



Good Neighbors

San Diego  
Housing Commission

## INFORMATIONAL REPORT

**DATE ISSUED:** October 30, 2006

**REPORT NO:** HCR 06-94

**SUBJECT:** Semi-Annual Equal Opportunity and Small Contracts Status Report for the Second Half of Fiscal Year 2006

### **NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION**

#### **SUMMARY**

The San Diego Housing Commission has prepared this Semi-Annual Equal Opportunity and Small Contracts Status Report to provide an overview of the Agency's contracting activities for the second half of FY06. The semi-annual report is a reflection of the various programs and activities monitored by the Housing Commission's Equal Opportunity Programs. This report also provides an analysis of the Agency's work force representation, of 248 employees (Attachment A).

The Equal Opportunity Contracting Program endeavors to increase participation in procurement and contractual activities of Historically Underutilized Businesses (HUB), Small Businesses, Disabled Veterans Businesses Enterprises (DVBE) and Section 3 Business concerns, as defined by Federal regulations. The actual dollars and percent spent in contracting opportunities by the Housing Commission with HUB's, such as African Americans, Asian/Pacific Islanders, Hispanics and Native Americans and Disabled Veterans Businesses Enterprises, are tracked in six (6) different contracting categories: Architect & Engineers, Professional Services, Construction, Supplies/Materials/Equipment, Non-Professional Services, and Developers. This data is reflected in the analysis included in Attachment B of this report. Included in Attachment B is a comparative analysis of the prior year accomplishments. Even though a race and gender neutral approach is used in the contracting process, the analysis of the second half of fiscal year 2006 reflects an increase in dollars spent with Disadvantaged Businesses under Other Professional Services, Construction, Supplies Material and Equipment and Non- Professional Services. In addition, there is an increase in dollars spent with DVBE's reflected in the category of Non-Professional Services.

Attachment C, of the Semi-Annual Equal Opportunity and Small Contracts Status Report, includes dollars spent in contracts not requiring Board approval due to their dollar value.



## **WORKFORCE ANALYSIS REPORT**

The Equal Employment Opportunity Program monitors the representation of disadvantaged groups in the workforce, by conducting a workforce analysis to identify any statistically significant underutilization of racial/ethnic or gender groups that might indicate discriminatory employment practices. The Workforce Analysis Report illustrates areas of under-representation of targeted protected groups, based on goals set by job category for each protected group. These goals are represented in percentages and are based on the 2000 County of San Diego Labor Force Availability. Included in this report is an analysis of the Housing Commission's workforce, which totaled 248 regular, executive and management employees at the end of the second half of FY06.

During this period the most significant changes in workforce representation is a slight decrease in the Asian category and an increase in the total women represented in the Housing Commission workforce. Another change in the workforce analysis is that all supervisory staff are now reported under the Executive, Administrative, and Managerial job classification. This change is in conformity with the utilization of the census occupational categories required by the Federal Government in reporting workforce statistics. The analysis reflects full representation of the five (5) protected groups: Women, African American, Latino, Asian/Pacific Islander and Native American in the Housing Commission's Work Force (Attachment A).

## **EQUAL OPPORTUNITY CONTRACTING PROGRAM**

The Housing Commission's Equal Opportunity Contracting Program ensures that all contractors doing business with or receiving funds from the Housing Commission do not engage in unlawful discriminatory employment practices. An additional program goal is to provide assistance to disadvantaged, women, disabled veteran owned business and other small businesses to increase their participation rate. A third goal is to ensure that employment and contracting opportunities are made available for low and very low-income residents where feasible, in support of HUD Section 3 regulations.

The Housing Commission continues to leverage its limited resources by capitalizing on its business partnerships with the Public Agency Consortium (PAC). Through this partnership, the Housing Commission and local public agencies work together to increase business opportunities for HUBs, and small businesses by consolidating agencies' training and networking opportunities. This partnership also constitutes a forum for discussing new legislation affecting contracting endeavors with disadvantaged and small business in general in the City of San Diego while exploring innovative ways to close the spending gap between certified disadvantaged enterprises, DVBE, WBE and other businesses.

