Friends of the North Country, Inc.
Housing Rehabilitation Program
Application To Be Listed As An Eligible Contractor

A. General Information

Company Name: _____ Telephone #: _____
Email Address: _____ May bid materials be emailed to you? ☐ Yes ☐ No
Address: _____
Owner(s) Name: _____ Federal ID #: _____
Number of Employees: Seasonal: _____ Permanent: _____ Number of Years In Business: _____
Number of Years Experience: _____ Type of Business: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation
Specialties: _____
_____
Do you charge for estimates? ☐ Yes (Amount: $_____) ☐ No (*Programs do not reimburse for estimates.)*
Are you Lead Based Paint Certified? ☐ Yes (If yes, please provide a copy of your certificate.) ☐ No

B. Insurance Requirements

Contractors performing work through this program are required to carry a minimum of $1,000,000.00 in general liability insurance. Workers Compensation and NYS Disability are required if the contractor has employees. Please submit a certificate of insurance displaying your coverage from your insurance agent. **If approved, provided/applicable Certificate Holder information must be added for each awarded project.**

C. References

Please submit with this application the names, addresses, and telephone number(s) for three of your recent clients.

1. _____
2. _____
3. _____

If you have previously worked on contracts/projects administered by Friends of the North Country, provide a list.

1. _____
2. _____
3. _____
4. _____

D. Minority/Section 3 Business Information

Program administered by Friends of the North Country encourage the participation of minority-owned and Section 3 owned businesses. For our records, we need to have information on the racial and ethnic backgrounds of the contractors who participate. Please read the attached definitions on racial and ethnic categories and minority business enterprises.

Your racial/ethnic category: _____
Is your firm a Minority Business Enterprise? ☐ Yes ☐ No
Is your firm a Women Minority Business Enterprise? ☐ Yes ☐ No
Is your firm a Section 3 owned business? ☐ Yes ☐ No

_____	_____	_____
Signature of Owner/Principal of Firm	**Print Name and Title**	**Date**
_____	_____	_____
Signature of Other Authorized Signatory	**Print Name and Title**	**Date**

Definitions

A. Racial and Ethnic Categories

The following are officially recognized racial and ethnic categories:

1. **White** – A person having origins in any of the original people of Europe, North Africa, or the Middle East.
2. **Black** – A person having origins in any of the black racial groups or Africa.
3. **American Indian or Alaskan Natives** – A person having origins in any of the original people of North American, and who maintains cultural identification through tribal affiliation of community recognition.
4. **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture of origin, regardless of race.
5. **Asian or Pacific Islander** – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Island. This area includes, for example, China, Indian, Japan, Korea, the Philippine Islands, and Samoa.

B. Minority Business Enterprise

Several definitions of Minority Business Enterprise, not inconsistent with each other, are as follows:

1. "Minority Business Enterprise" means a business enterprise that is owned or controlled by one of more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to, Negroes, Puerto Ricans, Spanish-speaking Americans, American Indians, Eskimos, and Aleuts.
2. "Minority Business Enterprise" means a business entity at least 50% of which is owned by minority group members or, in the case of publicly owned businesses, at least 51% of the stock is owned by minority group members. For the purpose of this definition, minority group members shall include: Negro/Black, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts.
3. It is generally required that management and daily business operations are controlled by one of more minority group persons.

Affirmative Action Agreement

This Affirmative Action Agreement ("Agreement") is entered into as of the _____ day of _____, 20_____, by and between _____ ("Contractor"), whose place of business is _____, and Friends of the North Country, Inc. ("Grantee"), a not-for-profit, private corporation located at 1387 Hardscrabble Road, Cadyville, NY 12918.

Witnesseth:

WHEREAS, the Grantee has contracted with the NYS Affordable Housing Corporation, NYS Homes and Community Renewal, or other publicly funded programs ("Corporation") to accept a grant under the various Programs available.

