

City of Chicago M/WBE and BEPD Programs Certification Application Help Text

The following Help Text is intended to assist Applicant firms in the completion of the Schedule A Affidavit for Minority and Women-Owned Business Enterprise (M/WBE) and/or Business Enterprise owned by People with Disabilities (BEPD) Certification. This Help Text and the Schedule A can also be found on the Department of Procurement Services' website at www.cityofchicago.org/procurement. If you have questions about the Schedule A or the certification, process, which are not answered by this guide, please call (312) 744-4900, between 8:30 a.m. and 4:30 p.m., Monday through Friday, and someone will assist you.

DISCLAIMER: These help text instructions, examples and/or definitions are not intended as advice, legal or otherwise, on the specific answers individuals or Applicant firms should provide when filling out these forms. They are merely provided in response to frequently asked generic questions. If individuals or Applicant firms have questions about what specific answers to provide when completing these forms, it is strongly recommended that they contact financial or legal representatives of their own to advise them.

Overview

If a question does not apply, in whole or in part, to the Applicant firm, answer it as much as possible and indicate briefly why the question cannot be answered in full, unless otherwise indicated. For example, if a question asks for five years of gross receipts, and the Applicant firm has only been in business for two years, the Applicant firm should write "not in business" on the lines for years that pre-date the formation of the business.

If supporting documentation that is attached to the Schedule A fully answers a question on the Schedule A, and the Applicant firm would rather not fill out the chart or answer space on the Schedule A, indicate "see attached [insert document name] for answer." It is preferable to fill out the Schedule A charts (or recreate them in a larger format), but to ease the application burden, the Department of Procurement Services will accept this type of answer.

All supporting documentation and attachments must be signed and dated by a qualifying owner.

If a particular question calls for information dating back over a span of years, the period of time would be from the date of the application backward unless otherwise indicated.

Application Fee

Beginning January 1, 2005, a non-refundable fee of \$250 payable to the City of Chicago in the form of a certified check, cashier's check, or money order must be submitted with every Schedule A for MBE and WBE certification. (BEPD certification does not mandate a fee.) No other forms of payment will be accepted. If an Applicant firm is unable to pay this fee, it indicates that the firm is not a viable business entity. For that reason, the fee will not be waived.

Section I. GENERAL INFORMATION

Tax Identification Number

For most applicants, this will be the Applicant firm's Federal Employer Identification Number (FEIN). If you are a sole proprietorship and do not have an FEIN, you should use your own Social Security Number or obtain an FEIN for your business before applying for certification. You can apply for an FEIN through the Internal Revenue Service. Information about how to apply can be found on the IRS website at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

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Principal Office Street Address

The street address of the physical location of the principal business office. Do not give a P.O. Box number or mailing service address.

Preferred Mailing Address

The address to which you would like all mail (relating to certification or City of Chicago contracts) sent. A P.O. Box or mailing service address may be used. This may be the same as the Principal Office Street Address if it is not a P.O. Box or mailing service address.

Contact Person

The contact person listed for an Applicant firm must be able to speak to the information provided in the Schedule A and quickly research and respond to questions asked by City of Chicago certification officers.

Years in business

If the Applicant firm has been in business for less than one year at the time of application, do not apply. Wait until the firm has been operational for at least one year before applying. Applications received before then will be rejected.

Question 1

You may check any combination of the boxes to simultaneously apply for more than one certification.

Question 2

List all qualifying owners (see Definition of Key Terms). Each must also sign the affidavit (last page) of the Schedule A.

The BEPD regulations regarding non-profit Applicant firms are more detailed than the (minimum of) 51 % rule for ownership and control that applies to all for-profit Applicant firms (full text available online):

It will be the responsibility of all Applicants to establish by clear and convincing evidence that they are indeed a non-profit corporation that employs individuals with disabilities; is managed and controlled by one or more individuals with disabilities and has a corporate purpose of providing services to individuals with disabilities. The following criteria apply:

- a) Control is comprised of two parts: managerial and operational. The individual(s) with disabilities must demonstrate responsibility for the critical areas of the operations and must be able to make independent and unilateral decisions.
- b) The individual(s) with disabilities must demonstrate that he/she independently makes basic decisions in daily operations;
- c) The individual(s) with disabilities must have majority representation on the Board of Directors;
- d) Individuals with disabilities must comprise the majority of the organization's workforce;
- e) The organization must demonstrate a history of servicing the disabled community for not less than three years;
- f) The organization must demonstrate that employees are paid at least the federal minimum wage on an hourly basis and not on a piece work basis.

