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## NIDC Contractor Requirements:

Provide proof of...

- City of Milwaukee Home Improvement License (HICN). For License information please call (414) 286-2238.
- Satisfactory State of Wisconsin Lead Credentials (credentials may vary per project).

Additionally, the NIDC will verify other information to ensure contractor requirements are satisfied.



For information about bidding on projects  
for NIDC please call (414) 286-5608.

Neighborhood Improvement Development Corporation (NIDC)  
PO Box 511730  
Milwaukee, Wisconsin 53203-0291

## Home Improvement Contractors Wanted



Neighborhood Improvement Development  
Corporation (NIDC)  
809 N Broadway, 3rd Floor  
Milwaukee, Wisconsin 53202  
(414) 286-5608  
nidc@milwaukee.gov  
milwaukee.gov/NIDC

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## What is NIDC?

The Neighborhood Improvement Development Corporation (NIDC) is an affiliate of the City of Milwaukee's Department of City Development. NIDC works with City Departments, community-based organizations, financial institutions, developers, local foundations, and most importantly, residents, to improve Milwaukee's neighborhoods. NIDC provides affordable low interest loans and technical services to home owners and residential investment owners citywide.

### **NIDC Programs:**

NIDC administers a number of programs to help Milwaukee property owners make repairs to their homes.

NIDC works closely with its clients and participating contractors to ensure a smooth rehabilitation process and a successful project.

Through NIDC's programs, contracts are between the property owner and the contractor - with NIDC facilitating the inspection and payment processes. Projects generally range from \$10,000 to \$30,000.



## How do I find out about Jobs?

Bid documents are available through E-Notify and are located at NIDC's bid desk on the 3rd floor of 809 North Broadway.

### **What is E-Notify?**

E-Notify is an online tool through the City of Milwaukee where you can find out when important things are happening in the City via email and text alerts. As a licensed contractor, you can receive email alerts for NIDC bids.

### **E-Notify Process:**

If you are a City of Milwaukee licensed contractor and wish to receive email notifications of NIDC bidding opportunities, please follow these steps:

1. Go to [www.city.milwaukee.gov/enotify](http://www.city.milwaukee.gov/enotify)
2. Scroll down and click on "[Register, Sign-in or Reset Password](#)" to do any of the three.
  - Click on "[Register](#)" to create an E-Notify account or enter your email and password if you have an existing account.
3. You will have to wait for a confirmation email which will provide you with a link to click on to activate your account.
4. To log in to your activated account repeat steps 1 and 2 (above).
5. Click on "Bid Subscriptions" near the top of the page.
6. To subscribe to the NIDC online bid desk scroll down to locate "Bid Notices - Construction" and check the box that says "DCD/NIDC Residential Rehabilitation".
7. Upon checking the box you will see a message saying you have successfully subscribed.
8. As notifications become available, they will be sent to the email address you used to log in to your E-Notify account.

## How do I get paid for jobs?

- When a segment of work is complete the contractor will provide NIDC with a work invoice and a payment request form signed by the customer.
- NIDC staff will review the request and inspect the work. Once the work is approved, NIDC staff can process a payment for the contractor. Checks for interim and final payments are generally available 2-3 weeks after NIDC approval.
- Permits and waivers of lien are required from the general contractor as well as all subcontractors and suppliers. Acceptable lead wipe clearance tests are required on specific projects.
- Escrowed rehabilitation funds are held at the City of Milwaukee.

