The Office of
# Community Development

110 N. Fourth Ave., Suite 300 • P.O. Box 8647, Ann Arbor, MI 48107
Phone (734) 622-9025 • Fax (734) 622-9022

*Achieving a socially and economically diverse community*

July 30, 2009

To Whom It May Concern,

The Office of Community Development is accepting applications for its list of approved housing rehabilitation contractors. All interested Residential and General Contractors can find information on the Housing Rehabilitation Program by going to the Washtenaw County website at www.ewashtenaw.org. Once you have accessed the website follow the instructions below:

1. Click on Departments,
2. Click on Community Development,
3. Click on Contractor Resources,
4. Click on Housing Rehabilitation Contractors link.

**PLEASE NOTE:** Only contractors approved by the Office of Community Development may bid on rehabilitation projects funded through the department.

This letter is also to inform you of the **mandatory** contractor training on **September 23rd, 2009**. The training will take place on the Washtenaw Community College campus in the Morris Lawrence Building, located at 4800 E Huron River Dr., Ann Arbor, MI 48105, from 1:00 PM to 5:00 PM. **Application packets will only be distributed to contractors and subcontractors in attendance at the training.**

**All contractors attending must RSVP by September 11th, 2009** by returning the attached form **by mail** to: Attn: Rehabilitation Program, P.O. Box 8645, Ann Arbor, MI 48107, **by fax** at (734) 622-9022, or **by dropping off** the form at the Office of Community Development located at 110 N. Fourth Avenue, Suite 300, Ann Arbor, MI 48107.

We appreciate your attention regarding this matter, and we look forward to seeing you in September.

If you have any questions please call the Office of Community Development at (734) 622-9025.

Sincerely,

_____
Alvin Nunn, Senior Rehabilitation Specialist

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I or a representative of my business will / will not be attending the contractor's training meeting on September 23rd, 2009 from 1:00PM to 5:00PM. I understand that this training is mandatory, and without my attendance my business will not be able to bid on rehabilitation projects with the Office of Community Development.

_____ of _____
**Name of Representative** **Company Name**

_____ _____ _____
**Date** **Number of Seats** **Phone Number**

_____
**Email**

*Mail to: The Office of Community Development*
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*Fax to: (734) 622-9022*