Semi-Annual Equal Opportunity and Small Contracts Status Report  
Page Three

Statistical data relating to Disadvantaged, Women, and Disabled Veteran Business Enterprises contracting efforts for the period January 1, 2006 to June 30, 2006 is summarized in the Semi-Annual Historically Underutilized Businesses (HUB) Report (Attachments B to B5). These charts compare the accomplishments of the second half of FY 05 with the second half of FY 06, while the graph represents the accomplishments of FY06.

**SMALL CONTRACTS REPORT**

The Small Contracts Report (Attachment C) lists contracts between \$5,001 and \$100,000. During this reporting period twelve (12) contractual agreements were made, and of the twelve (12) four (4) were certified disadvantaged firms.

Respectfully submitted,

**Signature on File  
With Original Document**

Approved by,

C. Terry Whitesides  
Director Business Services  
and Equal Opportunity Officer

Elizabeth C. Morris  
President & Chief Executive Officer

Attachment(s): A: Work Force Analysis Report  
B to B5: Semi-Annual Historically Underutilized Businesses (HUB) Report  
C: Small Contracts Award Status Report

File: Admin WOFO 2000

Date WOFO Submitted: 6/30/2006  
 Input by: cg

Goals reflect statistical labor force availability for the following: 2000 CLFA San Diego, CA

City of San Diego/Equal Opportunity Contracting  
**WORK FORCE ANALYSIS REPORT**

FOR  
 Company: San Diego Housing Commission

I. TOTAL WORK FORCE:

	Black			Hispanic			Asian			American Indian			Filipino			White		Other	
	CLFA Goals	M	F	CLFA Goals	M	F	CLFA Goals	M	F	CLFA Goals	M	F	CLFA Goals	M	F	M	F	M	F
Mgmt & Financial	3.3%	1	1	11.9%	3	5	6.2%	1	0	0.4%	0	0	6.2%	0	0	11	11	0	0
Professional	4.0%	2	0	12.6%	5	10	6.5%	1	1	0.5%	0	1	6.5%	0	0	8	11	0	0
A&E, Science, Computer	2.8%	0	0	7.3%	0	0	16.2%	0	0	0.3%	0	0	16.2%	0	0	0	0	0	0
Technical	6.6%	0	0	14.8%	0	0	17.2%	0	0	0.4%	0	0	17.2%	0	0	0	0	0	0
Sales	3.9%	0	0	19.5%	0	0	6.8%	0	0	0.6%	0	0	6.8%	0	0	0	0	0	0
Administrative Support	7.0%	0	23	20.8%	5	46	8.8%	5	10	0.6%	0	2	8.8%	0	0	9	24	0	2
Services	5.5%	0	0	36.9%	0	0	9.7%	0	0	0.6%	0	0	9.7%	0	0	0	0	0	0
Crafts	4.5%	1	1	25.8%	2	0	9.1%	0	0	0.7%	0	0	9.1%	0	0	9	0	0	0
Operative Workers	4.3%	4	1	38.8%	11	3	20.8%	0	3	0.3%	0	0	20.8%	0	0	3	0	0	0
Transportation	8.1%	3	1	32.1%	1	3	4.5%	0	0	0.5%	0	0	4.5%	0	0	0	0	0	0
Laborers	4.4%	0	0	54.0%	0	0	4.1%	0	0	0.5%	0	0	4.1%	0	0	3	1	0	0
<b>TOTAL</b>		<b>11</b>	<b>27</b>		<b>27</b>	<b>67</b>		<b>7</b>	<b>14</b>		<b>0</b>	<b>3</b>		<b>0</b>	<b>0</b>	<b>43</b>	<b>47</b>	<b>0</b>	<b>2</b>

HOW TO READ TOTAL WORK FORCE SECTION:

The information blocks in Section 1 (Total Work Force) identify the absolute number of the firm's employees. Each employee is listed in their respective ethnic/gender and employment category. The percentages listed under the heading of "CLFA Goals" are the County Labor Force Availability goals for each employment and ethnic/gender category.

