



Memorandum

Date: April 1, 2022
To: Mayor Biss and Members of the City Council
From: Kelley Gandurski, Interim City Manager
Subject: City Manager's Office Weekly Report for
March 28 - April 1, 2022

Staff Reports by Department

City Manager's Office

Weekly Bids Advertised

Community Development

Weekly Zoning Report

Weekly Inspection Report

Monthly Construction Valuation and Permit Fee Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Legislative Reading

NWMC Weekly Briefing



Public Notices, Agendas & Minutes

Monday, April 4, 2022

5:00pm: [Rules Committee](#)

6:00pm: [Human Services Committee](#)

Tuesday, April 5, 2022

2:00pm: [Design and Project Review Committee](#) - CANCELED

Wednesday, April 6, 2022

6:30pm: [Citizen Police Review Commission](#)

Thursday, April 7, 2022

9:00am: [Reparations Committee](#)

9:00am: [Referrals Committee](#)

Friday, April 8, 2022

7:15am: [Utilities Commission](#) - Virtual

Check the City's Calendar for updates:

[City of Evanston • Calendar](#)



Memorandum

To: Kelley Gandurski, Interim City Manager

From: Hitesh Desai, CFO/ City Treasurer
Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of March 28, 2022

Date: April 1, 2022

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

Bids/RFPs/RFQs sent during the Week of March 28, 2022

Bid/RFP/RFQ Number/Name	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 22-03 Self-Checkout Machines	Evanston Public Library	The City of Evanston/ Evanston Public Library is seeking proposals from experienced/qualifying firms for: Four (4) Library Self- Checkout Machines that conform to the attached specifications.	\$80,000	4/26	5/23
Bid 22-27 2022 CDBG Sidewalk Improvements and Gap Infill	Public Works	Work on this project includes all materials, equipment and services for replacement and/or installation of sidewalk at various locations in the City of Evanston. Bidders must be prequalified by the Illinois Department of Transportation (IDOT) and present an IDOT issued "Certificate of Eligibility" with the bid proposal.	\$279,625	5/3	5/23

RFQ 22-31 Beck Park Expansion	Public Works	The City of Evanston's Public Works Agency is seeking qualification statements from experienced firms to perform landscape architectural and engineering services for the planned expansion and renovation of Beck Park located east of the North Shore Channel, between Church St. and Emerson St. in Evanston, Illinois.	\$150,000	4/26	5/23
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Memorandum

To: Honorable Mayor and Members of the City Council
From: Johanna Nyden, Community Development Director
Subject: Weekly Zoning Report
Date: April 1, 2022

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (847) 448-8014 or jnyden@cityofevanston.org if you have any questions or need additional information.

