

To: CDBG Housing Program Contractors

Recently, there have been some changes in the asbestos regulations. The asbestos regulations now include residential housing; which therefore, affect our housing projects. At this time, we are assuming anything that is not metal, wood, glass or fiberglass contains asbestos. On the work write up, you will see an arrow (→) next to the items where an asbestos contractor is required. Some of the following items will now require an asbestos contractor: windows (due to the glazing and caulking), roofs (the shingles may contain asbestos), plaster and flooring (the adhesive may contain asbestos).

Our work write ups are set up with a space for pricing the project assuming an asbestos contractor will be completing the work and there is a space for pricing the project without having to use an asbestos contractor (see attached white sheet where highlighted). As the contractor, you may decide to test for asbestos once you are awarded the job. If you can provide documentation that there is not asbestos in the roof (for example) at that time, then I will reduce your contract amount to what the price was without asbestos and you will not need to follow asbestos regulations. However, if no testing is done, we are assuming asbestos regulations must be followed.

There are two ways that you can perform asbestos work. The first way is to take the training yourself. Your company will then be responsible for the certification, training and necessary reporting requirements with the Department of Health. The second way to perform asbestos work is to hire an asbestos abatement company to remove the asbestos and then you can complete the job after the asbestos containing materials are removed. The asbestos removal company is then required to take care of the necessary reporting requirements with the Department of Health.

If you are not interested in becoming asbestos trained and would like to hire out the asbestos removal, I have attached a list of asbestos trained contractors that are listed on the Department of Health's website. You may want to call several abatement companies to ensure you are getting the best prices.

Our programs also still deal with lead based paint. If a home was build prior to 1978, we may need to use a lead safe renovator or lead abatement worker as well as an asbestos contractor.

If you are not lead or asbestos trained the attached information (green sheet) explains how to get certified and where you can go to take the classes. You may want to check in your area to see if there are any classes that are closer.

Attached (pink sheet) you will find our current list of communities where we administer housing programs. If you are interested in working with our programs, please fill out the form and mail it back to me as soon as possible. MSA administers numerous programs throughout Wisconsin and 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.

### Does my work involve regulated asbestos?

Many building products contain asbestos, including, but not limited to:

- Transite-cementitious siding and panels
- Slate-transite roofing shingles, roofing felts and cements
- Floor tiles, sheet flooring and mastic, ceramic tile adhesives
- Spray-on ceilings and fire-proofing
- Acoustic ceiling tiles
- Blown-in and vermiculite insulation
- Window glazing and caulk
- Duct wrap and pipe insulation
- Plasters and wallboard joint compounds

These materials must be tested or assumed to contain asbestos before disturbing or removing. If your work includes disturbing, replacing or removing any of these known or suspect materials in any type of building, you are required to work for a certified asbestos company and to use only workers certified in asbestos abatement, or to hire the services of a certified asbestos company to remove these materials for you.

### When is certification required?

- You must be trained and certified before you may disturb or remove more than one waste bag (no larger than 60" x 60" properly filled and sealed) of building materials known or suspected to contain asbestos.
- You must be certified as an asbestos abatement supervisor (must be on site while work is being completed) or asbestos abatement worker, and work for or own a certified asbestos company.
- Suspect materials must be treated as asbestos-containing unless sampled, tested and proven not to be asbestos-containing. Suspected asbestos containing materials include:
  - Vermiculite insulation
  - All other untested materials used in or on building components with the exception of metal, glass, wood or fiberglass

### How do I become certified to conduct regulated asbestos activities?

1. Take the appropriate training course.
  - For Asbestos Supervisor take the 5-day Asbestos Supervisor course
  - For Asbestos Worker take the 4-day Asbestos Worker course

Note: If you work only on exteriors, such as roofing, siding or window replacement, you may only need to be certified as an Exterior Asbestos Worker or Supervisor. These require only 1 or 2 days of training in Exterior Worker and/or Exterior Supervisor classes. Please check with the Department of Health.
2. Apply for certification. Submit a completed application form and fee to the Department of Health, Asbestos & Lead Section as directed on the form.
3. Fees. Beginning May 1, 2009 annual certification fees are:  
 Asbestos Supervisor -- \$125       Asbestos Worker -- \$75
4. Asbestos company certification required. Beginning August 1, 2009 you must either work for or be a certified asbestos company. You must submit a completed company application form with a 2-year certification fee of \$400.

**You may also choose to hire an asbestos abatement contractor to remove any suspect asbestos containing materials instead of being asbestos certified yourself. If you choose to go that route, please make note of that when you return the other necessary paperwork referenced in this letter to our office. We will need to get copies of the certifications from the asbestos abatement company you choose to work with along with a copy of their insurance for our files.**

**There are a number of asbestos abatement companies throughout the state and you may want to call around in order to get the best prices. We also have a list of asbestos abatement contractors that have contacted us who are interested in working with the program. Please contact our office if you would like a list of asbestos abatement contractors who have contacted us.**

For more information, please visit the Wisconsin Department of Health asbestos website at [www.dhs.wisconsin.gov/asbestos](http://www.dhs.wisconsin.gov/asbestos).

### Documentation Needed

Please forward a copy of the credentials listed at the beginning of this letter to our office. If you are in the process of obtaining the above credentials, please contact us with the date(s) you are completing the course(s). In addition, a list of all the programs administered by MSA is enclosed. Please circle all the communities you are willing to work with and return the form to our office.

If you have any questions, please contact the housing department at 1-800-552-6330.

