

# OPPORTUNITIES FOR CONTRACTORS WITH THE NEIGHBORHOOD IMPROVEMENT DEVELOPMENT CORPORATION (NIDC)

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**Neighborhood Improvement  
Development Corporation**  
*In partnership with the City of Milwaukee*

# Schedule

## **I- Introduction - Davis Jones**

Attendee check-in and welcome remarks

## **II- Presentation - What is NIDC? - Davis Jones**

What are the NIDC programs and opportunities for contractors

## **III - Discussion of Required Licenses - Davis Jones**

Discussion of State of Wisconsin Dwelling Contractor Licenses

## **III - Discussion of Required Licenses cont.d- Sam Dawson**

Discussion on applying for City of Milwaukee Home Improvement Contractors License (HICN)

## **IV- Discussion of Required Licenses cont.d - Jessica Lawent, Ron Green and Sebastian Zoric**

Discussion of Department of Health Services (DHS) Lead Licenses

## **V- Presentation on NIDC Bidding Process and Bidding Paperwork- Davis Jones**

Discussion of NIDC Scope of Work (SOW)

## **VI - Discussion of Small Business Enterprise Program - Dontreal Teague**

## **VII - Questions**

# WHAT IS NIDC?

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- NIDC is a branch of the Department of City Development (DCD)
- NIDC provides loans and technical assistance for Milwaukee homeowners in need of **essential** home repairs.



# WHAT IS AN “ESSENTIAL” REPAIR?

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- Essential repairs are repairs that allow the homeowner to safely and lawfully remain in their home.
- Areas of concerns include; roofing, siding, plumbing and electrical issues, windows, cabinetry etc.
- These repairs are inspected by a NIDC rehab specialist and compiled on a Scope of Work (SOW)

# NIDC PROGRAMS

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- STRONG HOMES LOAN PROGRAM: Up to \$25,000. Available to all Milwaukee residents pending income and ownership eligibility.
- TAX INCREMENTAL DISTRICTS (TID) – Up to \$10,000 only available in specific neighborhoods and defined “districts”.
- HOME REHAB - Up to \$40,000. Available only in specific neighborhoods (TINs) and zip codes and is dependent on income and ownership eligibility

# NIDC PROCESS AND PROCEDURES

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Homeowner applies and is deemed eligible



Rehab specialist inspects and develops a Scope of Work (SOW)



Project is open for contractors to bid



A bid is selected by the homeowner (NIDC Review)



Work Begins

# CONTRACTOR REQUIREMENTS

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- **State of Wisconsin Dwelling Contractor Licenses (DC and DCQ)**
- **City of Milwaukee Home Improvement Contractor License (HICN)**
- **DHS Lead Certifications** – Minimum of Lead Safe Company required for all programs and minimum of Lead Safe Renovator for STRONG and TID and Minimum of Lead Abatement Supervisor for HOME REHAB
- **Current on Property Taxes** – \*\*\* If a resident of the City of Milwaukee the registered address for the business must be current on property taxes.\*\*\*

<https://city.milwaukee.gov/DICD/NIDC/Home-Improvement-Contractors>

# DWELLING CONTRACTOR QUALIFIER (DCQ) AND DWELLING CONTRACTOR (DC) – STATE OF WI

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- DCQ is registered to an individual who has completed an approved 12-hour course (24 month duration) <https://dsps.wi.gov/Documents/DSPSInitialDCQProviderList.pdf>
- DC issued to a business or organization
- Required to pull permits in Wisconsin for 1 and 2 family residential units.
- Wisconsin DSPS Website : <https://dsps.wi.gov/pages/SelfService/Default.aspx>
- Proof of Insurance required as part of the application.

# HOME IMPROVEMENT CONTRACTORS LICENSE (CITY OF MILWAUKEE)

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- Home Improvement Contractors License (HICN) is required for individuals or companies that remodel, service, improve, or make installations to permanent residential buildings in Milwaukee. Residence must be a single-family home, duplex, or apartment building with 6 living units or less.
- Forms for HICN
- <https://city.milwaukee.gov/ImageLibrary/Groups/ccLicenses/Applications/ccl-hicapp.pdf>
- <https://city.milwaukee.gov/ImageLibrary/Groups/ccLicenses/Applications/ccl-busapp.pdf>

# HOME IMPROVEMENT SALESPERSON LICENSE

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- Home Improvement Salesperson License
- Required for anyone engaging in the business of acting as a salesperson for a contractor in Milwaukee.
- Application available online at [Milwaukee.gov/lms](https://www.milwaukee.gov/lms)
- Additional information available at <https://city.milwaukee.gov/ImageLibrary/Groups/ccLicenses/Applications/ccl-HIS.pdf>
- Differences with Home Improvement Contractors License

# DHS LEAD CERTIFICATIONS – LEAD-SAFE RENOVATOR AND LEAD-SAFE COMPANY

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- <https://www.dhs.wisconsin.gov/regulations/environmental.htm>
- <https://www.dhs.wisconsin.gov/regulations/lead/renovator.htm>
- <https://www.dhs.wisconsin.gov/publications/p03180.pdf>

# WHAT DO THE PROJECTS LOOK LIKE?

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- Every project is different and can vary on the programs and the needs of the homeowner.
- The NIDC Rehab Specialist develops the SOW and provides that to the homeowner to approve.
- The rehab specialist can assist the homeowner in setting up a site visit for the contractor to inspect the property and provide a bid.
- The bids should only include what is in the SOW
- The winning bid is selected by the homeowner.

