

City of Rockford 2014 CAPER

Monitoring

Minority Business Outreach

In 2014, the City of Rockford continued its efforts to encourage the use of minority and women's business enterprises. Outreach activities included the following:

- The promotion and encouragement of minority and woman-owned businesses and their participation in the city's procurement process as general contractors, subcontractors, and suppliers of goods and services.
- The city's purchasing staff continued to seek quotes under \$20,000 from Minority and Women Owned Businesses who were certified by the city's Diversity Procurement Officer.
- Businesses certified as MBEs and WBEs were placed on the city's website for internal purchasers and for the community-at-large to recruit MBEs and WBEs for products and services.
- A yearly statement was issued in the Rockford Register Star (and/or a minority publication with a substantial circulation) of its public policy and commitment to minority and women business development.
- Continued networking with local, state, federal, private agencies, and Rockford Public School District 205, reporting on bid opportunities and organizations to enhance the contractual opportunities for minority and women business development.
- Administered the City Council approved Procurement Policy that encourages the use of Minority and Women Owned Business in the city's procurement efforts.

As part of bid requirements, the City of Rockford required Minority and Women Owned Business to certify their business as such and required contractors to register as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) as a means of certification. Certifications from the Illinois Department of Transportation, Illinois Central Management Services, and the City of Chicago can be reciprocated under this requirement.

- Contractors/firms were required to provide a listing of subcontractors at the time of bidding.
- Tracked MBE/WBE participation of all contracts awarded through bid & quote process.
- Revamped measures to encourage minority and women-owned business participation.
- Every City of Rockford bid package was e-mailed to minority and women businesses that are certified as MBEs and WBEs.

The Diversity Procurement Officer of the City conducted workshops for general and subcontractors that do business with the city. Workshops included training on the Housing & Urban Development's (HUD)

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Section 3 requirement for reporting for low-moderate income people and businesses and the Section 3 forms used for reporting purposes, including hiring goals in the Certified Payrolls Reporting system.

Also, an in-house training program was developed and provided to city employees that are commonly the purchasers of goods and services. Instruction was given on how to locate certified businesses on the City's intranet website and how to log dollars spent on the use of minority and women owned businesses. This included instruction on how to use the Intranet for reporting.

The City of Rockford purchased the LCPTTracker System for general contractors and subcontractors to report their certified payrolls for HUD CDBG, EPA, and other Federal government projects that need to report wages under the Davis Bacon Act regulations. Also, the LCPTTracker System is used to report Illinois Winnebago County Prevailing wages on State of Illinois and City of Rockford projects that require employees to be paid the prevailing wage scale of the county for commercial projects.

The Diversity Procurement Officer along with representatives of the LCPTTracker system conducted two workshops to train general contractors and subcontractors on the use of the system. Follow-up training sessions will be held in 2015 to fine tune any problems or questions general contractors and subcontractors may have on the LCPTTracker reporting system.

Also, in house training sessions were provided to City staff members that handle construction, demolitions, and rehabilitation projects that require contractors to pay scale wages. These sessions were to make sure staff was following the compliance ordinance of contractors reporting and paying scale wages.

The Diversity Procurement Officer met with local business groups, such as Rockford Chamber of Commerce's Multi-Cultural Business Council, Salsa Business Network, Rockford Area Mexican Business Association (RAMBA), SWIFTT, Hispanic Commerce of Commerce, Northern Illinois Minority Companies Association (NIMCA), and Northern Illinois Black Chamber of Commerce (NIBCC). He took these opportunities to explain the City's interest in certifying minority and women owned businesses in the Rockford area.

Comprehensive Planning Requirements

Monitoring of the three formula-funded programs is carried out primarily by the Compliance staff, with assistance from other Neighborhood Development, Economic Development, Legal, Human Services and Finance staff of the City of Rockford. The level and frequency of monitoring is determined by the specific program or development agreement. Due diligence is conducted by various staff members before any funds are disbursed. With our Neighborhood Development activities, the assigned Housing Rehabilitation Specialist and Rehabilitation Construction Specialist will ensure that all projects meet housing code compliance and program compliance. Funding for the activities is disbursed incrementally, and each disbursement request is reviewed by the Housing Rehabilitation Specialist to ensure that the federal funds are being adjudicated properly, per the program and agreement. Once the rehabilitation is complete and all activity funds have been disbursed, compliance and monitoring of the agreement is the responsibility of the Compliance unit. The Grants Compliance Supervisor ensures that all occupancy,

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maintenance, and other requirements for the rehabilitation program are met. The Compliance staff also monitors IDIS reports on a weekly basis to ensure that funds are being expended in a timely manner. Post-completion monitoring also includes reviews of annual reports submitted for rental projects. In 2014, Neighborhood Development staff met to review the 2013 HOME Final Rule changes and make appropriate revisions to program policy and procedures.

Below is a schedule of the 2014 CAPER preparation and review process:

CAPER Preparation Schedule

April 1- 15	Complete quarterly IDIS updates
July 1 – 15	Complete quarterly IDIS updates
October 1 – 15	Complete quarterly IDIS updates
November 15	Print IDIS reports and route for staff review
November 19 – 30	Conduct review and ensure all “numbers served” are entered. Complete accomplishment screens for completed projects marked complete, with slow projects identified and addressed. Insert next program year for continuing projects. Enter information on beneficiaries.
December 27	Process all HOME pending draws
December 31	Run IDIS reports needed for CAPER and end-of-year review
January 2 – 16	Finalize data for year-end data
January 27-Feb. 10	Assign narrative sections to be completed
January 31	Begin narrative preparation
February 10	Begin weekly status meetings
February 10	Initiate necessary IDIS clean up
February 19	Hold status meeting, run IDIS reports as needed
February 26	Hold status meeting, run IDIS reports as needed
March 5	Hold status meeting, run IDIS reports as needed
March 6	Complete narrative preparation & assemble draft report

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March 9	Publish notice of 15 day comment period
March 9	15 day comment period begins
March 23	15 day comment period ends
March 23-27	Make final adjustment and address citizen comments
March 30	Submit CAPER to HUD

The public notice was published in the *Rockford Register Star* regarding availability of the 2014 CAPER for public review. Copies of the CAPER draft were made available on the City of Rockford website www.rockfordil.gov, the Community & Economic Development department, and the main branch of the Rockford Public Library (215 Wyman Street, Rockford, IL).

The City of Rockford did not receive any formal or written comments during the 15 day public comment period.