

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

One completed bid must 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 pink 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.

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.

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

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

Adams County	City of Evansville	City of Nekoosa	City of Two Rivers
City of Amery	City of Fox Lake	City of New Lisbon	Walworth County
City of Antigo	Village of Frederic	City of Omro	Washington County
City of Baraboo	Village of Friesland	Village of Oxford	City of Watertown
City of Beaver Dam	Green Lake County	Ozaukee County	City of Waupun
Village of Bonduel	City of Greenwood	City of Plymouth	Villages of Webster/Siren
Village of Camp Douglas	City of Hillsboro	City of Portage	City of Whitewater
Village of Cazenovia	City of Hurley	Village of Prairie Farm	Village of Wild Rose
Village of Clyman	Village of Iola	Racine County	City of Wisconsin Dells
Columbia County	Jefferson County	Village of Radisson	Village of Wyocena
City of Crandon	City of Juneau	Village of Randolph	
Village of Dallas	Kenosha County	City of Reedsburg	
Village of Darien	Town of Laona	City of Rhinelander	
City of Delavan	Village of Lowell	City of Rice Lake	
Dodge County	Village of Luck	City of Ripon	
Village of Dorchester	City of Manitowoc	Rock County	
Village of Dresser	City of Mauston	Sauk County	
City of Edgerton	Village of Mazomanie	Village of Sharon	
City of Elroy	City of Milton	Shawano County	
Village of Endeavor	Village of North Fond du Lac	City of Sparta	

Southern Housing Region Participating Counties
Income Limits

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Columbia	\$45,850	\$52,400	\$58,950	\$65,450	\$70,700	\$75,950	\$81,200	\$86,400
Dodge	\$43,400	\$49,600	\$55,800	\$62,000	\$67,000	\$71,950	\$76,900	\$81,850
Jefferson	\$42,950	\$49,050	\$55,200	\$61,300	\$66,250	\$71,150	\$76,050	\$80,950
Kenosha	\$43,550	\$49,750	\$55,950	\$62,150	\$67,150	\$72,100	\$77,100	\$82,050
Ozaukee	\$46,950	\$53,650	\$60,350	\$67,050	\$72,450	\$77,800	\$83,150	\$88,550
Racine	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Rock	\$39,700	\$45,350	\$51,000	\$56,650	\$61,200	\$65,750	\$70,250	\$74,800
Sauk	\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,950	\$76,600
Walworth	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300	\$73,350	\$78,400	\$83,450
Washington	\$46,950	\$53,650	\$60,350	\$67,050	\$72,450	\$77,800	\$83,150	\$88,550