Question 3

If there is more than one qualifying owner (see Definition of Key Terms), and both are of the same sex, check the appropriate box. If the multiple owners include both male and female owners, check the box "One or more of each sex."

Question 4

To determine if an applicant qualifies, refer to "Minority" in the Definition of Key Terms for descriptions of "Black or African American," "Hispanic or Latino," and "Asian American." Refer to "Socially Disadvantaged" in the Definition of Key

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Terms for a description of conditions considered by the Affirmative Action Advisory Board when deciding whether a qualifying owner is socially disadvantaged. If a qualifying owner does not identify as "Black or African American," "Hispanic or Latino," "Asian American," or "Multi-Race," and the Applicant firm is applying for MBE certification, that qualifying owner must prove that he or she is socially disadvantaged. A completed Affidavit of Individual Social Disadvantage (Attachment 4) must be included for every qualifying owner who falls under the category "Other Socially Disadvantaged Group." The Affirmative Action Advisory Board will review the completed Attachment 4 as part of its determination of the qualifying owner's socially disadvantaged status.

In the event that there is more than one qualifying owner, and they are of different races/ethnicities/national origins, check the box "Multiple Owners of Different Ethnicity" and list the qualifying owners accompanied by the check-box description for each (e.g., John Doe is Hispanic, Jane Doe is Multi-Race Black/White, John Roedoe is Asian).

For WBE certification, the qualifying owner(s) must be female. WBE qualifying owners need not prove social disadvantage based on race/ethnicity/national origin unless applying for MBE certification also.

For BEPD certification, the qualifying individuals must be individuals with disabilities. BEPD qualifying individuals need not prove social disadvantage based on race/ethnicity/national origin unless applying for MBE certification also.

Question 5

The 2002 North American Industry Classification System (NAICS) codes may be obtained from the U.S. Census Bureau at <http://www.census.gov/epcd/www/naics.html>, specifically at <http://www.census.gov/epcd/naics02/naicod02.htm>.

Question 6

If the Applicant firm has less than three contracts in the areas in which certification is being sought, list as many as exist.

Question 7

Choose the type of organizational form used by the Applicant firm. Note, a sole proprietor is a person who is doing business without having formed a corporation or any other formal business type.

Question 8

- ❖ Organization Chart – Both hand drawn and computer drawn organizational charts will be acceptable so long as they are legible and clearly describe the Applicant firm's chain of command.
- ❖ 8A – Provide a narrative explanation of the organizational chart.
- ❖ 8B – If the Applicant firm has changed its name or used any other name within the past five years, even if it is no longer using the name, please list it here. Explain the reasons for using different names.
- ❖ 8C – State the individuals' names and last known addresses.

Question 9

- ❖ 9A – This question only applies if the Applicant firm is a corporation. List all share ownership history, from the original issuance of shares through all transfers, sales and cancellations. If more space is needed, attach a list.
- ❖ 9B – This question only applies if the Applicant firm is a corporation. This includes situations where shares of stock are acting as collateral for a loan and situations where stock is held by a trust.

Question 10

Many companies are organized in such a way that one owner or partner may be bought out by the others on retirement and in other situations. Frequently the type of agreement described appears in the articles of incorporation or partnership agreement, but not always. Dollar amounts do not need to be included.

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Question 11

Exclude political, social or fraternal groups. Identify the memberships that are associated with the qualifying owner(s) and those associated with the Applicant firm.

Section II. CERTIFICATION HISTORY

Question 1

Indicate any City of Chicago certification history of the Applicant firm, its owners, its officers, its directors, or its senior management, whether as the Applicant firm or as part of other business ventures. If supporting documentation is not available, attach an explanation briefly describing why.

- ❖ Include prior certification efforts of the Applicant firm even if it had different owners.
- ❖ Include information indicating if the current or former owners, officers, directors, or senior management previously applied as either owners or officers of another firm.
- ❖ Also include information on prior DBE certification experience with the City of Chicago of the firm, its owners, its officers, its directors, or its senior management.

The five year period is the five years prior to the date of this application. If the firm, its owners, its officers, its directors, or its senior management have not applied for certification with the City of Chicago previously, then indicate "N/A."

