

Checklist for Contractors

Requirements pursuant to CIB:

- Proof of General Liability Insurance of at least \$500,000
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Affidavit of lawful presence in the U.S.
- Federal Tax ID
- Date last Oklahoma Income Tax return was filed for applicant or business.
- Employment Security Commission Number
- Business name must currently be registered with the Oklahoma Secretary of State. Submit Certificate of Good Standing
- Provide any information regarding criminal offenses, active fraud cases, or disciplinary action by licensing board.

Requirements pursuant to IBHS Fortified Certification:

At least one employee must meet one of the following requirements:

- Proof of an approved roofing certification (such as GAF Factory Certified Roofer, Owens Corning Preferred Contractor, Malarkey Certified Residential Contractor, etc.)

--or at least one employee with all of the following:

- A valid state-issued Contractor Registration
- Proof of General Liability Insurance of at least \$1 million
- Proof of Workers' Compensation Coverage or satisfactory proof of exemption
- Proof of a minimum of 7 years in business

Requirements pursuant to OMES Supplier Registration:

- Federal Tax ID
- Certified Diverse Business documentation, if applicable.
- UNSPSC Category Codes for products and services for entity providers
- Licensing jurisdiction and trade categories
- Bonding reference letter

Requirements pursuant to OID:

- Register as an OMES Supplier
- Oklahoma Tax Commission Compliance Letter
- Certificate of Good Standing from Secretary of State
- Certificate of General Liability Insurance of at least \$500,000
- Certificate of Workers' Compensation Insurance
- Copy of your Valid and Active CIB Registration or other applicable Certification
 - Registration shall be free from all disciplinary action.
- Copy of IBHS Certification
- Notification of any conflicts of interest
 - Contractors shall not be the evaluator for any project funded by the SOH Program.
 - Contractors shall not have a financial interest in any project funded by the SOH Program for which they perform work other than receiving payment on behalf of the homeowner from the SOH Program and shall report to the SOH Program any potential conflicts of interest before work commences.