

CHICAGO HOUSING AUTHORITY (CHA)
Department of Procurement & Contracts Contract Compliance Division

SCHEDULE C - SECTION 3 UTILIZATION PLAN

Business Opportunities and Employment and Training of Low Income Chicago Housing Authority Residents and Low-Income Chicago Area Residents

PRIME CONTRACTOR'S NAME: _____
SPECIFICATION OR RFP/IFB/RFQ NUMBER: _____
SPECIFICATION OR RFP/IFB/RFQ TITLE: _____

The contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq and CHA Resolutions implementing Section 3 requirements. The Contractor hereby submits this document to identify employment opportunities for Chicago Housing Authority residents and low and very-low income Chicago area residents during the term of the contract between the Contractor and CHA.

CHA's preference is to ensure that as many CHA residents as possible are employed. In an effort to further that requirement, CHA has created a preference tier structure as outlined in the attached Section 3 Policy. Contractors are required to comply with Section 3 by first considering Tier IA through ID - Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that contractor must document this inability to comply with the preference and the need to move to a lower tier. (such inability must be documented for moves within tiers).

The Contractor agrees to meet its Section 3 requirement following the Preference Tier Structure as indicated in the below selection (check one or more tiers below):

Tier I - Hiring

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # _____. The Contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the CHA Resident Hiring Requirements through his/her subcontractors.

Contact CHA Department of Human Resources for resident referrals at 312/742-6500.

When Tier I is selected, the Contractor shall complete the following table as instructed below.

- (1) indicate each job title for all phases of this contract
- (2) the number of positions which will be needed in each category
- (3) how many of those positions are currently filled
- (4) the number currently filled by low and very low-income CHA residents
- (5) the number currently filled by Chicago Area residents
- (6) how many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low Income CHA Residents (LICHAR)
- (8) Low-Income Chicago Area Residents (LICAR)

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JOB TITLE (1)	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	NEEDED (2)	CURRENTLY FILLED			TO BE FILLED (6)	LICHAR (7)	LICAR (8)
		TOTAL (3)	*LICHAR (4)	*LICAR (5)			
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

In the event a Section 3 resident is employed for less than the duration of the job commitment, vendors must contribute to a fund which provides other economic opportunities in the lesser of the following amounts:

- a) the amount of money which the Section 3 resident would have received if employed for the duration of the contract, or
- b) 5% of the actual contract amount if a construction contract; 1.5% for other contracts.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

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[] Tier II - CONTRACTING

The contractor has identified ___ CHA resident-owned business(es) or ___ Section 3 business(es) which is 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # _____.

In a one (1) page letter on your firm's letterhead:

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

[] Tier III - OTHER ECONOMIC OPPORTUNITIES

Providing other economic opportunities to train and employ Section 3 residents or contributing to a Section 3 compliance fund which provides other economic opportunities. Firms may provide other economic opportunities or make a direct cash contribution. CHA has established the following minimum threshold requirements for contribution to any fund that provides other economic opportunities:

- a) For trade, construction and rehabilitation work the "value" of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications;
- b) For other types of contracts, including service contracts, the "value" of the other economic opportunity must equal or exceed 1.5% of the total contract amount plus any modifications.

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The Contractor agrees to provide other economic opportunities to train and employ Section 3 residents or contribute to a fund which provides Other Economic Opportunities in accordance with provisions of the Section 3 Policy as indicated below:

[] Scholarships for CHA residents -- the vendor may contribute to the CHA Scholarship fund. The funds will be provided to schools, institutes, etc. via a third party to provide scholarships exclusively for CHA residents.

[] Daycare/Transportation to support CHA residents who are working or are in training or education programs -- the vendor may contribute to the daycare/transportation fund. The funds will be used to pay day care providers or provide CTA, PACE or METRA cards or stipends exclusively for CHA residents. The daycare/transportation fund will be administered by a third party service provider under a cooperative agreement with the CHA.

[] Part-Time Employment/Job Training Programs-- vendors may provide part-time work or paid training opportunities for CHA residents (especially on the job training). The hours of part-time work or training when converted to dollars must equal or exceed the threshold requirements stated above.

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. **To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the CHA Section 3 Policy. Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form PRIOR to AWARD of a contract from the Chicago Housing Authority. Failure to submit this form may jeopardize the responsiveness of your submission.**

Attested to by:

President or Authorized Officer

Date

Notary Seal

Signature _____

Date _____

Acceptance / Approval By: _____

Senior Manager, Contract Compliance

Date