Question 2

Indicate the history of the Applicant firm, its owners, its officers, its directors, and its senior management and their previous experience of certification with other government entities. Government entities include, but are not limited to, federal, state, municipal, township, school district, park district, and county entities. If supporting documentation is not available, attach an explanation briefly describing why.

- ❖ Include prior certification efforts of the Applicant firm even if it had different owners.
- ❖ Include information indicating if the current or former owners, officers, directors, or senior management previously applied as either owners or officers of another firm.
- ❖ Also include information on prior DBE certification experience with the other government entities of the firm, its owners, its officers, its directors, or its senior management. Include DBE information on certification experience with states and localities outside of Illinois.

The five year period is the five years prior to the date of this application. If the firm, its owners, its officers, its directors, or its senior management have not applied for certification with other government entities previously, then indicate "N/A."

Question 3

Indicate if in the five years prior to this application, the Applicant firm or any firm associated with its owners, officers, directors or senior management has been decertified, or removed for any other reason, from a governmental business certification program designed to benefit socially or economically disadvantaged business owners. Note, this does not include graduation from such a program.

Question 4

Indicate if in the five years prior to this application, the Applicant firm or any firm associated with its owners, officers, directors or senior management has been debarred from contracting with any governmental entity, federal, state, county, municipal or other local governmental entity.

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Section III. OWNERSHIP INFORMATION

Question 1

Applicant should fill in the date of the legal formation of the firm (incorporation, organization, etc.). Copies of all relevant documents evidencing corporate structure and formation must be attached. A list of some typical documents is provided in the application checklist.

Question 2

Every person with a current equity/ownership interest must be listed and identifying information provided. Write "BEPD" next to the name of any individuals with disabilities who are listed.

- ❖ "Percentage of Time Devoted to Business" means the percentage of the total working hours each year that the individual works at the Applicant firm.
- ❖ "Date of Ownership" is the original date on which the individual obtained ownership.
- ❖ "Ownership Percentage" is determined differently depending on the Applicant firm's corporate form (corporation, partnership, etc.) but is normally determined by the assets contributed to the Applicant firm by an individual or entity. This must be the ownership percentage as of the date of the application. Assets can include monies, stock and other assets owned or contributed by an owner.
- ❖ "Voting Percentage" is determined by an agreement between the owners and can be based on percentage of ownership or can vary depending on the terms of the agreement. "Voting Percentage" means the percentage of total votes an individual owner has in deciding corporate matters.

Question 3

This section is designed to capture all payments, in whatever form, made by the Applicant firm to each owner during the past three calendar years. In addition to salaries, it includes distributions of cash, stock and other assets, as well as any advances, dividends, or other distributions or draws. Bonuses, personal loans, funding of retirement accounts, and other compensation arrangements must also be disclosed.

Question 4

Franchises are defined under Illinois State Law. A general meaning is that the Applicant firm has an agreement with a franchisor to sell, market or otherwise represent the franchisor in a particular market or territory.

Question 5

Answer "Yes" if the Applicant firm is a franchisor, as defined by Illinois State Law, and has agreements with franchisees to sell, market or otherwise represent the Applicant firm in a particular market or territory.

Section IV. EMPLOYEE INFORMATION

Question 1

Count all people who have done work for the Applicant firm in the preceding year. "Full time" and "Part time" employees (including all owners, officers, directors, managers, others) are on the firm's payroll year-round. "Seasonal" employees may be full-time or part-time employees hired only for a specific time of the year (e.g., summer construction season, winter holiday season for retail) and are on the firm's payroll for that period of time. "Contract" includes subcontractors, temporary employees, contract employees, and independent contractors who should also be reflected in Section X.

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Question 2

Monthly payroll amount must be the total gross annual payroll (including FICA and benefits) divided by 12. In the event there are significant seasonal variations in payroll please provide information explaining those variations.

Question 3

List all offices or locations used by the Applicant firm and the number of employees who report to work at each place. If any employees work from home or another location not owned or leased by the firm, please indicate how many employees have that work arrangement.

Question 4

List all senior management including officers, directors and persons holding significant responsibilities in the day-to-day operations, and/or significant financial, legal or human resource responsibilities. This should include every person listed in Articles of Incorporation or other organizing documents that list officers, members of the board of directors, etc. Note, the job descriptions should not be merely titles, but should describe what activities each senior manager performs on a routine or regular basis. Write "BEPD" next to the name of any individuals with disabilities who are listed.

