To: Subcontractors, Installers and Suppliers  
From: Luis Espinoza 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 in 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. As well as, the Commercial General Liability Exclusions Verification Certificate from agent.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>carpeting</td>
<td>windows</td>
<td>HVAC</td>
<td>plumbing</td>
</tr>
<tr>
<td>counter-tops</td>
<td>garage doors</td>
<td>insulation</td>
<td>cabinets</td>
</tr>
<tr>
<td>grading</td>
<td>trenching</td>
<td>fencing</td>
<td>window blinds</td>
</tr>
</tbody>
</table>

Companies required to show proof of General Liability insurance only are suppliers of:

<table>
<thead>
<tr>
<th>sand</th>
<th>fill</th>
<th>lumber</th>
<th>concrete</th>
</tr>
</thead>
</table>

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

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

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

**E-mail** socorrom@selfhelpenterprises.org
Mutual Self-Help 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: ________________

Name of Contact: __________________________________________ Title: __________________________

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 credit references starting with largest volume credit account.

<table>
<thead>
<tr>
<th>Company Name &amp; Mailing Address</th>
<th><em>Contact’ Name and E-mail Address</em></th>
<th>Phone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co. Name:</td>
<td>Contact’s Name:</td>
<td>(FX)</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>E-mail Address:</td>
<td>(PH)</td>
</tr>
<tr>
<td>Co. Name:</td>
<td>Contact’s Name:</td>
<td>(FX)</td>
</tr>
<tr>
<td>Mailing Address:</td>
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<td>(PH)</td>
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<td>(PH)</td>
</tr>
</tbody>
</table>

**CUSTOMER REFERENCES**: List three recent jobs or customers.

<table>
<thead>
<tr>
<th>Company Name &amp; Mailing Address</th>
<th>Contact’s Name &amp; E-mail Address</th>
<th>Phone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

The foregoing is true to the best of my knowledge.

____________________________________
Please print name

____________________________________
Signature Date

____________________________________
Title
Request for Taxpayer Identification Number and Certification

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

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

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.

   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company
   - Other (see instructions)

   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.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Use Form W-9 (Rev. 10-2018)

   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

   (Applies to accounts maintained outside the U.S.)

5. Print or type.

   - See Specific Instructions on Page 2.

6. Address (number, street, and apt. or suite no.) See instructions.

7. City, state, and ZIP code

   Requester’s name and address (optional)

7. List account number(s) here (optional)

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. For IRS reporting purposes, Self-Help Enterprises prefers the SSN for Sole Proprietor.

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

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-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.