

DESIGN PROFESSIONAL VERIFICATION PROCESS
For Design Professionals for the
NY Rising Housing Recovery Program

Purpose

This Verification Process is the first step in the development of a list of Architects, Engineers and Asbestos Project Designers (collectively “Design Professionals”) who have demonstrated that (i) they are interested in participating in the NY Rising Housing Recovery Program (the “Program”); and (ii) they comply with a set of established minimum standards for the Program. Pursuant to the process described below, if selected, Design Professionals from the list will contract directly with Program applicants (“Homeowners”) to produce design documents that meet the program’s minimum construction standards. **Neither the Housing Trust Fund Corporation (“HTFC”) nor the Dormitory Authority of the State of New York (“DASNY”) will be a party to the contract by and between the homeowner and the Design Professional.** Design Professionals who desire to participate in this Program must complete the attached Request for Information and Certification Form (the “RFI”). **PLEASE NOTE: Meeting the minimum standards does not guarantee any amount of work in the Program.**

The purpose of developing the list is to aid eligible Homeowners in identifying Design Professionals who have certified that they meet the minimum standards for designers in the Program. Homeowners may select any Design Professional on the list. If a Homeowner’s preferred Design Professional is not on the list, the Design Professional may be added to the list so long as said Design Professional can demonstrate that they meet the minimum Program standards. After a review of the Design Professional’s submitted documentation has been completed, Design Professionals in compliance with the minimum program standards will be placed on the “NY Rising Storm Recovery – Design Professional List”. The list will be posted by HTFC on the NY Rising Storm Recovery Website <http://stormrecovery.ny.gov>. The list will be updated on a periodic basis as qualified Design Professionals are added.

Background

The NY Rising Housing Recovery Program is qualifying Homeowners to participate in repair, rehabilitation or reconstruction activities (collectively, “Construction Activities”) and assessing the necessary work. In mid-October, Homeowners will receive award letters notifying them of the grants they can expect to receive from the Program for allowable Construction Activities. Once the environmental review process for the home is complete, Homeowners can then select a Design Professional to prepare documents for permitting. Once a Program applicant has selected a Design Professional, the information provided by the Design Professional in the attached certification will be independently verified.

Required Information Submittal

In order to ascertain that a Design Professional meets the minimum standards for the Program, the following will be required:

- Certification that the Design Professional is not on any public exclusion or debarment lists
- Proof of current NYS license or certification:
 - Architects – Copy of RA certificate
 - Engineers – Certificate of Authorization
 - Asbestos Project Designers – DOL Certification
- Minimum three (3) years of residential design experience
- Proof of adequate Insurance
 - Professional Liability insurance, \$1,000,000 per occurrence, \$1,000,000 aggregate;
 - Commercial General Liability insurance, \$1,000,000 per occurrence, \$1,000,000 aggregate;
 - Automobile Liability insurance, \$1,000,000;
 - Workers Compensation and Employer's Liability insurance as required to meet New York State requirements;
 - Excess/Umbrella Liability, \$2,000,000, covering Prime and any/all Sub consultant, on a primary and non-contributory basis.