Cases Received and Pending, March 24, 2022 - March 30, 2022

Backlog (business days received until reviewed): 13

Volume (number of cases pending staff review): 35

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	824 Emerson Street	C1	Zoning Analysis	Construct 2 story parking garage with 96 parking spaces exclusively for Sherman Gardens	10/27/21	pending planned development application
1	816 Garnett Place	R5	Zoning Analysis	Planned Development for new 9 story tower connected to Link with 200 dwelling units and 71 parking spaces	11/05/21	pending planned development application
1	2014 Orrington Avenue	R1	Building Permit	Patio, concrete pad, and walk	03/08/22	pending additional information from the applicant
1	840 Lincoln Street	R1	Building Permit	Demolish deck, build new deck	03/27/22	pending staff review
1	2330 Orrington Avenue	R1	Zoning Analysis	Bay addition	03/29/22	pending staff review
2	1133 Fowler Avenue	R2	Building Permit	Concrete patio	09/28/21	pending additional information from the applicant
2	1611 Church Street	WE1	Zoning Analysis	Convert existing industrial building into 7 DUs, add 2 accessory structures towards the front yard	11/02/21	pending additional information from the applicant
2	1706 Crain Street	R3	Building Permit	Remove 2nd story and side porch, construct 2-story addition	10/06/21	pending revisions from the applicant
2	2321 Bradley Place	R2	Building Permit	Walk and pad	02/09/22	non-compliant, pending revisions from the applicant
2	1127 Dewey Avenue	R3	Building Permit	New 2-story ADU	02/27/22	pending revisions from the applicant
2	1704 Maple Avenue	RP	Building Permit	Interior build out for sports medicine and imaging center	03/10/22	pending additional information from the applicant
2	2127 Washington Street	R2	Zoning Analysis	Addition to detached garage and 2 alternatives to an addition to the dwelling	03/17/22	pending additional information from the applicant
2	1031 McDaniel Avenue	R2	Building Permit	New front porch and 1-story addition	03/27/22	pending staff review
3	822 Hinman Avenue	R6	Building Permit	Remove and replace parking lot, striping	10/26/21	pending additional information from the applicant
3	999 Michigan Avenue	R5	Zoning Analysis	Rooftop stair and deck to multi-family dwelling	12/16/21	pending additional information from the applicant
3	736 Forest Avenue	R1	Building Permit	Addition to detached garage	03/20/22	pending staff review
4	1138 Elmwood Avenue	R3	Building Permit	New patio	08/15/21	on hold per the applicant
4	1122 Maple Avenue	R5	Building Permit	Paver driveway and paths	11/16/21	pending revisions from the applicant
4	718 Main Street	B2/oDM	Building Permit	New 5-story mixed-use building with ground floor retail and 120 dwellings (Vogue site)	12/28/21	pending revisions from the applicant, DAPR
4	1214 Maple Avenue	R1	Zoning Analysis	Subdivide zoning lot into 2 lots	02/28/22	pending additional information from the applicant
4	1125 Elmwood Avenue	R3	Building Permit	Replace front porch deck, handrail, and trim	03/12/22	pending revisions from the applicant
4	1211 Ridge Avenue	R1	Zoning Analysis	Install patio at rear of single-family dwelling under construction, construct garage attached to existing coach house	03/16/22	pending staff review
5	2046 Dodge Avenue	R3	Building Permit	Addition	09/28/21	non-compliant, pending revisions from the applicant

5	2114 Wesley Avenue	R3	Building Permit	Replace gravel walk and parking pad with pavers	10/16/21	pending additional information from the applicant
5	1717 Simpson Street	B1	Building Permit	Garage	10/28/21	non-compliant, pending revisions from the applicant
5	1717 Simpson Street	B1	Building Permit	Shed	11/01/21	non-compliant, pending revisions from the applicant
5	1701 Simpson Street	B1	Building Permit	First and 2nd story addition to existing commercial building	12/20/21	non-compliant, pending revisions from the applicant, DAPR review
5	1805-1815 Church Street	B2/oWE	Zoning Analysis	Construct 2 story religious institution for Mt. Pisgah and 44 DU multifamily building (primarily affordable)	01/25/22	non-compliant; pending revisions from the applicant
5	2115 Ridge Avenue	R4a	Building Permit	Driveway	02/23/22	non-compliant, pending revisions from the applicant
5	1239 Leon Place	R4	Building Permit	New single-family dwelling	02/24/22	non-compliant, pending revisions from the applicant
5	1928 Jackson Avenue	R5	Building Permit	Pave parking lot	03/22/22	pending staff review
5	1717 Simpson Street	B1	Building Permit	Repair existing parking lot	03/27/22	pending staff review
6	2504 Central Park Avenue	R1	Building Permit	Addition and patio expansion	07/07/21	pending revisions from the applicant
6	2402 Pioneer Road	R1	Building Permit	Patio, pergola, and walks	08/31/21	pending revisions from the applicant
6	2828 Lincoln Street	R1	Building Permit	Deck and patio	09/02/21	pending additional information from the applicant
6	3031 Thayer Street	R1	Building Permit	Shed	11/15/21	revisions submitted by applicant, pending staff review
6	3321 Colfax Place	R1	Building Permit	Replace steps	11/24/21	pending additional information from the applicant
6	2421 Central Park Avenue	R1	Building Permit	2-story detached ADU	01/30/22	pending revisions from the applicant
6	2303 Park Place	R1	Building Permit	1st and 2nd story additions, interior and exterior renovation, detached garage	01/30/22	pending revisions from the applicant
6	2650 Lincolnwood Drive	R1	Building Permit	Patio	02/05/22	pending additional information from the applicant
6	2516 Ridgeway Avenue	R1	Building Permit	Addition	02/08/22	pending additional information from the applicant
6	2915 Colfax Street	R1	Building Permit	Addition and renovation	03/20/22	pending staff review
6	2149 Lincolnwood Drive	R1	Building Permit	New covered front porch	03/20/22	pending staff review
6	2528 Marcy Avenue	R1	Building Permit	Remove patio, walks, and parking pad, install new patio, planter, steppers, re-clad steps, rear gravel patio, parking pad, and walk	03/20/22	pending staff review
6	2745 Lawndale Avenue	R1	Building Permit	Replace front steps, patio, seat wall, and stepper path	03/27/22	pending staff review
6	2501 Marcy Avenue	R1	Building Permit	Paver patio and front walk	03/27/22	pending staff review
6	3507 Central Street	R2	Zoning Analysis	Demolish and replace a 1-story room	03/28/22	pending staff review
6	3308 Payne Street	R1	Building Permit	Addition	03/29/22	pending staff review
6	3312 Dartmouth Place	R1	Building Permit	Convert attached garage to living space	03/30/22	pending staff review
6	2664 Central Park Avenue	R1	Building Permit	2-story addition and interior remodel	03/30/22	pending staff review

