

### **Tab 16 Development Team Experience**

Applicants must certify the development team members identified in the Application intend to participate in the development and outline their experience. This information must be detailed on the Experience Certifications. Do not submit additional information, including individual resumes, unless requested by Agency staff. Certifications may not be dated prior to 60 days before the Application submission deadline. If the applicant or management agent is requesting consideration for experience in states other than Pennsylvania, the applicable “Out of PA Experience” form must be completed and signed by the appropriate state housing agency and submitted as part of the requirements of this exhibit. The Agency will not recognize experience in other states unless these executed forms are signed and submitted with the Application. Out-of-state experience forms need only be submitted by applicants or management agents without experience with developments within Pennsylvania.

For the applicant to be deemed to have sufficient experience, at least one development must be a Tax Credit development that has been issued an IRS Form 8609. All other developments listed for consideration of the Applicant experience must be both completed and occupied. In general, a development must have a minimum of ten units to qualify for experience. If a general partner has experience in developing 3 or more developments of under 10 units, this may evidence sufficient experience. **In order to determine the capacity of the General Partner, applicants are also required to complete the General Partner Capacity Form. The Agency will consider the total project cost and number of developments owned, managed and that are/will be under construction. Additionally, the Agency reserves the right to review the supporting documentation, including annual audited financial statements, to evaluate general partner's financial capacity.**

An experienced housing consultant (consulted on three or more developments that received a reservation of Tax Credits) in lieu of an experienced general partner may meet the threshold requirement for experience. The housing consultant must complete and submit the same documentation required for the general partner.

For the management agent to be deemed to have sufficient experience, it must currently manage at least three Tax Credit developments. Management of developments with project based rental assistance may qualify as experience, provided that the management agent has experience with at least one Tax Credit development. (For PennHOMES applications, applicants utilizing a management agent not previously reviewed by the Agency must have the management agent complete and submit the Management Agent Questionnaire.) An experienced housing management consultant (involved in the management of 3 or more Tax Credit developments) may be substituted in lieu of experience of the management agent. Documentation should be provided supporting the experience.

The general contractor, design architect and contract administration architect will be evaluated based upon their experience in the type and size of the proposed development. Previous experience must include the name and location of the developments, the number of units and the date completed. A General Contractor Experience Certification and an Architect Experience Certification must be completed. If experience is not with the Agency, provide name(s) and telephone number(s) of person(s) to contact to confirm the information provided in these forms. If the general contractor is not determined at the time of Application, A selection must be made and the qualifications submitted and approved by the Agency with the carryover allocation documents, but no later than the review of the 10% reasonable basis test. **Agency Loan Applicants** must also include a completed “Contractor’s Qualification Statement” (A1A Document A305) and/or “Architect’s Qualification Statement” (A1A Document B305).

For the attorney to be deemed to have sufficient experience, it must have had provided counsel on at least three Tax Credit developments.