Question 5

Include all distributions made by the firm to each officer or director during the past three calendar years. In addition to salaries, it includes distributions of cash, stock and other assets, and any advances, dividends, or other distributions or draws. Bonuses, personal loans, funding of retirement accounts, and other compensation arrangements must also be disclosed.

Question 6

Include all distributions made by the firm to each senior manager during the past three calendar years. Include distribution types as noted in Question 5.

Question 7

Identify key management responsibilities associated with persons in the Applicant firm. The Applicant firm is encouraged to show the extent to which qualifying minorities or women control the functional operations of the firm. List all managers holding any of these responsibilities, even if the individuals are neither minority nor female. Write "BEPD" next to the name of any individuals with disabilities who are listed. If any of these categories do not apply, please write "not applicable" or "N/A" in the "Name" box.

- ❖ "Estimating" is a function usually performed in construction-related businesses, and some other types of businesses, involving putting together a cost estimate for the performance of a particular scope of work.
- ❖ "Marketing and sales operations" especially relates to managers that contact and make proposals to existing clients and prospective clients.
- ❖ "Supervision of field/production", "Supervision of office personnel": applicants may submit organization charts and other documents as supporting evidence.
- For "Contract signing", "Signing and co-signing for loans", "Acquisition of lines of credit", "Surety bonding",
- "Major purchases or acquisitions", and "Check signing," applicants must submit documentary evidence of these responsibilities such as bank signature cards, corporate resolutions, execution pages from contracts, etc.

Question 8

The earnings in question are only those from the Applicant firm, not combined income from multiple sources. Occasionally businesses have a non-management key employee who is highly compensated for various reasons, including due to specific skills or other contributions made to the firm. This section requests disclosure and compensation information about such employees.

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Question 9

This question concerns employees who work in the trades. "Trades" is usually defined as a construction-related occupation and includes such occupations as boilermaker, bricklayer, carpenter, cement mason, ceramic tile layer and finisher, electrician, glazier, heating and frost insulator, iron worker, laborer, operating engineer, painter, drywall finisher, pipefitter, plasterer, plumber, roofer, sheet metal worker and technical engineer.

Section V. FACILITY INFORMATION

Question 1

List all spaces used as office space, storage, workshop, sales rooms or other spaces used for conducting any part of the Applicant firm's business.

Question 2

See definition of "Shared Space" in Definition of Key Terms. If more than one space is shared, attach a list.

Question 3

- ❖ 3A – List the firm name and the contact information for any businesses sharing space with the Applicant firm. If any of the Applicant firm's owners operates a business in the same space as the Applicant firm, list the name of the business, the contact information for the owner (if different from Attachment 1), and if applicable, the contact information for a person other than the owner.
- ❖ 3B – List the general business activities (commodities/services) of each firm or individual sharing space with the Applicant firm.

Question 4

Normal business hours are 8 a.m. to 5 p.m., Monday through Friday.

Section VI. FINANCIAL INFORMATION

Question 1

List each financial institution, its address, and the name and telephone number of any banker assigned to the Applicant firm's account.

Question 2

List the gross receipts for each of the last five years. List capital assets including real estate purchased in each of the years. Attach a list as necessary.

With regard to the financial statements, the Applicant firm must provide the highest level of documents available. If CPA-prepared documents do not exist, it is not necessary for the Applicant firm to hire a CPA for this purpose. Applicant should submit whatever balance sheet or statement of income is available and include, in writing, a statement certifying that the CPA-prepared documents do not exist.

Question 3

"Distributions" refers to the amount of money acquired by the Applicant firm on a given date. For example, a \$100,000 loan may be distributed in two, \$50,000 segments on different dates. Applicant should list the date and amount of each distribution. "Payments" means the amount of the loan that has been repaid.

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Question 4

List any current lines of credit and/or letters of credit issued to the Applicant firm or to Applicant firm owner(s) for purposes related to the Applicant firm. If necessary, attach a list.

Question 5

List all current sources of bonding. If more than one, attach a list.