7	1030 Central Street	OS	Zoning Analysis	Post 42 Patio determination of use for American Legion/Canal Shores Golf Course	06/29/21	on hold per Law
7	1225 Grant Street	R1	Building Permit	Remove and replace deck	07/17/21	pending revisions from the applicant
7	2333 Ridge Avenue	R1	Building Permit	Garage, 14x20	11/17/21	non-compliant, pending additional information and revisions from the applicant
7	1801 Central Street	B1a/oCS	Building Permit	Remodel 1st floor and 2-story addition above (fitness studio on ground floor)	01/13/22	pending revisions from the applicant, DAPR
7	2631 Prairie Avenue	R4	Building Permit	New attached garage, addition, and interior remodel	01/28/22	pending additional information from the applicant
7	2687 Stewart Avenue	R1	Building Permit	Interior remodel and addition	02/21/22	pending revisions from the applicant
7	1114 Grant Street	R1	Building Permit	Addition and interior remodel	03/06/22	pending revisions from the applicant
7	1219 Noyes Street	R1	Building Permit	Remove existing deck, construct new deck and paver patio	03/07/22	pending revisions from the applicant
7	2730 Hampton Parkway	R1	Zoning Analysis	Zoning verification letter	03/11/22	pending staff review
7	1906 Grant Street	R1	Building Permit	Install paver patio and paver sidewalk	03/13/22	pending revisions from the applicant
7	2895 Sheridan Place	R1	Zoning Analysis	Install patio, steps, grill, retaining wall, and fire pit	03/15/22	pending additional information from the applicant
7	824 Monticello Place	R1	Building Permit	Remove existing deck and overhang, construct new deck, stair, pergola over deck, and paver patio	03/20/22	pending staff review
7	1316 Isabella Street	R1	Building Permit	Detached garage and replace walks	03/20/22	pending staff review
7	2214 Grant Street	R1	Building Permit	New garage	03/22/22	pending staff review
7	2635 Eastwood Avenue	R1	Building Permit	Detached garage, 20x22	03/25/22	pending staff review
7	2759 Garrison Avenue	R1	Building Permit	Deck, rear elevation openings, and interior remodel	03/26/22	pending staff review
7	2352 Jackson Avenue	R1	Building Permit	Demolish porch, mud room addition	03/27/22	pending staff review
7	2226 Payne Street	R1	Building Permit	Paver walk	03/27/22	pending staff review
7	2520 Noyes Street	R1	Zoning Analysis	Patio and deck	03/28/22	pending staff review
8	324 Florence Avenue	R1	Building Permit	Garage, 20'x20'	12/01/21	non-compliant, minor variation application from the applicant
8	1321 Brummel Street	R4	Zoning Analysis	New curb cut and shared driveway to open parking in the rear of two multi-family dwellings, 1317-1321 Brummel St	12/21/21	pending additional information from the applicant
8	1023 Mulford Street	R2	Building Permit	New deck	03/20/22	pending staff review
9	822 Wesley Avenue	R3	Zoning Analysis	Install rooftop wireless co-location	02/28/22	pending additional information
9	1517 Oakton Street	R2	Building Permit	Roof mounted solar panels	03/11/22	pending additional information from the applicant
9	1210 South Boulevard	R2	Zoning Analysis	Construct 2-car garage on off-site parcel	03/17/22	pending staff review
9	605 Ridge Avenue	R1	Building Permit	Deck and remodel	03/20/22	pending staff review
9	917 Seward Street	R2	Zoning Analysis	Hen coop	03/28/22	pending staff review
9	1119 Washington Street	R3	Zoning Analysis	Zoning verification letter	03/30/22	pending staff review
9	1703 Cleveland Street	R2	Zoning Analysis	Remove patio and replace stoop with modular walls	03/30/22	pending staff review

