



Home Repair Opportunity (HeRO) Program Qualified Contractor Application

HeRO 435-A
Updated 9/1/2022

Only qualified and approved contractors and subcontractors (Contractor or Contractors) may perform work on projects receiving funding through the HeRO program. The Sub-Grantee is responsible for obtaining the required information and documents for each Contractor and submitting the same to MHDC through the Grant Interface prior to the performance of work on any HeRO project. This document shall provide guidance to the Sub-Grantee in ensuring the qualification of each Contractor.

A qualified Contractor must have an appropriate contractor license or equivalent license issued by the local city, township or county within which work is to be performed where such licensing is available.

All contractor organizations must be authorized to conduct business in the state of Missouri and be in good standing. The Sub-Grantee is responsible for ensuring that the Contractor has not been debarred, suspended, or otherwise declared to be ineligible to perform federal work. The Sub-Grantee is responsible for utilizing the web-based <https://sam.gov/content/exclusions> to determine the status of all Contractors.

In projects that include lead hazards, the work must be performed by a qualified Contractor pursuant to [24 CFR 35.1325](#) and [24 CFR 35.1330](#). The Contractor must be trained in Lead Safe Work Practices.

Contractors must have general liability insurance of at least \$150,000 and carry worker's compensation insurance and auto insurance.

Contractors must provide a minimum of one year warranty, in writing, on its work performed on a project.

FORMS

Included in this guidance are the following forms to use to assist the Sub-Grantee in the Contractor qualification process:

- Contractor Application
- Contractor Application Checklist

The Contractor Application must be completed by the Contractor. The Sub-Grantee is responsible for the verification of references.

The Contractor Application Checklist is to ensure the Sub-Grantee has gathered all information and documentation to qualify the Contractor.

The Sub-Grantee shall keep a file on each Contractor, complete with all documentation. The file will be a part of MHDC's compliance monitoring process. MHDC shall request copies of any documentation it may need for its files at any time.