses, the U.S. Department of Housing and Urban Development (HUD) has suggested the following formula to determine a realistic goal:

Percentage of minorities in the general population of the City.	Estimates total dollar amount to be let for contracts and/or purchase of goods and services	Estimated minority agency and business participation level (in total dollars)
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(a)

(b)

(c)

However, the City of Evanston desires to set separate goals for 1) non-construction/purchased services projects run primarily by subgrantees; and 2) construction/purchased services projects run by both subgrantees and City departments.

THEREFORE, BE IT FURTHER RESOLVED, that the City of Evanston establishes the following affirmative action goals for minority participation in the 1993-94 CDBG program.

1) Non-Construction/Purchased Services (Primarily Subgrantees)

Goal to be derived by totalling all minority-based subgrantee contract amounts for the last five years and taking this amount as a percentage of the total amount of subgrantee contracts to award.

Percentage of subgrantee contract amounts to be awarded to minority-based subgrantees:	78%
Total amount of available contracts:	\$459,650
Amount of contracts to be awarded to minority-based subgrantees:	\$358,527

2) Construction/Purchased Services (City Departments and Subgrantees)

Goal to be derived by standard (recommended) HUD formula as detailed previously:

(a)	X	(b)	=	(c)
28.8%	X	\$1,316,958	=	\$379,283

3) Overall Goals for both Construction and Non-Construction

Total amount of contracts to be awarded: \$2,453,678

Total amount of contracts to be let to MBE's: 737,818

Percentage of contract amounts to be awarded to MBE's: 30.0%

III. BUSINESS UTILIZATION

In order to reach the goals and objectives of Evanston's Affirmative Action Plan, the following steps will be taken:

- A. The City Manager and/or a designate is hereby authorized to seek the advice, counsel and assistance of all qualified agencies, public or private, in the administration of the Evanston Affirmative Action Plan.
- B. All departments of the City involved in the solicitation of services for the Community Development Block Grant program shall notify the Evanston Review and Dodge Reports of the appropriate businesses

listed on the registry of small Evanston businesses and any additional resources which become available.

- C. Each activity will be reviewed to determine if the total activity or a component could be designated for a small and/or minority business enterprise set-aside.

- D. All bids shall contain the following:
 - 1. A certification of Title I, Chapter 12, of the Evanston City Code, 1979, the "Fair Employment Practices Ordinance";
 - 2. A "Certification of Bidder Regarding Equal Employment Opportunities" in accordance with Executive Order 11246; and
 - 3. A "Certification of Bidder Regarding Employment Opportunities for Project Area Business and Low Income Persons."

- E. The administrative departments of the City shall cooperate with all agencies, public and private, formed for the purpose of assisting eligible Evanston small and/or minority business concerns including, but not limited to, the preparation and submission of bids for services.

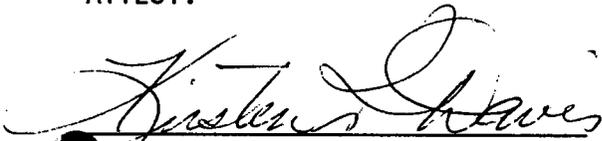
- F. The Office of the City Manager of the City of Evanston, in conjunction with the Housing and Community Development Act Committee of the City of Evanston, shall be charged with the responsibility for implementation and procedural development of the aforesaid policy.

This Resolution shall be in full force and effect from and after the date of its passage and approval in the manner provided by law.



Mayor

ATTEST:



City Clerk

ADOPTED: February 22, 1993