Pending building permit and zoning analysis reviews older than 6 months where there has not been activity are periodically removed from the zoning report.

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-31 Chicago Avenue	D4	Planned Development	New 18-story mixed-use building with 180 dwelling units, 6,759 sf of ground floor retail, and 37 parking spaces	03/18/22	pending staff review
2	1001 Dewey Avenue	R3	Minor Variation	Deck located in interior side yard, interior side yard setback to deck, front yard fence	02/18/22	determination after 03/22/22
2	1804 Maple Avenue	RP	Special Use	Special use for a Cannabis Dispensary	03/04/22	pending LUC 04/13/22
5	2044 Wesley Avenue	R4/R5/oWE	Planned Development	New construction of 19 townhomes, a 12-unit multi-family dwelling, new private driveway/alley to access townhomes, new pedestrian path connecting Green Bay Road, Wesley and Jackson Avenues, removal of railroad infrastructure and environmental clean-up of site	02/03/22	pending staff review, DAPR, LUC
5	2011 Pratt Court	R4a	Minor Variation	Interior side setback at a dormer addition at the attic level	03/18/22	determination after 04/07/22
6	2650 Lincolnwood Drive	R1	Minor Variation	Building lot and impervious surface coverage for a front porch	11/18/21	pending permit submittals for work done without a permit (deck enclosure, shed, patio)
6	3434 Central Street	R2	Planned Development	New 2-story, 24,916 sf building for a Daycare center - Child (Kensington School)	02/10/22	pending DAPR 04/12/22, LUC 05/11/22
6	2635 Crawford Avenue	R1	Plat of Subdivision	Subdivide a zoning lot into 2 lots	03/22/22	pending staff review, P&D
7	1722 Chancellor Street	R1	Minor Variation	West interior side yard setback at 2nd story addition over an existing 1st story	03/16/22	determination after 04/07/22
7	715 Sheridan Road	R1	Minor Variation	Dormer setback from north side facade, a/c equipment located within a front yard	03/16/22	pending additional information from the applicant
8	2424 Oakton Street	C1/oRD	Special Use	Special use for Resale Establishment, Salvation Army	11/08/21	pending P&D 04/11/22
8	324 Florence Avenue	R1	Minor Variation	Building lot coverage for new detached garage	03/22/22	pending additional information from the applicant
8	2310 Oakton Street	OS	Planned Development	New 1-story, 8,600 sf building and 16 parking spaces for a new animal shelter (City of Evanston)	03/23/22	pending staff review



Memorandum

To: Kelley Gandurski, Interim City Manager

From: Angelique Schnur, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 1, 2022

Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

Please contact me at 847-448-8035 or aschnur@cityofevanston.org if you have any questions or need additional information.