Mgmt & Financial  
 Professional  
 A&E, Science, Computer  
 Technical  
 Sales  
 Administrative Support  
 Services  
 Crafts  
 Operative Workers  
 Transportation  
 Laborers

TOTAL EMPLOYEES			
ALL	M	F	Female Goals
33	16	17	39.8%
39	16	23	59.5%
0	0	0	22.3%
0	0	0	49.0%
0	0	0	49.4%
126	19	107	73.2%
0	0	0	62.3%
13	12	1	8.6%
25	18	7	36.7%
8	4	4	15.2%
4	3	1	11.1%
<b>TOTAL</b>	<b>248</b>	<b>88</b>	<b>160</b>

HOW TO READ EMPLOYMENT ANALYSIS SECTION:

The percentages listed in the goals column are calculated by multiplying the CLFA goals by the number of employees in that job category. The number in that column represents the percentage of each protected group that should be employed by the firm to meet the CLFA goal. A negative number will be shown in the discrepancy column for each underrepresented goal of at least 1.00 position.

II. EMPLOYMENT ANALYSIS

	Black			Hispanic			Asian			American Indian			Filipino			Female		
	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy
Mgmt & Financial	1.09	2	N/A	3.93	8	4.07	2.05	1	(1.05)	0.13	0	N/A	2.05	0	(2.05)	13.13	17	3.87
Professional	1.56	2	N/A	4.91	15	10.09	2.54	2	N/A	0.20	1	N/A	2.54	0	(2.54)	23.21	23	N/A
A&E, Science, Computer	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
Technical	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
Sales	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
Administrative Support	8.82	23	14.18	26.21	51	24.79	11.09	15	3.91	0.76	2	1.24	11.09	0	(11.09)	92.23	107	14.77
Services	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00
Crafts	0.59	2	1.42	3.35	2	(1.35)	1.18	0	(1.18)	0.09	0	N/A	1.18	0	(1.18)	1.12	1	N/A
Operative Workers	1.08	5	3.93	9.70	14	4.30	5.20	3	(2.20)	0.08	0	N/A	5.20	0	(5.20)	9.18	7	(2.18)
Transportation	0.65	4	3.35	2.57	4	1.43	0.36	0	N/A	0.04	0	N/A	0.36	0	N/A	1.22	4	2.78
Laborers	0.18	0	N/A	2.16	0	(2.16)	0.16	0	N/A	0.02	0	N/A	0.16	0	N/A	0.44	1	N/A

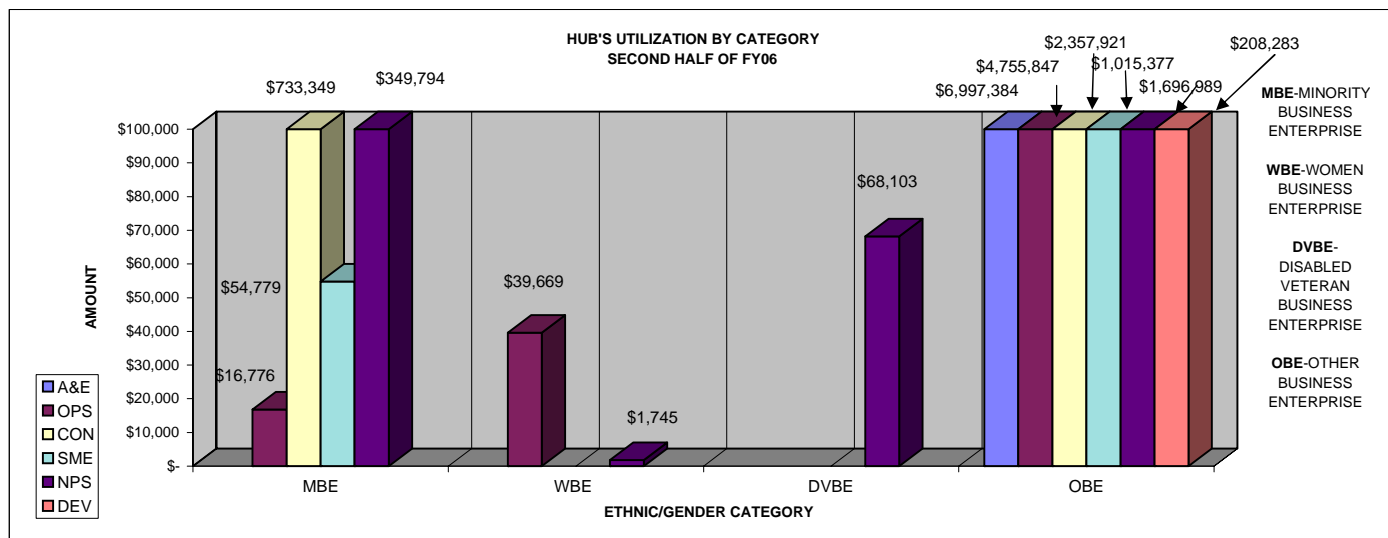
Goals are set by job categories for each protected group. An underrepresentation is indicated by a negative number, but if the DISCREPANCY is less than -1.00 position, a N/A will be displayed to show there is no underrepresentation.

# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT

**SECOND HALF OF FISCAL YEAR 2006**  
(January 1, 2006 to June 30, 2006)

CATEGORY	SECOND HALF OF FY06				PRIOR FISCAL YEAR (2ND HALF FY05)			
	TOTAL	MBE	WBE	DVBE	TOTAL	MBE	WBE	DVBE
<b>ARCHITECTS &amp; ENGINEERS (A&amp;E)</b>								
Prime Contractors	\$ 6,997,384	\$ -	\$ -	\$ -	\$ 30,448	\$ -	\$ -	\$ -
Percent of Total Expenditure								
<b>OTHER PROF. SERVICES (OPS)</b>								
Prime Contractors	\$ 4,812,292	\$ 16,776	\$ 39,669		\$ 1,081,471	\$ 36,835		\$ -
Percent of Total Expenditure		0.3%	0.8%			3.4%		
<b>CONSTRUCTION (CON)</b>								
Prime Contractors	\$ 3,091,270	\$ 733,349	\$ -	\$ -	\$ 1,808,568	\$ 13,901	\$ -	\$ -
Percent of Total Expenditure		23.7%				0.8%		
<b>SUPPLIES, MATERIALS &amp; EQUIPMENT (SME)</b>								
Prime Contractors	\$ 1,070,156	\$ 54,779	\$ -	\$ -	\$ 840,919	\$ 42,541		\$ -
Percent of Total Expenditure		5.1%				5.1%		
<b>NON-PROFESSIONAL SERVICES (NPS)</b>								
Prime Contractors	\$ 2,116,631	\$ 349,794	\$ 1,745	\$ 68,103	\$ 1,792,402	\$ 250,527	\$ 35,320	\$ 45,792
Percent of Total Expenditure		16.5%	0.1%	3.2%		14.0%	2.0%	2.6%
<b>DEVELOPERS (DEV)</b>								
Prime Contractors	\$208,283.0							
Percent of Total Expenditure								
<b>TOTAL PAID TO PRIME CONTRACTORS</b>	<b>\$ 18,087,733</b>	<b>\$ 1,154,698</b>	<b>\$ 41,414</b>	<b>\$ 68,103</b>	<b>\$ 5,553,808</b>	<b>\$ 343,804</b>	<b>\$ 35,320</b>	<b>\$ 45,792</b>



