



Community Development Block Grant (CDBG) Contractor Application

Please note: Under the CDBG Owner Occupied Program, you will be required to certify that no workers on-site is a convicted felon.

Name of Company: _____

Type of Company: Corporation Partnership Sole Proprietorship Joint Venture

Name of Owner: _____

Business Address: _____

Street Address

City State Zip

Business Telephone: _____

Cell Phone Number: _____

Business Fax/Website: _____

Business Email: _____

Years in business: _____

Federal Tax ID Number: _____

Contractor License Number (Plumbing, HVAC, Electrical only): _____

Types of Jobs Preferred (\$ size, trades performed): _____

List of Sub-Contractors with whom you regularly do business, if applicable:

Carpentry: _____
Electrical: _____
Plumbing: _____
Roofing: _____
Masonry: _____
Mechanical: _____
Painting: _____
Other: _____

List of private customers for whom you have recently completed work:

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List Federal and/or City contracts you have completed:

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Bank References

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Have you ever been convicted of violating Federal, State or Local law in the course Of discharging your duties as a contractor? Yes _____ No _____

If yes, please explain: _____

Have you ever been disbarred from participating as a contractor in any Federal, State or Local Housing program? Yes _____ No _____

If yes, please explain: _____

Do you qualify as a small business under SBA guidelines? (Annual volume of less than \$14 million gross receipts for special trades, \$33.5 million for Residential Remodeling). Yes _____ No _____

Is your business certified with the State of Indiana as a minority or woman owned business? Yes _____ No _____

Is your firm certified by the EPA under the Renovation, Repair and Paint Rule?

Yes _____ No _____

If yes, please provide a copy of the certificate. Please note, as of April 22, 2010, **ALL** firms that perform renovation work (other than lead abatement) which may disturb paint in target housing are **REQUIRED** to be certified by the EPA. Contractors will not be eligible to bid on such work until a certificate is provided. Information about becoming a certified firm is available at www.epa.gov/lead/pubs/renovation.htm

Are you a licensed lead-based paint abatement contractor? Yes _____ No _____

If yes, please provide a copy of all worker, supervisor, and contractor licenses.

Mandatory: All qualified applications will be required to complete Section 3 qualification process prior to signing the contractor's agreements. Section 3 certified contractors receive preference on projects funded by U.S. Department of Housing and Urban Development.

The following items are required with your completed application

- Certificate of Liability Insurance (requirements below)
 - General Liability - \$1,000,000 general and 2,000,000 aggregate worker’s compensation. If you do not carry worker’s compensation a state waiver will be necessary for each employee (up to 5, including the owner)
 - The City of Elkhart should be listed as certificate holders
- Licenses, including City of Elkhart licenses (HVAC, plumbing or electrical)

Due to the nature of the work involving CDBG occupied housing, the City is requiring all contractors to certify that NO workers (including supervisors or other staff) on the jobsite or pre-bid walkthroughs is a convicted felon.

I certify that **NO** workers (including supervisors or other staff) on the jobsite or pre-bid walkthroughs is a convicted felon. _____

Initials

I (We) certify that all of the above information is correct and true to the best of my (our) knowledge, **under penalty of law**. I (We) understand that this information will be used to determine my (our) eligibility for the Elkhart County Housing Program which utilizes funds from the U S Department of Housing and Urban Development. The participating agencies do not discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin. **I (We) understand that this application may be rejected if I (we) withhold information requested, or provide falsified information.**

***Printed Name:** _____ ***Title of Signer:** _____

***Authorized Signature:** _____ **Date:** _____

*CORPORATE OFFICER OR PERSON AUTHORIZED TO SIGN BIDS AND CONTRACTS ON BEHALF OF THE COMPANY.

FOR OFFICE USE ONLY

Date Application Received: _____ Initial Review by: _____ Date: _____

Final Review and Certification by: _____ Date: _____

Contractor: Do Do Not qualify as Section 3 Date: _____

CONTRACTOR EXCLUSION POLICY

The City of Elkhart is committed to providing its customers with quality service that meets today's standards of quality and ethics. The City wants to ensure only responsible, qualified, and quality-minded contractors are awarded contracts under its programs. This procedure has been created to exclude from participation - temporarily or permanently - contractors who violate terms of the contract, the Contractor's Agreement, the law, or who cannot meet the quality standards specified.

| VIOLATION | PENALTY |
|---|---|
| Failure to obtain required permit(s) | Banned from bidding for 6 months |
| Failure to call for required inspection(s) | Banned from bidding for 6 months |
| Failure to make reasonable progress | Banned from bidding for 1 year |
| Failure to pay subcontractors or suppliers on time resulting in Mechanic's Lien on the property | Banned from bidding for 1 year |
| Repeated failure (3 or more occasions) to install specified products | Banned from bidding for 1 year |
| Repeated failure (3 or more occasions) to meet generally accepted quality standards or specified quality | Banned from bidding for 1 year |
| Repeated failure (2 or more occasions) to start project within a reasonable time | Banned from bidding for 1 year |
| Rude comments to or about the owner, occupants, or City staff | Banned from bidding for 1 year |
| Repeated failure (3 or more occasions) to pass clearance test on first attempt | Banned from bidding work involving lead-based paint for 1 year |
| Failure to pass clearance on three attempts on single project | Banned from bidding work involving lead-based paint for 1 year |
| Gross negligence or intentional failure to follow Lead-based paint guidelines | Banned from bidding for 2 years and reported to Environmental Protection Agency (EPA), US Department of Housing and Urban Development (HUD), Indiana Department of Environmental Management (IDEM) and/or Indiana State Department of Health (ISDH) |
| Falsifying information on application, reports, or other requested documentation | Banned from bidding for 2 years |
| Harassment, Sexual harassment, or lewd behavior (see attached City of Elkhart policy) | Banned permanently, reported to Human Relations Department |
| Drinking alcohol/using illegal drugs on the job/performing work under the influence of drugs or alcohol (see attached City of Elkhart policy) | Banned permanently, reported to Police Department if necessary |
| Stealing items from owner or occupants | Banned permanently and reported to Police Department |