Cases Received, April 1, 2022

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
2	1101 Church Street	Multi-Family Building	Construction fence and site are in good order. Demo work has not started yet.	3/31/2022
2	2030 Greenwood	Multi-Family Building	Construction fence and site are in good order. Foundation work has been delayed. Excavation contractor was reminded to keep the streets around the site free of mud and debris.	3/31/2022

4	1555 Ridge Avenue	Multi-Family Building	The fence has been removed entirely. This project has completed final inspections levels 1 through 3 and will be requesting TCO for leasing office, and model units.	3/31/2022
8	1011 Howard Street (Evergreen Senior Housing)	Senior Living Facility	The new building is almost completely inspected and approved. Scaffolding is present along the front of the original building to the west and is being used to restore the brick exterior . Interior remodeling of existing offices is close to completion.	3/31/2022
8	100 Chicago Avenue (Gateway)	Mixed-Use Retail/Residential	The construction fence and site are in good order. Framing of 3rd level in underway.	3/31/2022



Memorandum

To: Kelley Gandurski, Interim City Manager

From: Angelique Schnur, Building and Inspection Services Manager

Subject: Monthly Construction Valuation and Permit Fee Report

Date: April 1, 2022

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2020.

Please contact me at 847-448-8035 or aschnur@cityofevanston.org if you have any questions or need additional information.



DATE: April 1, 2022

TO: Kelley Gandurski, Interim City Manager

FROM: Angelique Schnur, Building and Inspection Services Division Manager

SUBJECT: Building Permit & Construction Value Financial Report for March 2022

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of March 2022	\$284,447
Total Permit Fees Collected Fiscal Year 2022	\$804,548
Total Permit fees Collected for the Month of March 2021	\$357,666
Total Permit Fees Collected Fiscal Year 2021	\$ 1,149,822

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR MARCH 2022	\$ 19,560,742
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2022	\$ 44,285,847
TOTAL CONSTRUCTION VALUE FOR MARCH 2021	\$ 17,841,570
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2021	\$ 34,738,118



Memorandum

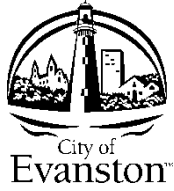
To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: April 1, 2022

Ward	Property Address	Business Name	Date Received	Current Status
3	900 Chicago Ave	Subway	3/30/2022	Change of Ownership – Pending Inspections
8	120 Asbury Ave	Bill's Drive In	3/9/2022	Change of Ownership – Pending Inspections
4	1590 Sherman Ave	Moge Tee Shop	1/21/2022	Pending Building Issued – Pending Inspections
7	2002 Central St	Blended HSB Evanston	1/20/2022	Pending Building Issued – Pending Inspections
1	809 Davis St	5411 Empanadas	12/21/2021	Pending Building Issued – Pending Inspections
1	1743 Sherman Ave	Olive Mediterranean Grill	12/10/2021	Pending Building Permit Issuance
1	724 Clark St	Shinto Ramen	11/19/2021	Pending Building Issued – Pending Inspections
8	329 Howard St	LOADaSPUD	10/12/2021	Pending Building Issued – Pending Inspections
7	1921 Central St	Central Street Diner	10/7/2021	Pending Permit Application
4	1619 Chicago Ave	Picnic	9/14/2021	Pending Building Issued – Pending Inspections
1	1601 Sherman Ave	Sweetgreen	9/13/2021	Pending Building Issued – Pending Inspections
1	1726 Sherman Ave	Tomo Japanese Street Food	7/13/2021	Pending Building Issued – Pending Inspections
4	1508 Sherman Ave	Dollop Coffee	2/11/2021	Building Permit Issued – Pending Inspections
2	1813 Dempster St	Zentli	8/27/2020	Building Permit Issued – Pending Inspections
8	633 Howard St	Estacion	2/4/2020	Building Permit Issued – Pending Inspections



Memorandum

To: Honorable Mayor and Members of the City Council

From: Brian George, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: April 1, 2022

There are no pending liquor license applications to report for this week.