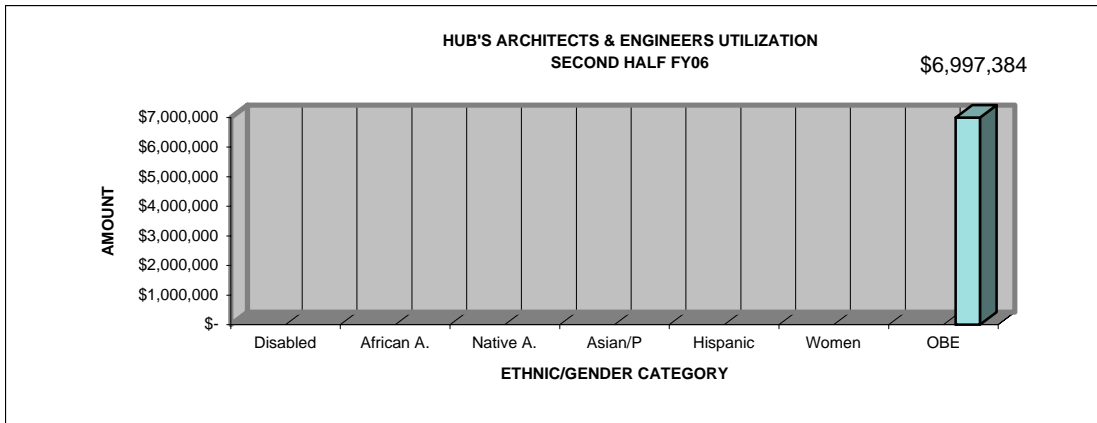
A&E - Architects & Engineers      DEV - Developers  
 OPS - Other Professional Services  
 CON - Construction  
 SME - Supplies, Materials & Equipment  
 NPS - Non-Professional Services

# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT ARCHITECTS AND ENGINEERS (A E)

SECOND HALF OF FISCAL YEAR 2006  
(January 1, 2006 to June 30, 2006)

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR ( 2 ND HALF FY05)	
	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS*	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS*
African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL MBE</b>	\$ -		\$ -	
WOMEN BUSINESS ENTERPRISE (WBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL WBE</b>	\$ -		\$ -	
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL DVBE</b>	\$ -		\$ -	
<b>TOTAL EXPENDITURES FIRST HALF FY06</b>		<b>\$ 6,997,384</b>	<b>PRIOR YEAR</b>	<b>\$ 30,448</b>

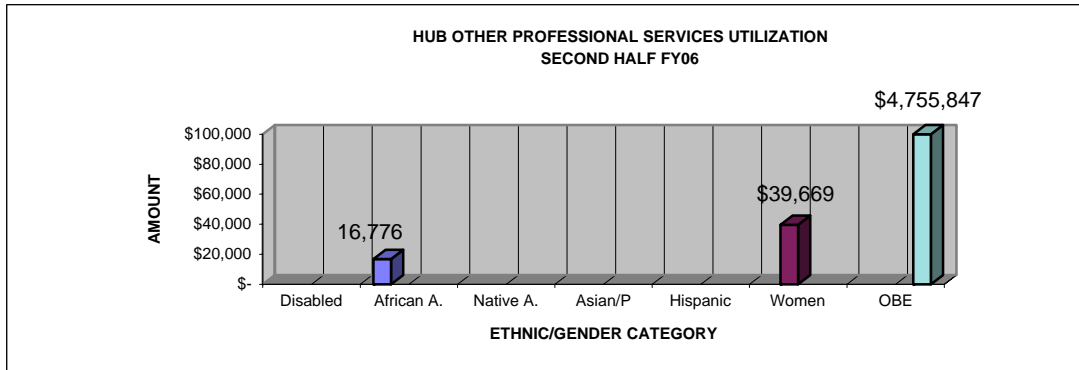


# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT OTHER PROFESSIONAL SERVICES (OPS)

SECONHD HALF OF FISCAL YEAR 2006  
(January 1, 2006 to June 30, 2006)

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR (2ND HALF FY05)	
	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS
African American Native American Asian Pacific Islander Hispanic	\$ 16,776			
<b>TOTAL MBE</b>	\$ 16,776	0.3%	\$ -	
WOMEN BUSINESS ENTERPRISE (WBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic	\$ 39,669	0.8%	\$ 36,835	3.4%
<b>TOTAL WBE</b>	\$ 39,669	0.8%	\$ 36,835	3.4%
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL DVBE</b>	\$ -		\$ -	
<b>TOTAL EXPENDITURES FIRST HALF FY06</b>		\$ 4,812,292	<b>PRIOR YEAR</b>	\$ 1,081,471