Section VII. LICENSES AND REGISTRATIONS

Question 1

List all federal, state, county and/or city licenses and permits that are held by the Applicant firm. This would include licenses or permits from any municipality located within the six county region of Cook, DuPage, Kane, Lake, McHenry and Will in the State of Illinois. Guidelines for filling out the table are as follows:

- ❖ Column (1) Licensing Entity:
Name the specific government entity that issued the license (e.g., City of Chicago, Kane County, State of IL).
- ❖ Column (2) License Name:
List the type of license (e.g., Limited Business, Public Way Work, Home Occupation, Home Repair, Architectural, Engineer, Security).
- ❖ Column (3) Expiration Date:
Identify the month, day and year when the license(s) or permit(s) will expire.
- ❖ Column (4) License Number:
Identify the license number(s), permit number(s) or ID number(s).
- ❖ Column (5) Any Limitations:
If there are any limitations or restrictions listed or not listed on the license(s) or permit(s), please note them in this column (e.g., not for storage).

Question 2

Guidelines for filling out the table are as follows:

- ❖ Column (1) Name of Individual License Holder, Permit, etc:
Provide the names of the individuals who hold any type of professional license or certificate (e.g., Tom Jones).
- ❖ Column (2) License Name:
List the type of license (e.g., Licensed Architect, Lawyer, General Contractor, Supervising Electrician).
- ❖ Column (3) Expiration Date:
Identify the Month, Day and Year when the license(s) or permits will expire.
- ❖ Column (4) License Number:
Identify the license number(s), permit number(s) or ID number(s).
- ❖ Column (5) Any Limitations:
If there are any limitations or restrictions listed or not listed on the license(s) or permit(s), please note them in this column (e.g., cannot operate in residential area).

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Section VIII. EQUIPMENT INFORMATION

Question 1

Exclude office equipment, such as fax machines and copiers. Generally, equipment refers to gasoline or diesel-powered equipment, but may include other specialized technical equipment such as concrete testing laboratory equipment.

Section IX. INVENTORY

Question 1

Only list inventory intended for sale. Internal inventory (office supplies, karaoke machine for office parties) should not be listed. Include a description of each inventory item, the number of each item, and the total value of each item. Example of an inventory list:

Description	Quantity	Value
10-foot Chocolate Fountains	10	\$10,000
Chicago Sweets Candy Bars	6000	\$3000

Question 2

"Supplier" and "Distributor" are defined in detail in Attachment 3 to the Schedule A application (Policy Regarding M/WBE Certification as a Supplier, Distributor and/or Broker).

Section X. SERVICE AGREEMENTS

Question 1

To illustrate the type of services that fall into each category, examples are provided below. These examples are not a complete list. Do not exclude any service agreements from the list just because you do not see them below. All service agreements must be recorded on the Applicant firm's Schedule A.

- ❖ Accounting/Financial: tax preparation, bookkeeping, managing investments
- ❖ Advertising: messaging/branding, creation of radio/TV/print ads
- ❖ External Estimating: evaluating/approximating/calculating likely job costs
- ❖ Legal/Attorney: drafting contracts, representing Applicant firm in court, other legal matters
- ❖ Lobbying: representing Applicant firm before elected or regulatory groups, tracking federal/state/local legislation
- ❖ Management or Professional Services: computer consulting, process analysis, executive coaching
- ❖ Temporary Services: short-term labor for typically low-skilled tasks (e.g. data entry)
- ❖ Other: subcontracting work, brokers, janitorial work, event planning

Note that any outside consultant or temporary employee who worked for the Applicant firm during the preceding calendar year must be counted in Section IV Question 1 on the "Contract" line.

Because subcontracting work may be split amongst many small companies, the Applicant firm should only list subcontractors/brokers/persons on commission that meet the following condition: when calculating deductions from total gross receipts/sales in order to reduce taxable income on federal tax returns, any contractor who received at least \$50,000 or 5% of total gross receipts (whichever is less) in payment for services rendered (as opposed to products provided) should be listed in Section X.

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In this section, include all service agreements that fall into the listed categories (accounting, legal, etc.), and in the "Other" column include subcontracting/commission/broker work regarding the same type of commodities/services offered by the Applicant firm, e.g., a trucking firm that subcontracts out trucking work.

If the date of hire for an agreement that continued anytime during the last three calendar years occurred prior to the last three calendar years, include the original hire date if available or write "older than 3 years." If multiple short-term agreements were made with the same firm or individual during the last three years, list the hire/start date and end date for each agreement. If there is no end date for a service agreement, write "ongoing" in the chart. The cost for each engagement may be described as an hourly rate, project fee, annual fee, or whatever type of payment agreement is used.