# BIDDING PROCESS

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- Projects that are looking for bids are posted publicly in **(2)** locations
- **1).** At the NIDC office at 809 N Broadway 3<sup>rd</sup> floor in the Bid Desk
- **2).** At the City of Milwaukee's Website.

<https://city.milwaukee.gov/DCD/NIDC/NIDCbiddesk>

# E-NOTIFY

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- E-Notify is a service that allows you to sign up and receive notifications when a new project is posted.

<https://city.milwaukee.gov/DCD/NIDC/Home-Improvement-Contractors/E-Notify-Process-for-Contractors>



<b>SCOPE OF WORK</b>		<b>Scope Date:</b>	
Tel: [REDACTED]		3/27/2024	
Rehab Specialist: Davis Jones [REDACTED]		Program:	
Loan Officer: Judy Carson [REDACTED]		<b>STRONG Homes</b>	
First inspection date: 3/26/2024 Rev: 7/22/2024			
Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the "NIDC Addendum to Specifications," dated 8/23/07 & 5/13/08, are incorporated into this scope by reference. These items provide an outline of materials requirements & performance expectations. Updated copies can be obtained from NIDC @ 809 N Broadway-3rd Flr.			
Lead Related Work: Any task that disturbs previously painted surface shall be performed by properly certified personnel and follow the State of Wisconsin Department of Health Services Administrative Code Chapter DHS 163 regarding the certification for the identification, removal and reduction of lead-based paint hazards (Pb).			
And, if applicable: <input type="radio"/> YES <input checked="" type="radio"/> NO			
Any task that disturbs a previously painted surface requires Milwaukee Health Department notification (Pb-N). Window replacement shall be performed by properly certified personnel and requires a Milwaukee Health Department Permit (Pb-A).			
Miscellaneous: The contractor is responsible to field verify all measurements, the amount of materials needed, and the number of windows in the building. If any item in this scope calls for a certain manufacturer, model number, or approved equivalent of a particular item, and that item is to be substituted, both NIDC and the owner must approve the substitution in writing as a part of the contract.			
<b>Line #</b>	<b>Scope of Work Item</b>	<b>Code</b>	<b>Estimate</b>
<b>EXTERIOR</b>			
<b>SITE</b>			
1	<b>Site Grading:</b> Apply new soil to the front exterior walls and the sides of the cement front stoop. New soil should positively pitch the grade away from the foundation.	PR	
2	<b>Tuckpointing:</b> Grind out, clean and repoint cracked mortar joints in the front SW corner of the home. Repaint to match existing foundation.	PR	
3	<b>Front Stoop:</b> Remove and replace cement and block front stoop and cement steps. New steps and stoop to include new black metal handrail. All construction must be code complaint	CV, PERMIT	
<b>HOUSE</b>			
4	<b>Roof Replacement:</b> Tear off all layers of existing shingles and replace the entire roof. Replace any underlying rotten or damaged roof sheathing. Install 'W' flashing at all valleys. Provide ice and water shield a minimum of 3 feet wide at all roof edges, and valleys, install synthetic roofing felts, and metal drip and apron flashing. Install new roof vents per code. Provide all necessary flashings, and minimum 30 year dimensional shingles.	PR	
5	<b>Siding:</b> Remove all damaged siding pieces in the following areas: driveway side and rear of home. Install new pieces of vinyl siding with all necessary trims and channels. Caulk all joints, seams, edges, and fastener holes and with paintable sealant, then finish paint. Color to match existing	CV	
6	<b>Front Door:</b> Install customer provided front door. Existing handle set to remain or customer will provide appropriate handleset.	PR	

6	<b>Door Jamb Repairs:</b> Repair the incorrectly repaired jambs on both the front and rear entry door. Fill voids in the jamb with new wood, patch, skim, sand, prime and paint to match existing paint color.	PR, Pb	
<b>INTERIOR</b>			
<b>BASEMENT</b>			
7	<b>Dryer Vent:</b> Replace the flexible dryer vent with a solid walled galvanized vent pipe.	CV	
8	<b>Basement Leaks:</b> Inspect and seal any crack or areas of water infiltration on the western foundation wall that faces the street. Repoint compromised mortar joints and repair foundation as needed.	PR	
BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)			
			<b>Scope Estimate:</b>
<b>Owner Approval:</b>			<b>Date:</b>
<i>owner signature</i>			

- Program Name
- Are Permits required?
- Does this project require notification to the Health Department for Lead Work?
- **Pb** = Work must be done in a Lead Safe Manner
- **PR** = Program Requirement
- **CV** = Code Violation

# COMPLETING THE PROJECT

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- Once work is completed and before payments are issued the Rehab Specialist will inspect along with any permit or trade specific inspectors.
- No payments are issued upfront, but can be issued as progress payments depending on the project.
- Payments are issued from the City of Milwaukee but must be authorized by the homeowner.
- Further details on payment and invoicing can be found at the link below

<https://city.milwaukee.gov/DCD/NIDC/Home-Improvement-Contractors>