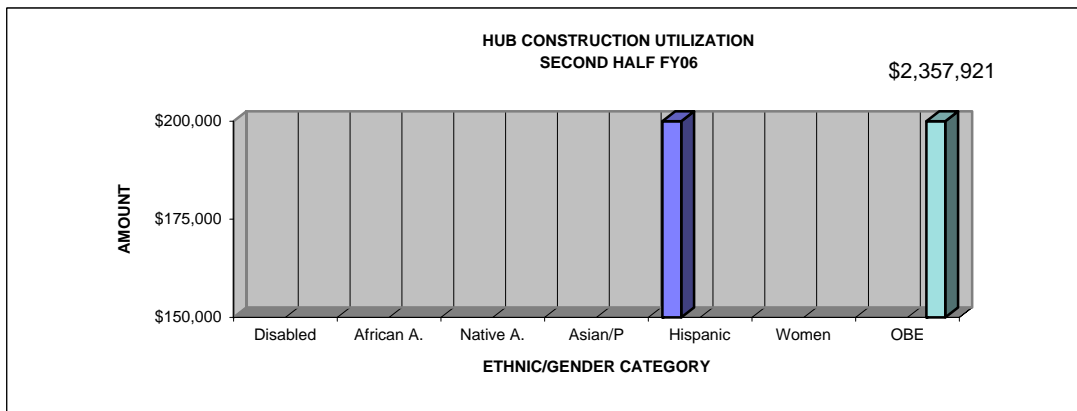


# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT CONSTRUCTION (CON)

SECOND HALF OF FISCAL YEAR 2006  
(January 1, 2006 to June 30, 2006)

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR (2ND HALF FY05)	
	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS
African American	\$ -			
Native American				
Asian Pacific Islander	\$ -		\$ 11,870	0.7%
Hispanic	\$ 733,349	23.7%	\$ 2,031	0.1%
<b>TOTAL MBE</b>	<b>\$ 733,349</b>	<b>23.7%</b>	<b>\$ 13,901</b>	<b>0.8%</b>
<b>WOMEN BUSINESS ENTERPRISE (WBE)</b>				
Caucasian				
African American				
Native American				
Asian Pacific Islander				
Hispanic			\$ -	
<b>TOTAL WBE</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)</b>				
Caucasian				
African American				
Native American				
Asian Pacific Islander				
Hispanic				
<b>TOTAL DVBE</b>	<b>\$ -</b>		<b>\$ -</b>	
<b>TOTAL EXPENDITURES SECOND HALF FY06</b>		<b>\$ 3,091,270</b>	<b>PRIOR YEAR</b>	<b>\$ 1,808,568</b>

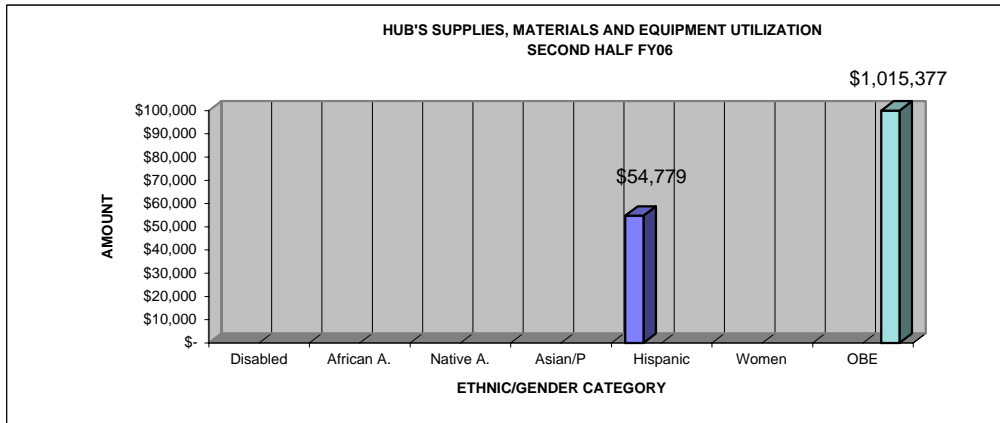


# SAN DIEGO HOUSING COMMISSION

## SEMI ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) SUPPLIES/MATERIAL/EQUIPMENT (SME)

SECOND HALF OF FISCAL YEAR 2006  
(January 1, 2006 to June 30, 2006)

