

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, which must be limited to one page. 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 the minimum level of required 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 three or more developments of under ten 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 management agents to be deemed to have sufficient experience, they must have directly and successfully managed at least two (2) Tax Credit properties for two (2) full years. This experience includes administering all management agent functions for the properties.

Agents without this experience must contract with a mentor / partner to oversee and train staff on program compliance and property management functions until two (2) full years of experience is achieved. The mentor must be a PHFA-approved agent and meet all experience requirements described in the preceding paragraph.

***Please note that the Agent's actual on-site management staff is required to have this experience or the Agency will require the Agent to contract with a mentor (partner).*

The mentor will be the Agent of Record both in practice and on Management Agreements. If a mentoring arrangement is required, a Memorandum of Understanding or a signed contract between the two parties must be submitted with this application. Consultants may be used **ONLY** for program compliance oversight functions. Consultants are not considered to be an approved management agent.

All agents, mentors, and consultants must have applicable program-specific certifications including Tax Credit and Fair Housing certifications. No mentor (agent of record) or consultant payments may be made from project operations other than from the Agency-approved management fee.

Both Agent and Mentor are required to complete the Certification of Management Agent Experience (in Pennsylvania or Outside of Pennsylvania, as applicable). The entity to be the agent of record must also complete all portions of the Management Agent Evaluation. This must be completed for agents/mentors for each application submitted, regardless of previous PHFA approval.

Additionally, all management companies that manage and lease real estate in Pennsylvania are required to have a Pennsylvania Real Estate Broker's License pursuant to the Real Estate Licensing and Registration Act (RELRA). If the management agent does not have a real estate broker's license, an attorney's opinion letter must be provided detailing how the agent qualifies to manage the property absent a broker's license (in compliance with RELRA). Proof of realtor's license or the opinion letter must be received prior to Agency loan commitment or Tax Credit commitment.

The lack of a broker license at the time of application will not impact the ranking or consideration of the allocation of Tax Credits for any applications submitted. However, if Tax Credits are awarded, the management agent MUST have a broker's license or qualify for an exclusion under RELRA in order to manage the property.

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 the 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, 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 (3) Tax Credit developments.

If requesting points in ranking for material participation of minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business which meets eligibility criteria of the Small Diverse Business Program (SDB) operated by the Department of General Services, provide information on the anticipated participation in the table provided under this Tab. In addition to the SDB, a non-profit entity is eligible to receive points as an Owner/Developer or Management Agent if a minimum of 51% of the members of their board are minorities, women, or veterans as evidenced by the non-profit's organizational documents. To qualify, the SDB/non-profit entity must materially participate in the development process. Each professional services provider will be evaluated separately for points. No points will be awarded for the general contractor if a bid process will be required.