Please contact me at (847) 866-2937 or bgeorge@cityofevanston.org if you have any questions or need additional information.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING APRIL 1, 2022

Mayors Call for LGDF Restoration As General Assembly Nears Adjournment

With one week left until the scheduled adjournment of the Illinois General Assembly's spring session, the fate of the Northwest Municipal Conference's top priority remains uncertain. Despite overwhelming support for legislation that partially restores the Local Government Distributive Fund (LGDF), all eyes now turn to Governor Pritzker and legislative leaders to include the LGDF restoration in the state's FY2023 budget. Earlier this week, the Chicago Sun-Times Editorial Board endorsed restoring the LGDF to 8 percent. The [editorial](#) highlighted that the partial restoration would "be a boon for suburbs" noting it "could make a major difference in budgeting for services – and avoiding property tax increases on residents."

With budget discussions front and center, we urge NWMC members to contact their State Representatives and encourage them to join with their fellow legislators to insist that LGDF is restored to 8 percent in this state budget. It is critical that legislators hear from their local government partners and fellow elected officials on this essential priority.

Meanwhile, the Daily Herald Editorial Board this week voiced support for greater scrutiny on Tax Increment Financing (TIF) districts. The [editorial](#) brought attention back to [Senate Bill 2298 \(Sen. Ann Gillespie\)](#), which aimed to amend to the process for TIF district creation, oversight and payment. Senate Bill 2298 was re-referred to the Senate Assignments Committee in February, essentially stalling the bill. The NWMC has remained opposed to the bill and subsequent amendments introduced earlier this session. With renewed media attention on this issue, the Conference is closely monitoring any activity in the final days of the session that may attempt to resurrect this issue.

Please be prepared to respond quickly to calls for action as budget and legislative issues are likely to emerge at any time in this final week of session. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

RSVP Today for the NWMC Annual Gala

Invitations have been sent for the NWMC Annual Gala, scheduled for Wednesday, May 18 at the beautiful Ravinia Festival in *Highland Park*. Highlights of the evening will be the inauguration of the NWMC officers for FY2022-2023 and a special presentation showing member responses to the COVID-19 pandemic. The evening begins with the reception at 6:00 p.m., followed by dinner at 7:00 p.m. Please RSVP by Friday, May 6 to Marina Durso mdurso@nwmc-cog.org. *Staff contact: Marina Durso*

2022 NWMC Gala - Request for Photographs

As mentioned above, the Conference will acknowledge the efforts of NWMC members in helping residents, businesses and the region manage and recover from the COVID-19 pandemic. To that end, the City of Highland Park has graciously offered to create a video presentation to show at the event.

In order to prepare the presentation, staff emailed the membership this week requesting photographs depicting your community's response to the pandemic. Examples include photos of:

- neighbors helping neighbors
- front line and essential employees
- efforts by your community in support of local businesses
- efforts by businesses in support of the community
- service projects
- volunteer efforts
- community efforts to protect employees, residents and businesses

Please send your photos to Mark Fowler mfowler@nwmc-cog.org by the close of business on Friday, April 15. *Staff contact: Mark Fowler*

SPC Seeks Volunteers to Develop Fire and Public Works Vehicle Programs

The Suburban Purchasing Cooperative (SPC) is seeking volunteers for the Fire Core Cost Containment Committee and Public Works Committee to develop specifications for the Ambulance and Fire Apparatus programs and the Public Works Specialty Vehicle program (Sewer Cleaning Trucks and Street Sweepers). It is the SPC's goal to have representation from multiple agencies and diverse backgrounds in order to create specifications that match the purchasing needs of most jurisdictions.

Due to the complexity of these vehicles, as well as the diverse operational needs of member agencies, the committee needs to be comprised of subject matter experts in multiple facets.

