

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

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

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

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	\$51,800	\$59,200	\$66,600	\$74,000	\$79,950	\$85,850	\$91,800	\$97,700
Dodge	\$45,650	\$52,200	\$58,700	\$65,200	\$70,450	\$75,650	\$80,850	\$86,100
Jefferson	\$49,350	\$56,400	\$63,450	\$70,500	\$76,150	\$81,800	\$87,450	\$93,100
Kenosha	\$50,150	\$57,300	\$64,450	\$71,600	\$77,350	\$83,100	\$88,800	\$94,550
Ozaukee	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700
Racine	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650	\$91,150
Rock	\$45,650	\$52,200	\$58,700	\$65,200	\$70,450	\$75,650	\$80,850	\$86,100
Sauk	\$46,050	\$52,600	\$59,200	\$65,750	\$71,050	\$76,300	\$81,550	\$86,800
Walworth	\$49,300	\$56,350	\$63,400	\$70,400	\$76,050	\$81,700	\$87,300	\$92,950
Washington	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700