

INDEPENDENT CONTRACTOR VERIFICATION PROCESS  
For Independent Contractors for the  
NY Rising Housing Recovery Program

**Purpose**

This Verification Process is the first step in the development of a list of contractors 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, contractors from the list (“Independent Contractors”) will contract directly with Program applicants (“Homeowners”) to perform work on their homes in accordance with the Program requirements. **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 Independent Contractor.** Contractors who desire to participate in this Program must complete the attached Request for Information and Qualification 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 Independent Contractors who have certified that they meet the minimum standards for construction contractors in the Program. Homeowners may select from the Independent Contractor on the list. If a Homeowner’s preferred contractor is not on the list, the contractor may be added to the list if said contractor can demonstrate that they meet the minimum Program standards. After a review of the contractors’ submitted documentation has been completed, Independent Contractors in compliance with the minimum Program standards will be placed on the “NY Rising Storm Recovery – Independent Contractor 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 Independent Contractors are added.

**Background**

The NY Rising Housing Recovery Program is qualifying applicants to participate in repair, rehabilitation or reconstruction activities (“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 and select an Independent Contractor to perform the required scope(s) of work for the project. Once a Homeowner has selected an Independent Contractor, the information provided by the Independent Contractor in the attached certification will be independently verified.

**Required Information Submittal**

In order to ascertain whether an Independent Contractor meets the minimum standards for the Program, the following will be required:

- Certification that the Independent Contractor is not on any public exclusion or debarment lists.
- Appropriate Contractor Licenses for municipality and type of work.
- Minimum three (3) years of residential construction experience.
- Proof of Payment and Performance bonding capacity for projects in excess of \$100,000.00.
- Insurance with named entities and levels of coverage in accordance with program guidelines which include:
  - Commercial General Liability insurance, \$1,000,000 per occurrence, \$2,000,000 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 all Subcontractors, on a primary and non-contributory basis;
  - Pollution Liability for Hazardous-Contaminated Materials insurance, to the extent required for a specific project; and
  - Any additional limits as required by code or authority having jurisdiction for specialty contractors.