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR ( 2ND HALF FY05)	
	AWARDED	AWARDS	AWARDED	% OF TOTAL AWARDS
African American	\$ -		\$ -	
Native American				
Asian Pacific Islander				
Hispanic	\$ 54,779	5.1%	\$ 42,541	5.1%
Filipino American				
<b>TOTAL MBE</b>	<b>\$ 54,779</b>	<b>5.1%</b>	<b>\$ 42,541</b>	<b>5.1%</b>
<b>WOMEN BUSINESS ENTERPRISE (WBE)</b>				
Caucasian				
African American				
Native American				
Asian Pacific Islander				
Hispanic			\$ -	
Filipino American				
<b>TOTAL WBE</b>			<b>\$ -</b>	
<b>DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)</b>				
Caucasian				
African American				
Native American				
Asian Pacific Islander				
Hispanic				
Filipino American				
<b>TOTAL DVBE</b>			<b>\$ -</b>	
<b>TOTAL EXPENDITURES SECOND HALF FY06</b>		<b>\$ 1,070,156</b>	<b>PRIOR YEAR</b>	<b>\$ 840,919</b>

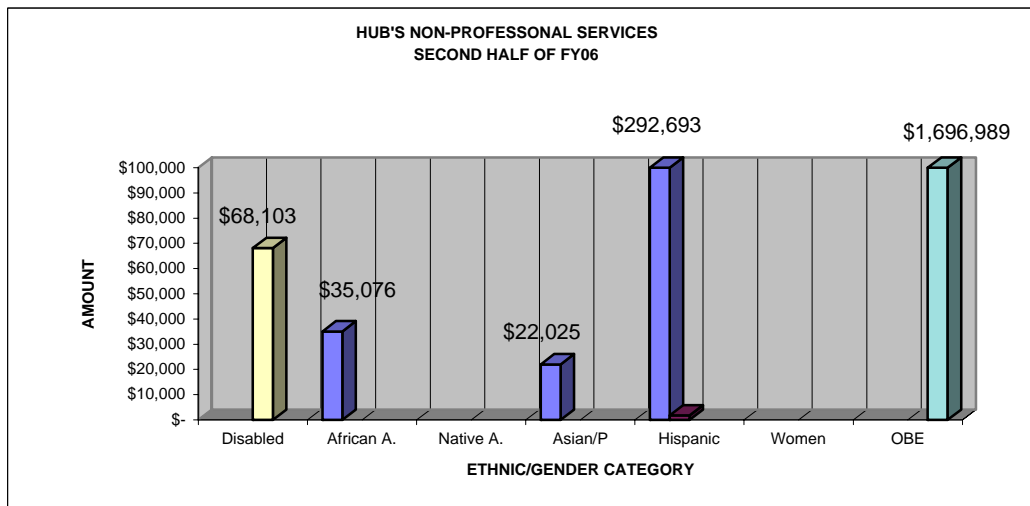


# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT NON-PROFESSIONAL SERVICES (NPS)

**SECOND HALF OF FISCAL YEAR 2006  
(January 1, 2006 to June 30, 2006)**

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR (2ND HALF FY05)	
	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS
African American	\$ 35,076	1.7%	\$ 54,038	3.0%
Native American				
Asian Pacific Islander	\$ 22,025	1.0%	\$ 26,252	1.5%
Hispanic	\$ 292,693	13.8%	\$ 170,237	9.5%
<b>TOTAL MBE</b>	<b>\$ 349,794</b>	<b>16.5%</b>	<b>\$ 250,527</b>	<b>14.0%</b>
WOMEN BUSINESS ENTERPRISE (WBE)				
Caucasian	\$ -		\$ 35,320	2.0%
African American	\$ -			
Native American				
Asian Pacific Islander				
Hispanic	\$ 1,745	0.1%		
<b>TOTAL WBE</b>	<b>\$ 1,745</b>	<b>0.1%</b>	<b>\$ 35,320</b>	<b>2.0%</b>
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)				
Caucasian				
African American	\$ 68,103	3.2%	\$ 66,695	3.7%
Native American				
Asian Pacific Islander				
Hispanic				
<b>TOTAL DVBE</b>	<b>\$ 68,103</b>	<b>3.2%</b>	<b>\$ 66,695</b>	<b>3.7%</b>
<b>TOTAL EXPENDITURES SECOND HALF FY06</b>		<b>\$2,116,631</b>	<b>PRIOR YEAR</b>	<b>\$1,792,402</b>