Section XI. SWORN AFFIDAVIT

All qualifying owners are required to sign this affidavit. (See Definition of Key Terms to determine who is a qualifying owner.) The qualifying owners must sign the affidavit in the presence of an authorized notary public. The notary must be a non-owner of the Applicant firm. If there is not enough space for all the qualifying owners to sign the affidavit, copy the form and have every page notarized. Failure to return the Schedule A with signed and notarized affidavit(s) will result in the application being deemed incomplete and may lead to denial of certification.

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ATTACHMENT 1
Individual Statement of Ownership

Please Note: As indicated in Section III Question 2 of the Schedule A, an Individual Statement of Ownership must be submitted by each individual owner of the Applicant firm. This applies to any qualifying owner(s) and non-qualifying owner(s). Failure by any individual owner to submit Attachment 1 will result in a delay in processing and/or the denial of certification for the Applicant firm.

Question 1

This should encompass a detailed description of the owner's day-to-day activities and contributions to the firm. Indicate the percentage of time devoted to each activity.

Question 2

This question pertains to what financial or other assets the owner personally contributed to the start-up of the Applicant firm, if any, and the source of these contributions.

Question 3

Detail the owner's experience, particularly in those areas that relate to the Applicant firm's business, and how that experience is utilized in the day-to-day operations of the firm.

Question 4

Describe any family ties amongst any of the Applicant firm's owners, officers, directors or senior management.

Question 5

This question seeks information about any other firm(s) in which the owner is a full owner, member, partner, principal, or investor. The owner does not need to list shares owned in a publicly traded corporation. Be sure to include the last three years accrual or cash basis gross income or net sales for each such firm identified in response to this question.

Series of "True/False" Questions

It is very important that you answer these questions truthfully as a false answer could result in a denial of certification status as well as other administrative and/or criminal sanctions. Each "False" response must be accompanied by a typed or legible written explanation. Failure to provide such a written explanation where required will result in a delay in processing and/or the denial of certification for the Applicant firm.

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ATTACHMENT 2
Personal Net Worth Statement

The Personal Net Worth Statement will be used to determine the personal net worth of all qualifying owners and all non-qualifying owners who possess 20% or more interest in the Applicant firm. Section 2-92-670 of the Chicago Municipal Code defines Personal Net Worth as:

"Personal net worth" means the net value of the assets of an individual after total liabilities are deducted. An individual's personal net worth does not include the individual's ownership interest in an applicant or other city certified M.B.E. or W.B.E. or the individual's equity in his or her primary place of residence. As to assets held jointly with his or her spouse, an individual's personal net worth includes only that individual's share of such assets. An individual's net worth also includes the present value of the individual's interest in any vested pension plans, Individual Retirement Accounts, 401(k) accounts, or other retirement savings or investment programs less the tax and interest penalties that would be imposed if the asset were distributed at the present time.

For Applicant firms that would like to participate in the M/WBE construction program, no individual qualifying owner's personal net worth shall exceed the limit defined in Section 2-92-670 (j) of the Chicago Municipal Code. The personal net worth cap, as indexed for 2005, is \$857,465. If the owner's application is for certification in any commodity or service not related to general construction or construction trades, the personal net worth of qualifying owners will not be subject to any cap. To determine whether or not the Applicant firm is construction-related, refer to the answer provided in Schedule A Section I, Question 5. BEPD owners are not subject to personal net worth caps.

The definition of "construction contract" in Chicago Municipal Code 2-92-670 (e) is: "...a contract, purchase order or agreement (other than a lease of real property) for the construction, repair or improvement of any building, bridge, roadway, sidewalk, alley, railroad or other structure or infrastructure, awarded by any officer or agency of the city other than the city council, and whose cost is to be paid from funds belonging to the city."

DO NOT INCLUDE:

- a) The individual's ownership interest in the Applicant firm or other City of Chicago-certified MBE or WBE; or
- b) The individual's equity in his or her primary place of residence.

For assets held jointly with a spouse, an individual's personal net worth includes only that individual's share of such assets.

Include entire retirement savings under assets on line headed "IRA or Other Retirement Account" and include identified tax and interest penalties for early withdrawal under liabilities on line headed "Unpaid Taxes."

Answer all questions. If a question does not apply, indicate "N/A" on the attachment.

Complete a separate Attachment 2 for each owner of the firm. Make as many copies as necessary. Each owner must sign and date any additional pages included with his or her Personal Net Worth Statement.