To: Subcontractors, Installers and Suppliers  
From: Gerardo Gomez and Socorro Moran

Thank you for your interest in becoming a subcontractor, installer or supplier for Self-Help Enterprises’ home-building program. In order for us to review your qualifications, you must return a completed application (attached) and a W-9 form. It is very important that you indicate on the application for which counties you would like to be considered. This application must be approved before you can be included future invitations to bid.

Subcontractors, Installers and selected Suppliers: Self-Help Enterprises requires the following:

**General Liability**
- Minimum policy limits
  - Each Occurrence - $1,000,000
  - Personal & ADV Injury - $1,000,000
  - General Aggregate - $2,000,000
  - Products/Completed Operations Aggregate - $2,000,000
- Original certificates of insurance will be required if the company is selected and before work begins
- Subcontractors and Installers only: Self-Help Enterprises must also be named as an additional insured and an endorsement naming Self-Help Enterprises as an additional insured party must be provided along with an original certificate of general liability prior to work beginning.

**Automobile insurance**
- Combined single limit: $1,000,000

**Workers Compensation**
- Policy limits equal to or greater than required by the State of California

Companies required to comply with all of these requirements are contractors/installers providing:

<table>
<thead>
<tr>
<th>trusses &amp; craning</th>
<th>roofing</th>
<th>drywall</th>
<th>stucco</th>
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<tbody>
<tr>
<td>carpeting</td>
<td>windows</td>
<td>HVAC</td>
<td>plumbing</td>
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<tr>
<td>counter-tops</td>
<td>garage doors</td>
<td>insulation</td>
<td>cabinets</td>
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<tr>
<td>grading</td>
<td>trenching</td>
<td>fencing</td>
<td>window blinds</td>
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Companies required to show proof of General Liability insurance only are suppliers of:

| sand | fill | lumber | concrete |

Return the application and any attachments to Self-Help Enterprises by:

**Mail**  
P.O. Box 6520  
Visalia, CA 93290  
Attn: Socorro Moran

**Fax**  
(559) 651-3634, Attn: Socorro Moran

**E-mail**  
socorrom@selfhelpenterprises.org
Self-Help Enterprises – (NEW HOMES PROGRAM)
Subcontractor/Installer/Supplier Application

Date: __________________________

Company Name: _____________________________________________________________

List specialty, trade or product: ___________________________ Type of license classification, if any: ___________________________

State License #: ___________________________ Expiration: __________________________ Qualifying Individual: ___________________________

Company Address: __________________________________________ City: __________ Zip: __________

Mailing Address: __________________________________________ City: __________ Zip: __________

Federal Tax ID #: ___________________________ Number of full-time employees: ___________________________

Phone: ___________________________ Fax: ___________________________ E-mail: ___________________________

INTERESTED in bidding on jobs in: (check all that apply)

☐ Stanislaus County ☐ Merced County ☐ Madera County ☐ Fresno County

☐ Tulare County ☐ Kings County ☐ Kern County ☐ Mariposa County

SUBCONTRACTORS

GENERAL & AUTOMOBILE LIABILITY INSURANCE AND WORKERS COMPENSATION:

Minimum policy limits:

- $1,000,000 per occurrence; $2,000,000 aggregate
- Personal and Advertising Injury - $1,000,000
- Products and Completed Operations Aggregate - $1,000,000

SUPPLIERS OF: Lumber, Sand/Rock, Concrete, Concrete Pumping & Pest Control
Are required to carry the same general liability insurance policy limits as noted above.

NOTE: Original certificates of insurance with an endorsement naming Self-Help Enterprises as an additional insured will be required if the company is selected as a contractor/installer and before any work begins. (Endorsement requirement does not apply to lumber, sand/fill, and concrete suppliers.)

***Attach a copy of current certificate(s) of insurance***
**CREDIT REFERENCES:** List three suppliers starting with largest volume credit account.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address &amp; E-mail</th>
<th>Phone/Fax</th>
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**CUSTOMER REFERENCES:** List three recent jobs or customers.

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The foregoing is true to the best of my knowledge.

Name: ___________________________ Signature: ___________________________

Please print

Title: ___________________________
Form W-9
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

| Name (as shown on your income tax return) |
| Business name/disregarded entity name, if different from above |
| Check appropriate box for federal tax classification (required): □ Individual/sole proprietor □ C Corporation □ S Corporation □ Partnership □ Trust/estate □ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) |
| □ Other (see instructions) |
| Address (number, street, and apt. or suite no.) | Requester’s name and address (optional) |
| City, state, and ZIP code | Self-Help Enterprises |
| List account number(s) here (optional) | PO Box 6520 |
| | Visalia, CA 93290 |

Part I  Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 or 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 on page 4.

Sign Here  Signature of U.S. person  Date  Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

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

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. In the case where a member of a partnership is an individual who is a U.S. citizen or U.S. resident alien, the partnership is required to presume that the individual is subject to U.S. income tax and must file an information return with the IRS to report payments made to the individual. If the individual is not subject to U.S. income tax, the partnership must provide a Form W-8BEN to the IRS to establish the individual’s exempt status.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.