The experience and knowledge sought for the committees includes:

- Experience in governmental purchasing processes
- Operational knowledge of fire, EMS and public works apparatus
- Mechanical repair and maintenance expertise and experience
- Fire and EMS incident experience

Ideal committee members include:

- Fire and EMS personnel
- Public Works personnel, especially vehicle technicians
- Persons that oversee these purchases

Experience in developing and analyzing bid specifications is a plus, but joining the committee is a great way for volunteers to gain knowledge and experience of the apparatus and competitive bidding process.

Most meetings will take place via Zoom, but in-person meetings will be necessary for mandatory vendor meetings and the final bid scoring process. Typically, the process takes 3-12 months, depending on the complexity of the program.

If you wish to volunteer or recommend individuals to serve on these committees, please contact NWMC Purchasing Director Ellen Dayan, edayan@nwmc-cog.org or 847-296-9200 ext. 132. *Staff contact: Ellen Dayan*

Still Time to Register Vehicles for the NWMC Spring Auction

Thank you to Evanston, Deerfield, Lincolnshire, Skokie, Homewood and Wheaton for registering vehicles to be sold at the April 19 NWMC Surplus Vehicle and Equipment Auction. The event will begin at noon at America's Auto Auction in Crestwood. Please note that vehicles and equipment can be listed for disposal at the NWMC auction right up to the morning of the auction day. Sell them now to get a fresh start and please keep in mind that a portion of the proceeds help support the operations of the organization. For questions or additional information, please contact staff or Berry Ellis, 312-371-5993 or berry.ellis@americasautoauction.com. *Staff contact: Ellen Dayan*

Enroll Today in the NWMC Employee Assistance Program

As previously reported, the Conference is pleased to offer the opportunity to enroll in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. LifeWorks is the current EAP provider and offers confidential, cost free referrals and assessment services twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation remains the same at \$23.50 per employee per year and the contract year begins May 1. If you are not currently a member of the EAP program and would like to join or obtain additional information, please contact Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. Enrollment information and participation forms were sent to all members on March 15. *Staff contact: Marina Durso*

IDOT Issues New Federal Funding Agreement Forms

In an effort to make the federal agreement review process more efficient, the Illinois Department of Transportation (IDOT) has revised their Joint Funding Agreement forms (which include BLR 05310 and BLR 05311). The BLR 05310 form has been split into two forms that are aligned better with standard phases of work. One form ([BLR 05310C](#)) will be dedicated to state-let construction projects, including construction engineering, utility work and rail force account work. The second form ([BLR 05310PE](#)) is dedicated to pre-construction activities including preliminary engineering, design engineering and land acquisition. The [BLR 05311](#) Local Public Agency Amendment form has been revised to include several new fields and tables that include new criteria.

To allow Local Public Agencies a transition period to use the new forms and make adjustments to their local board/council meeting agendas, IDOT has delineated several key dates for implementing their use as detailed in [Circular Letter 2022-09](#). For more information, please contact Greg Lupton, greg.lupton@illinois.gov. *Staff contacts: Kendra Johnson, Eric Czarnota*

RTA Access to Transit Program Call for Projects Now Open

The Regional Transportation Authority (RTA) has opened a Call for Projects for the Access to Transit program. This program supports small-scale capital projects that improve pedestrian and bicyclist access to public transportation. The RTA selects projects through a competitive process according to the criteria that are consistent with [CMAQ program requirements](#). There are two types of eligible projects in this program: Category A, which includes Phase II engineering and construction; and, Category B, which includes only Phase I engineering.

The Access to Transit Program is open to all municipalities and counties that have completed, or are in the process of completing, a planning or implementation project that specifically recommends bicycle and/or pedestrian access improvements to transit. The deadline to apply is Friday, May 20. For more information about this program, project examples and to apply, please visit the [RTA website](#). *Staff contacts: Kendra Johnson, Eric Czarnota*

Multimodal Project Discretionary Grant Opportunity Announced

The U.S. Department of Transportation has issued a Notice of Funding Opportunity (NOFO) for their Multimodal Project Discretionary Grant (MPDG) program. There are three funding opportunities available within the MPDG: the National Infrastructure Project Assistance grants program (Mega); the Nationally Significant Multimodal Freight and Highways Projects grants program (INFRA); and, the Rural Surface Transportation Grant program (Rural).

