

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

**SCHEDULE C**

**Letter of Intent M/W/DBE and/or Section 3 Business Concern**

**Subcontractors, Suppliers, Consultants**

(To Be Completed by Subcontractor and/or Self-Performing Prime Contractor)

**M/W/DBE or SECTION 3 BUSINESS CONCERN NAME:** \_\_\_\_\_

**M/W/DBE Certification Status:** MBE  WBE  DBE  **Section 3 Business Concern:** Yes  NO

NOTE: Per CHA's Section 3 Policy, all Section 3 Business Concerns must be self-certified in the Section 3 Business Concern Self-Certification Registry and there will be no exceptions. Vendors will have to identify Section 3 Business Concerns and ensure those businesses are self-certified in CHA's Section 3 Business Concern Registry, prior to contract award.

**If yes, Section 3 Business Concern (Check One):**

- 51 percent or more owned by section 3 residents**
  - a. A public housing resident
  - b. Low and very-low income persons who live in the Chicago Metropolitan Area or non-metropolitan county
- Whose permanent, full-time employees include persons, at least **30** percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents
- That provides evidence of a commitment to subcontract in excess of **25** percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "section 3 business concern"

**FEIN:** \_\_\_\_\_ **ETHNICITY:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**CONTACT NAME/TITLE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ **IFB/RFP/CONTRACT OR PO #:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_ **DATE FORM COMPLETED:** \_\_\_\_\_

**PRIME CONTRACTOR:** \_\_\_\_\_ (NAME) \_\_\_\_\_ (TELEPHONE NUMBER)

NOTE: M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. For Section 3 Business Concern (S3BC) contractors/subcontractors, the owner or employee of the S3BC cannot also be an employee of the Prime Contractor on a contract per HUD Regulations.

1. Will the Subcontractor contract any of the work to be performed on this contract to another firm?  
Yes  No

If yes, explain below (Include dollar amount & percentage that will be subcontracted to other firms):

\_\_\_\_\_

2. List commodities/services to be provided for the above-referenced contract:

\_\_\_\_\_

3. Indicate the total dollar value: \$ \_\_\_\_\_

4. Terms of the agreement including but not limited to joint venture, subcontract, supplier or

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purchase order agreements on the above-referenced contract (timeframe and other subcontract details):

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5. Per HUD Definition, "*Subcontractor* means any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a section 3 covered project. "

Does the subcontractor comply with the above definition and does NOT have any business interests related to the Prime? Yes  NO

**PLEASE NOTE:**

(a). COUNTING M/W/DBE AND SECTION 3 BUSINESS CONCERN (S3BC) CREDIT: A business who is self-identified as a Section 3 Business Concern and also certified as an M/W/DBE may be used towards subcontracting goals for both the M/W/DBE and Section 3 requirements, once the initial goals for Section 3 and M/W/DBE have been satisfied separately.

(b). SECTION 3 BUSINESS CONTRACTING TIER ORDER: Prime contractors on CHA/HUD funded contracts must ensure that Section 3 Business Concerns (S3BCs) are contracted in a tier preference order as required by CHA/HUD policies and regulations. This means that S3BCs that reside at or within the project site should be considered for contracting opportunities first. It is the duty of the prime contractor to conduct appropriate outreach activities that specifically target resident owned S3BCs at the project location in a bid to find and subcontract with them.

(c). SUBSTITUTION/REMOVAL OF SUBCONTRACTOR: A prime contractor that needs to remove or substitute a subcontractor on its approved utilization plan must submit a written request for the removal or substitution of the subcontractor concerned. Only when DPC Compliance approves such a request in writing can the removal or substitution of the subcontractor be done by the prime contractor. Under no circumstance should a prime contractor unilaterally remove or substitute a subcontractor on its CHA/HUD funded contract without prior approval by DPC Compliance.

**AFFIDAVIT**

The undersigned will enter into a signed agreement with the Prime Contractor listed above within five (5) days after receipt of a signed contract executed by the Chicago Housing Authority.

I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing document are true and correct, and that I am authorized on behalf of the Subcontractor to make this affidavit.

\_\_\_\_\_  
(NAME OF SUBCONTRACTOR/SUPPLIER - PRINT OR TYPE)

\_\_\_\_\_  
(SIGNATURE OF AUTHORIZED PRINCIPAL OR AGENT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(NAME OF NOTARY - PRINT OR TYPE)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_ BEFORE ME APPEARED (NAME) \_\_\_\_\_ to me personally known who,  
being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by  
\_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

NOTARY PUBLIC: \_\_\_\_\_

(SEAL):

COMMISSION EXPIRES: \_\_\_\_\_