

## **CFSIC Contractor Compliance Guidelines**

Effective November 10, 2025, all contractors who are eligible to participate in CFSIC-sponsored foundation remediations will be required to comply with CFSIC's Contractor Compliance Guidelines.

These guidelines are designed to document foundation remediations in a way consistent with CFSIC's Underwriting and Claims Management Guidelines, and, as well, with standard good business practice. These guidelines are intended to streamline the claim documentation process and facilitate rapid payment of appropriate remediation invoices to contractors providing services.

Contractors should read these guidelines and then **acknowledge their understanding of the guidelines and their intention to comply by printing the last page of these guidelines and applying their signature and the date where shown.**

The signed and dated signature page should be returned to Jenny Lee Nguyen at:  
[JennyLee.Nguyen@esis.com](mailto:JennyLee.Nguyen@esis.com)

### **Section 1: Required Initial Documentation (when proposal is first submitted to homeowner)**

When a contractor's proposal is first submitted to a homeowner, effective November 10, 2025 and subsequent, it must include (i) the construction proposal, (ii) the allowable cost calculation worksheet, and (iii) the **new** Contractor Attestation.

Effective November 10, 2025, all participating contractors will be submitting to the homeowner a "Contractor Submission."

**The "Contractor Submission" for each project must include:**

- The proposal to the homeowner
- Allowable cost calculation worksheet
- The Contractor Attestation (completed and signed) **(NEW)**

**The above items should be submitted to the homeowner as a single PDF file consisting of all three documents.**

## **Section 2: Required Final Documentation (on acceptance of final proposal)**

When a contractor's proposal, already reviewed and approved by the designated ESIS claim adjuster, is approved and signed as final by the homeowner, you must submit a "Final Contractor Package" to the designated ESIS claim adjuster.

{**NOTE:** before providing the "Final Contractor Package" to the designated ESIS claim adjuster, please be certain to provide the homeowner with a copy of the final signed contract (signed by both contractor and homeowner), which includes the signed construction proposal, the allowable cost calculation worksheet, and the Contractor Attestation.}

**The "Final Contractor Package" to be provided to the designated ESIS claim adjuster for each project must include:**

- Contractor Acknowledgement
- Your existing bond (complete copy required, regardless of how many times you have sent it in the past)
- A completed bond schedule for the specific project
- A copy of the final signed contract (signed by both contractor and homeowner), including the construction proposal, the allowable cost calculation worksheet, and the Contractor Attestation

**Do not provide an invoice for the project deposit as part of the Contractor Package.**

**You will provide your deposit invoice to the designated claim adjuster once a Participation Agreement has been countersigned by the Superintendent. (You will be copied on the email transmitting the countersigned PA.)**

### Section 2A: Specific Contractor Package Document Requirements

✓ Contractor Acknowledgement:

**ALWAYS:**

- Page 1: insert the date you are completing and signing the Contractor Acknowledgment where shown.
- Page 1, first paragraph: insert the homeowner's name and their residence address, which may be the same or different than the address of the dwelling foundation you are remediating. Make certain to also fill in the address of the dwelling foundation you are remediating and include the claim number in this paragraph.
- Page 2, paragraph 3: fill in the maximum amount CFSIC has agreed to contribute to eligible costs. This is always subject to a per claim maximum for stand-alone homes of \$190,000 (or \$205,000 for first-time only proposals dated and submitted on or subsequent to January 20, 2026.)
- Page 2, paragraph 3: fill in the indicated deposit ensuring the deposit matches the amount on the signed contract.
- Page 2, paragraph 3: fill in the maximum remaining amount (total eligible costs less the deposit). **Do not leave that page before verifying that the math is correct, as the claim cannot be paid unless it is.**
- Page 3: apply your signature and fill in the name of your firm.

✓ Bond Schedule:

**ALWAYS:**

- Make certain that your firm's name and the name of the homeowner are filled in.
- Insert the bond limit scheduled (which must match exactly the amount of the deposit you inserted on page 2, paragraph 3 of the Contractor Acknowledgement).

✓ Final Signed Contracts:

**ALWAYS:**

- Must include allowable cost calculation worksheet (if the worksheet is not already embedded in your contract) and signed Contractor Attestation.
- Provide only the most recent signed version of the contract.
- Submit a contract signed and dated by both the contractor and the homeowner.

**Section 2B: Concrete Delivery Tickets**  
***(Applicable on and after February 2, 2024)***

**ALWAYS:**

- Submit concrete delivery tickets for each concrete placement regardless of number placements per project. (Remediations using foundation panels do not require concrete delivery tickets.)

**Section 2C: Progress Payment Invoice Documentation**

**ALWAYS:**

- Provide substantiating photographs with each progress payment request, providing photographic proof that the specific progress payment milestone shown on the signed contract has been met. **For example:** If Progress Payment 1 is due when the home is lifted, provide photos of the home lifted; if Progress Payment 2 is due after 200 feet of panels are installed, include photos showing 200 feet of panels installed along with measurements, etc.
- Make certain that the homeowner's cancelled check is included (if applicable because a homeowner payment is required) with a photo of the front and back of the cancelled check.
- Make certain final progress payment invoices are submitted with the Certificate of Completion.
- Make certain concrete delivery tickets are submitted with each progress payment invoice or, at the latest, with the final invoice.
- Make certain invoices are submitted to the designated adjuster as each milestone in the contract is completed. **Do not hold on to all invoices, submitting them at once.**
- Make certain that the final progress payment invoice is submitted **only** after final inspection has been passed and make certain to include a copy of the Certificate of Completion with the final invoice.

### Section 3: Contractor Compliance Responsibilities

#### **ALWAYS:**

- When contract revisions are requested or required, make certain updated contracts are sent to both the homeowner and designated adjuster, **and that the contract is re-dated.**
- Make certain that all requested or required contract revisions, as well as requested Contractor Package document revisions, are provided to the designated adjuster within 30 days of the adjuster's request.
- Make certain allowable cost calculation worksheets (if not already embedded in the contract) and Contractor Attestation are included when sending the final contract to both the homeowner and adjuster.
- Make certain that the CFSIC deposit invoice is provided within 30 days of the designated adjuster's request.
- Make certain Progress Payment invoices are submitted promptly after each milestone shown in the signed contract has been completed and ensure all required documentation is included.

***(Signature page follows.)***

## **CFSIC Contractor Compliance Guidelines**

**All participating contractors are required to read these guidelines and acknowledge, with their signature, their acceptance on or before November 10, 2025.**

For any questions, please email Jenny Lee Nguyen at:  
[JennyLee.Nguyen@esis.com](mailto:JennyLee.Nguyen@esis.com)

### **Acknowledgement and Acceptance of Contractor Operational Guidelines:**

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

(Once completed and signed, email this signature page only to Jenny Lee Nguyen at:  
[JennyLee.Nguyen@esis.com](mailto:JennyLee.Nguyen@esis.com))