**TO: CDBG and HOME/HCRI Housing Program Contractors**  
**RE: Recent Changes to Program Requirements**

Recently, there have been several changes made by the Wisconsin Department of Health Services that affect the program requirements for the CDBG and HOME/HCRI housing programs. In order to continue to be an eligible contractor listed on our contractor list, you must have the following credentials:

1. Dwelling Contractor Certification
2. Dwelling Contractor Qualifier Certification
3. General Liability and Workman's Compensation (if applicable) Insurance
4. Lead Safe Renovator Certification
5. Asbestos Certification, as applicable

Listed below is a brief summary of the changes/requirements.

**Dwelling Contractor Certification and Dwelling Contractor Qualifier Certification**

The Department of Safety & Professional Services administers two dwelling contractor credentials:

1. Dwelling Contractor Certification
2. Dwelling Contractor Qualifier Certification

A person may obtain a building permit for a one- or two-family dwelling only if the person holds a dwelling contractor certification and a dwelling contractor qualifier certification. Our programs will not allow the homeowner's to pull their own permits – it is the contractor's responsibility and we are now requiring a copy of the building permit before the Notice to Proceed will be sent.

For further information on these credentials or for information on how to obtain these credentials, please see the Department of Safety and Professional Services website: <http://dsps.wi.gov/Home>.

**General Liability and Workman's Compensation Insurance (no changes)**

The contractor shall furnish evidence of the following insurance coverage and limits:

General Liability:	\$300,000 - Bodily Injury
	\$100,000 - Property Damage
Workman's Compensation:	Statutory

Insurance coverage shall be maintained by the contractor at all times during the course of the work.

**Lead Safe Renovator Certification**

THE LAW: Beginning April 22, 2010, renovation work will be regulated when performed for compensation in a dwelling or child-occupied facility built before 1978 and it disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows.

What does this mean for you? By April 22, 2010, a renovation contractor must:

1. Work for or become a Certified Lead Safe Company (including self-employed persons)
  - To become a certified company, apply to DHS.
  - Lead-Safe Company certification is \$75 and is valid for 2 years.
2. Become a Certified Lead Safe Renovator.
  - To become certified, complete required training and apply to DHS for certification.
  - Lead-Safe Renovator certification is \$50 and is valid for 2 years.
  - Visit the DHS website at [www.dhs.wi.gov/lead](http://www.dhs.wi.gov/lead) to find approved training providers, or call 608-267-0928.
  - Lead Safe Renovator Refresher training is required every 4 years
  - **FOR OUR PROGRAMS**, if you become a Lead Safe Renovator, you will not be able to train your own employees. **Each employee working on the project must be a Lead Safe Renovator.**

If you would like more information on the requirements, please go to: <http://dhs.wisconsin.gov/lead/RenovatorRule/index.htm>. There are several Lead Safe Renovation Rule Guidance Documents linked on that page with further information.

**Asbestos Certification**

The newly revised asbestos rule, DHS 159, Wis. Adm. Code, affects Wisconsin contractors conducting renovations and demolitions. To download a copy of the rule, visit [www.dhs.wisconsin.gov/asbestos](http://www.dhs.wisconsin.gov/asbestos).

The information below is from the Wisconsin Department of Health website.

## 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 920-887-4242 or 1-800-552-6330

Date \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email: \_\_\_\_\_

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.

Briefly describe two representative projects you have been responsible for in the last year, including the owner's name and phone number.

1. \_\_\_\_\_

2. \_\_\_\_\_

As a requirement in the use of these funds, MSA Professional Services 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 Limit sheet enclosed 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.**

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

--OVER--



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

Adams County	Friesland	Racine County	Walworth County
Amery	Green Lake County	Radisson	Warrens
Beaver Dam	Hurley	Randolph	Washington County
Birchwood	Iola	Rhineland	Watertown
Bonduel	Ironton	Ridegeland	Waupun
Camp Douglas	Jefferson County	Ripon	Webster/Siren
Cazenovia	Juneau	Rock County	Whitewater
Clyman	Kenosha County	Rock Springs	Wild rose
Coloma	Laona	Sauk County	Wisconsin Dells
Columbia County	Lodi	Sharon	Wyocena
Crandon	Lowell	Shawano County	
Dallas	Luck	Stratford	
Darien	Mauston	Tomahawk	
Dodge County	North Fond du Lac	Two Rivers	
Dorchester	Nekoosa		
Dresser	New Lisbon		
Eagle River	North Freedom		
Elroy	Omro		
Endeavor	Oxford		
Fox Lake	Ozaukee County		
Frederic	Plymouth		
Friendship	Prairie Farm		

**Please include copies of the following (as applicable)**

- 1) Insurance Certificate
- 2) Dwelling Contractor Certification
- 3) Dwelling Contractor Qualifier Certification
- 4) Lead Safe Renovator Certificate
- 5) Asbestos Certificate

**Please fill out below:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Southern Housing Region Participating Counties  
Income limits

<b>Household Size</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
Columbia	\$39,100	\$44,700	\$50,300	\$55,850	\$60,350	\$64,800	\$69,300	\$73,750
Dodge	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900
Jefferson	\$37,750	\$43,150	\$48,550	\$53,900	\$58,250	\$62,550	\$66,850	\$71,150
Kenosha	\$39,000	\$44,600	\$50,150	\$55,700	\$60,200	\$64,650	\$69,100	\$73,550
Ozaukee	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150
Racine	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050
Rock	\$34,850	\$39,800	\$44,800	\$49,750	\$53,750	\$57,750	\$61,700	\$65,700
Sauk	\$37,050	\$42,350	\$47,650	\$52,900	\$57,150	\$61,400	\$65,600	\$69,850
Walworth	\$38,950	\$44,500	\$50,050	\$55,600	\$60,050	\$64,500	\$68,950	\$73,400
Washington	\$39,350	\$44,950	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,150