WHEREAS, the Grantee has contracted with the Contractor to construct, rehabilitate, or improve housing projects ("Project") located within Clinton, Essex, and/or Franklin Counties, New York; and

WHEREAS, the Project is to be financed in part through the grant provided by the Corporation, and the Corporation requires, as a condition of its grant, that the Contractor agree to the provisions set forth herein to ensure that no individual is discriminated against on the basis of race, national origin, sex, or creed;

NOW, THEREFORE the parties agree as follows:

A. Affirmative Action Goals

The Contractor shall ensure equal employment opportunities for all individuals and shall incorporate this requirement in its subcontracts under the Project, unless specifically exempted therefrom in writing by the Corporation. If the Corporation deems it appropriate, in its sole discretion, the Grantee shall engage an affirmative action officer acceptable to the Corporation to monitor compliance with the Corporation's requirements under this Agreement by the Contractor and all sub-contractors and furnish the Corporation with such reports as the Corporation requires to verify compliance.

B. Equal Employment Opportunity

The Contractor shall make every effort to achieve the goals set forth in the attached Exhibit A. If the Contractor fails to achieve these goals, the Contractor must demonstrate affirmative action efforts under the Project at least as extensive as the following:

1. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which the Contractor's employees are assigned to work under the Program. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment with specific attention to minorities and women working at such sites or in such facilities.

2. Establish and maintain a current list of recruitment sources for minorities and women, provide written notification to these sources when the Contractor, or its unions, has employment opportunities available, and maintain a record of each organization's response.

3. Maintain a current file of the names, addresses, and telephone numbers of each off-the-street application from minorities or woman and referrals from a union for a recruitment source for minorities or women and of the action taken with respect to each individual.

4. Disseminate the Contractor's nondiscrimination policy relating to the Project by providing notice of it to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its equal opportunities obligations, by including it in such company publications as refer to the Project, and by including it in any advertising including, but not limited to, any notices of available jobs or informing other contractors/sub-contractors of it.

5. Review, at least annually, Contractor's nondiscrimination policy and affirmative action obligations under this Agreement with all employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions, including specific review of these items with on-site supervisory personally such as superintendents and general foremen before the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter being discussed, and disposition of the subject matter.

6. Direct its recruitment efforts, both oral and written, to community organizations representing the interests of minorities and/or women, to schools with minority students, and to recruitment and training organizations serving the Contractor's recruitment area and employment needs for this Project. Not later than one month prior to the date for acceptance for applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations, such as the above, describing the openings, screen procedures, and test to be used in the selection process.

7. Encourage present minority and women employees to recruit others similarly situated and, where reasonable, provide after-school, summer, and vacation employment to minority and women students, both on the site and in other areas of the Contractor's work force.

8. Validate all tests and other selection requirements.

9. Conduct, at least annually, an inventory and evaluation of all minority and women personnel for promotional opportunities under this Project and encourage these employees to seek or to prepare for, through appropriate apprenticeship training, such opportunities.

10. Ensure that seniority practices, job classifications, work assignments, and other personnel practices do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the nondiscrimination policy and the Contractor's obligations under this Agreement are being carried out.

11. Conduct a review, at least annually, of all supervisors' adherence to and performance pursuant to this Agreement.

12. Inform sub-contractors of their obligations relating to the goals of minority employment and training.

13. The Contractor shall maintain written documentation of its activities pursuant to Sections 1 to 12 of this Section B, for a period until one year after completion of the project, in such form as will enable the Corporation to verify compliance therewith, and which documentation shall be available during business hours, to the Corporation or its representatives.

C. Compliance

1. The Contractor will maintain, in a form approved by the Corporation, monthly reports showing for each day the Contractor performs the number of minority and women employees in each trade used in the Project, the number of hours worked by minority and women employees and the percentage of total work force such number constitutes for each trade, and such other information as the Corporation may require. Such reports shall be completed within five (5) business days of the end of each month and shall be available during business hours to the Corporation or its representatives.

2. The Corporation may conduct a compliance review at such times and in such a manner it deems necessary to effectuate this Agreement.

3. The Contractor will incorporate, or cause to be incorporated, the requirements of this Agreement in every subcontract the Contractor enters under this Project unless, as approved by the Corporation, specifically exempted therefrom in writing by the Corporation.

4. The parties hereto hereby acknowledge that the Corporation is a third-party beneficiary to this Agreement. Grantee hereby constitutes the Corporation its agent, coupled with an interest, for the purpose of prosecuting any default thereunder and seeking appropriate remedies.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by representatives duly authorized to bind them, as of the day, month, and year first above written.

_____

Company Name

_____

Authorized Signature

Friends of the North Country, Inc.

_____

Crystal Narducci, Executive Director