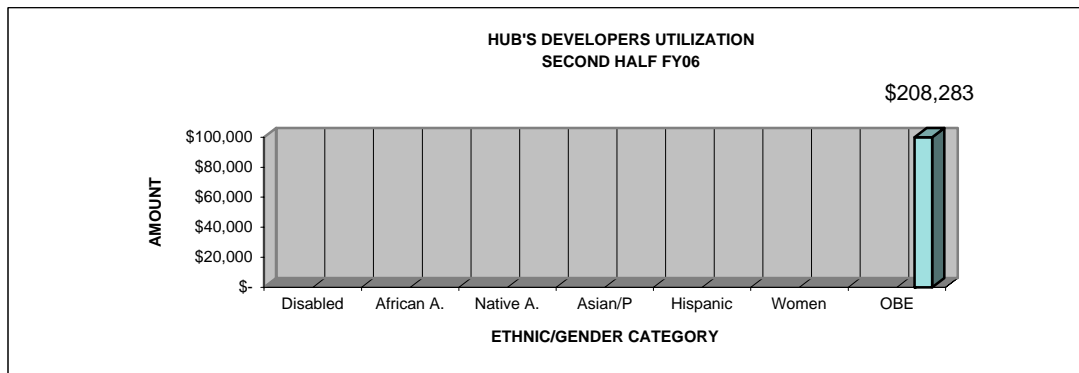


# SAN DIEGO HOUSING COMMISSION

## SEMI-ANNUAL HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) REPORT DEVELOPERS (DEV)

**SECOND HALF OF FISCAL YEAR 2006**  
(January 1, 2006 to June 30, 2006)

MINORITY BUSINESS ENTERPRISE (MBE)	SECOND HALF OF FY06		PRIOR YR ( 2ND HALF FY05)	
	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS	DOLLAR VALUE AWARDED	% OF TOTAL AWARDS
African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL MBE</b>		0.0%	\$ -	0.0%
WOMEN BUSINESS ENTERPRISE (WBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL WBE</b>		0.0%	\$ -	0.0%
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)				
Caucasian African American Native American Asian Pacific Islander Hispanic				
<b>TOTAL DVBE</b>		0.0%	\$ -	0.0%
<b>TOTAL EXPENDITURES SECOND HALF FY06</b>		<b>\$ 208,283</b>	<b>PRIOR YEAR</b>	<b>\$ 2,487,457</b>



**San Diego Housing Commission**

**Small Contract Award Status Report (\$5,001 thru \$100,000)**

**1/1/2006 thru 06/30/2006**

<b>AWARD DATE</b>	<b>PURPOSE</b>	<b>CONTRACTOR'S NAME</b>	<b>AWARD AMOUNT</b>	<b>DBE</b>
1/1/2006	Mediation Services (Housing)	National Conflict Resolution Center	\$57,000	N
1/2/2006	Printing Services	Printrite	\$86,000	Y
2/1/2006	Rapid Oil Change	Rapid Mobile Enterprises, Inc.	\$8,000	N
2/14/2006	Structional Repair @ Saranac	Salerno Livingston Architects	\$43,720	N
3/2/2006	Financial Literacy Summit	Sylvia Riera	\$45,000	N
3/7/2006	Remove/Install Fencing	Lightning Fence Company	\$34,600	N
3/16/2006	Site improvements	Aztec Landscaping Inc.	\$82,481	Y
3/16/2006	Removal/Installation Roof	Jack Diamond	\$33,712	N
4/1/2006	Graphic Design Services	Becky Alvarado	\$12,000	Y
5/1/2006	Cleaning Services 7 LOC'S	Nolbert Navarro	\$19,939	Y
5/1/2006	Educational Program/Enrichment	After-School All-Stars	\$30,000	N
6/27/2006	Telecommunications Consulting	Intratek Computer, Inc.	\$14,732	N