



Dear Contractor,

Thank you for your interest in contracting with Great Lakes Community Action Partnership (GLCAP)! Below is a check list of documents you will need to submit with your application.

Contractor Application Checklist

- Completed contractor application
- Completed W-9
- Bureau of Workers' Compensation Certificate
- EPA Firm Certification
- EPA RRP Lead Certification **for each employee**
- Certificate of Insurance with the following listed as **Certificate Holder**:
 - Great Lakes Community Action Partnership
127 South Front Street, Fremont, OH 43420

Optional Documents (if applicable)

- Lead Abatement Contractor License (if lead abatement work will be performed)
- Any Professional License's held (Federal or State)

Feel free to contact our office if you have any questions.

Sincerely,

Sherry Evans

419-333-6049

smevans@glcap.org

**P.O. Box 590
127 S. Front St.
Fremont, Ohio 43420**

1-800-775-9767

www.glcap.org



CONTRACTOR APPLICATION
Housing and Energy Department

Company Name: _____

Company Address: _____
Street City State Zip Code

Owner Name: _____

Owner Address: _____
Street City State Zip Code

Company phone: _____ Owner Phone: _____ Fax: _____

E-Mail: _____

Federal Tax ID Number or SSN: _____
(If you do not use a federal tax ID number, list the owner's social security number.)

- EDGE Certified? Yes No
- MBE Certified Yes No
- Female Owned Business? Yes No
- Section 3 Contractor Yes No

Type(s) of work performed: (mark all that apply)

- General
- HVAC
- Electrical
- Plumbing
- Roofing
- Other _____

State License(s) held: (If applicable)

- HVAC
- Electrical
- Plumbing
- Lead
- Other: _____

Check all county(s) willing to contract in:

(Grant award \$ available by county)

- Allen (\$475,000) Erie (\$855,000) Hancock (\$475,000) Huron (\$475,000)
- Lorain (\$475,000) Lucas (\$475,000) Ottawa (\$855,000) Putnam (\$475,000)
- Sandusky (\$855,000) Seneca (\$855,000) Wood (\$380,000)

Insurance Requirements:

- Commercial General Liability minimum coverage of \$1,000,000 per person
- Bodily Injury minimum coverage of \$300,000
- Property Damage minimum coverage of \$50,000
- List Great Lakes Community Action Partnership (GLCAP), 127 S. Front St, Fremont, OH, 43420 as the certificate holder



Release of Information

The applicant pledges and agrees that he/she/they will comply with all local, state, and federal laws including, but not limited to, all requirements imposed pursuant to regulations of the Secretary of Housing and Urban Development effectuating Title VI of the Civil Rights Act of 1964 (78 Stat. 252). The applicant(s) agrees not to discriminate upon the basis of race, color, creed, age, sex, and/or national origin. The United States shall be beneficiary of these provisions both for and in its own right, and also for the purpose of protecting the interests of the community and other parties, public or private, in whose favor or for whose benefit these provisions have been provided and shall have the right, in the event of any breach of these provisions, to maintain any actions or suits at law or in equity or any other proper proceedings to enforce the curing of such breach.

PERMISSION TO CHECK CREDIT, ORDER A LIEN SEARCH AND/OR VERIFY OTHER INFORMATION RELEVANT TO THIS APPLICATION: The Ohio laws against discrimination require that all creditors make credit equally available to all credit-worthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

The applicant gives permission to the GLCAP to check his/her credit, order a lien search and/or verify other information used to determine eligibility and as outlined and initialed below. He/she understands that this information is used to determine if he/she/they qualify to participate as a contractor with the GLCAP Housing and Energy Programs.

I acknowledge that:

1. A photocopy of this form is as valid as the original.
2. I have the right to review my application and the information received using this form.
3. I have the right to copy information from my application and to request correction of information I believe inaccurate.
4. The information furnished herein is true to the best of my knowledge.
5. I understand that failure to provide requested information or falsification of information provided herein is cause for the rejection of my request to bid on work provided through the GLCAP.

WARNING: Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willful false statements of misrepresentations to any Department or Agency of United States as to any matter within its jurisdiction.

Print Name

Date

Signature

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
						-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.