Applicants can apply for one, two or all three of these funding opportunities with just one application. Funds for the Mega, INFRA and Rural programs will be awarded on a competitive basis for surface transportation infrastructure projects. Applications must be submitted through www.Grants.gov by Monday, May 23 at 11:59 p.m. The [NOFO can be viewed online](#) and for further information, please contact the Office of the Secretary via email, MPDGGrants@dot.gov or contact Paul Baumer, 202-366-1092. *Staff contacts: Eric Czarnota, Kendra Johnson*

Federal Grant System Migrating from DUNS to UEI Identifier

The Illinois Department of Transportation (IDOT) recently notified entities that do business with the federal and state government of the in-progress migration from the currently used identifier known as a Data Universal Numbering System (DUNS) number to a new Unique Entity Identifier (UEI) number. Beginning Monday, April 4, the DUNS numbers will be removed and replaced with UEI as the authoritative identifiers. The UEI will be used on the SAM.gov website, Illinois Grant Accountability and Transparency Act (GATA) portal, and other governmental award and financial systems.

Grantees with an existing SAM.gov account with a “public” setting have been assigned a UEI automatically and therefore no action is required. For historical purposes the existing DUNS numbers will remain in the GATA systems until it is determined that DUNS numbers can be removed without issue. For more information, please see IDOT [Circular Letter 2022-10](#) or contact DOT.GATA@illinois.gov. *Staff contacts: Kendra Johnson, Eric Czarnota*

Apply Today for RISE Planning Grants

The Illinois Department of Commerce and Economic Opportunity (DCEO) is awarding funds under the Research in Illinois to Spur Economic Recovery (RISE) program to create or update local and regional plans to accelerate economic recovery from the COVID-19 pandemic. Eligible entities include counties, municipalities, other local units

of government and economic development organizations.

Award amounts range from \$10,000 to \$75,000 for coverage areas with populations of up to 75,000 residents, and from \$10,000 to \$150,000 for coverage areas with populations of more than 75,000 residents. Applications are due by Monday, May 9 at 5:00 p.m. For more information, please see the grant's [Notice of Funding Opportunity](#) or contact John O'Conner, john.oconner@illinois.gov. *Staff contacts: Kendra Johnson, Eric Czarnota*

Project for Public Spaces Offers Community Placemaking Grants

In partnership with Niantic, the Project for Public Spaces is now accepting applications for their [Community Placemaking Grant program](#). The program will support funding for one project in an American city or town designed to engage and improve the visitor experience for underserved members of the community. The selected recipient will receive \$40,000 in funding, technical support from Project for Public Spaces staff as well as other support from fellow grantees and Niantic. Project sites must be outdoor spaces free and open to the public and they must be a destination for people from across the city, town or region.

Eligible recipients must be a non-profit or local government agency with the authority to make physical improvements to their project site. [Applications](#) are due by Friday, April 15 at 11:59 p.m. EDT and the grant recipient will be announced in June. *Staff contacts: Eric Czarnota, Kendra Johnson*

Meetings and Events

NWMC Executive Board will meet Wednesday, April 6 at 8:30 a.m. via teleconference.

NWMC Finance Committee will meet Wednesday, April 13 at noon via teleconference.

NWMC Board of Directors will meet Wednesday, April 13 at 7:00 p.m. via teleconference.

NWMC Bicycle & Pedestrian Committee will meet Tuesday, April 19 at 10:30 a.m. at the NWMC offices and via videoconference.

NWMC Legislative Committee will meet Wednesday, April 20 at 8:30 a.m. via teleconference.

NWMC Transportation Committee will meet Thursday, April 28 at 8:30 a.m. at the NWMC offices and via videoconference.

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