

To: CDBG Housing Program Contractors

If you are awarded a CDBG project, you will be required to submit the following information, as applicable:

- Copy of Asbestos Certificate and Card from DHS for employee(s) working on the project.
 - If you are not asbestos trained, you can sub-contract any work identified as containing asbestos (such as roof, flooring, etc.); however, the subcontractor must be able to provide the appropriate certifications.
- Copy of Asbestos Certificate for company
- Copy of Lead Safe Renovator Certificate and Card from DHS for employee(s) working on the project.
 - If you are not lead trained, you can sub-contract any work identified as containing lead based paint (such as windows, siding, etc.); however, the subcontractor must be able to provide the appropriate certifications.
- Copy of Lead Certificate for company
- Insurance Certificate for the general contractor as well as all sub-contractors
- Licenses for the general contractor as well as all subcontractors, as applicable

Typically, one completed bid should be submitted per contractor, including all electrical, heating, plumbing and general work. The general contractor is responsible for obtaining all certifications, licenses, insurances and lien waivers from the sub-contractors.

The attached green sheets are the contractor eligibility form and a list of communities where MSA administers housing programs throughout Wisconsin. If you are interested in working with our program, please fill out the form and mail it back to me as soon as possible. The homeowners are able to choose the contractors they want to bid on their project but we have a very limited number of trained contractors at this time working with the program.

Please contact the housing program office at 1-800-552-6330 with any questions.

**The following is a list of the current communities we administer.
Please circle the communities with whom you would like to work.**

Adams County

Green Lake County

Racine County

City of Amery

City of Greenwood

Village of Randolph

City of Antigo

Jefferson County

City of Reedsburg

City of Baraboo

City of Juneau

City of Rhinelander

City of Beaver Dam

Kenosha County

City of Ripon

Village of Camp Douglas

Village of Lowell

Rock County

Village of Cazenovia

Village of Luck

Sauk County

Village of Clyman

City of Manitowoc

Village of Sharon

Columbia County

City of Mauston

Shawano County

City of Crandon

City of Milton

City of Two Rivers

Village of Darien

Village of North Fond du Lac

Walworth County

Dodge County

City of Nekoosa

Washington County

Village of Dorchester

City of New Lisbon

City of Watertown

Village of Dresser

City of Omro

City of Waupun

City of Edgerton

Village of Oxford

Villages of Webster/Siren

City of Elroy

Ozaukee County

City of Whitewater

City of Evansville

City of Plymouth

City of Wisconsin Dells

City of Fox Lake

City of Portage

Village of Friesland

Village of Prairie Farm

CONTRACTOR ELIGIBILITY FORM

All information received will be considered confidential. If you have any questions concerning the rehabilitation program, please call the Housing Program Office at 1-800-552-6330

Date _____

Company Name: _____ Name: _____

Address _____

City, State, Zip _____

Phone # _____ Cell Phone # _____ Fax # _____

Email Address: _____

Type of construction done by your company (general, masonry, heating, plumbing, etc.) _____ Tax Identification Number: _____

How long have you been in business? _____

Average number of employees during construction season _____

Do you employ a licensed plumber? Yes _____ No _____

Do you employ a licensed electrician? Yes _____ No _____

Insurance Information*:

Agency _____ Phone # _____

Amount of coverage _____

*Include copy of insurance certificate or have a copy sent or faxed directly from your Agent. Our fax number is 920-887-4250.

As a requirement in the use of these funds, MSA must comply with Section 3 of federal regulations, which requires, to the greatest extent feasible, opportunities for training and employment be given to low income residents, including contractors. Please review the Household Income Limits at <https://www.huduser.gov/portal/datasets/il.html#null> and let us know, without disclosing actual income, the total number of employee households that fall within these income guidelines. Please enter number below.

_____ # of households

Contractor application will be considered incomplete until Section 3 income information is provided. In the case of all other elements of a bid being equal, preference will be given to contractors employing Section 3 households. Signature below acknowledges receipt of MSA Professional Services Section 3 Clause and contractor agreement to abide by all requirements of said Section 3 Clause.

Is at least 51% of the company owned by a minority? Yes _____ No _____

Is at least 51 % of the company owned by a female? Yes _____ No _____

Signature of Contractor

Date

Please see the reverse side of this form to specify the communities with which you are willing to work.

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| Please include copies of the following (as applicable) |
| 1) Insurance Certificate |
| 2) Lead Safe Renovator Card(s) and Lead Company Certificate |
| 3) Asbestos Card(s) and Asbestos Company Certificate |
| 4) Sub-contractor licenses and insurances |

--OVER--

Return to:
MSA Professional Services
201 Corporate Drive
Beaver Dam, WI 53916