

EXHIBIT 1

PENNSYLVANIA HOUSING FINANCE AGENCY MANAGEMENT AGENT EVALUATION

1. Management Agent Experience

Agents **of record** must complete and sign the Experience Summary, Experience Worksheet, and the Questionnaire.

- A. Agents **of record** are required to **directly** manage at least two Tax Credit properties **for two full years** and have a minimum of **two** years experience administering all management agent functions of these properties. Agents without this experience:
1. Must contract with a mentor (partner) or consultant to oversee and train staff on **program** compliance and property management functions until two **full** years of experience is achieved. The mentor must be **a PHFA-approved agent**, meet the experience requirements of a management agent, and be the Agent of record both in practice and on management agreements.
 2. Must provide a Memorandum of Understanding or signed contract with a **Mentor** with this submission.
 - a. Mentor is required to complete and submit the Experience Summary, Experience Worksheet, and Questionnaire to the Agency.
 - b. **Mentor/Consultant** fees shall not be paid from the property operations budget (except out of the management fee). Consultants shall be used **ONLY** for compliance oversight functions.
- B. In addition to responding to the items noted in A above, Agents with **ONLY** out of state management experience must also supply letters from each appropriate state housing finance agency in which management experience is being claimed. Said letters must clearly identify the number of **Tax Credit** units **for each property along with** any outstanding non-compliance issues. **(The Agency may contact other State Tax Credit Program administrators for additional information.)**

2. Program and Fair Housing Certifications:

The Agent **of record** must identify staff positions responsible for compliance oversight. These staff members must have applicable program-specific certifications **including** Tax Credit and Fair Housing certifications from an organization approved by the Agency (see page 7). **Copies of the certifications must be attached to the Experience Summary.**

10/2015

Experience Worksheet

List all multi-family housing experience (use additional sheet, if needed)

Project Name	City, State	# of Units/ # of Low Income Units	Financing Type(s) (see key below)	Family, Elderly, or Other (describe)	Length of time Managed	Property Type: New construction, preservation w/ relocation of residents, or other (describe)	Is property in a rural, suburban or urban area?

HUD = HUD financing (describe type)

PH = PennHOMEs (Agency HOME or Reserves financing)

HOME = Federal HOME funds from a source other than the Agency

Other = Explain in an attachment

RHS = Rural Housing Service financing

AHP = Federal Home Loan Bank Affordable Housing Program Funds

CON = Conventional Market Rate financing

TC = Tax Credits (Provide Tax Credit Number)

I hereby certify that the information above and any attached explanations are true and correct. I understand that any misrepresentation, false information or omission may result in disqualification of this application and any other involving the same owner(s), principal(s), partner(s), consultant(s) and/or application preparer(s).

Signature of authorized representative of proposed management agent/partner/consultant / Date

Experience Summary

Name of Development: _____

Name of Agent (company): _____

Contact Person: _____

Office address, phone number and email: _____

Are you acting as the mentor for another agent for this proposed development?

1. If the Agent manages tax credit properties:

How many 8823's have been filed on properties identified on the Agent's Experience Worksheet for an event that occurred during the Agent's tenure that remain uncorrected?

Of the above identified 8823's, are there any that remain uncorrected more than six months from the date of the Agency notification letter?

Yes _____ No _____ N/A _____ If yes, attach an explanation.

2. If the Agent manages HUD assisted properties:

A. In the last five years how many properties have received a REAC **score** under 60? _____

Explain actions undertaken to make corrections, if applicable.

B. In the last five years how many properties have received an MOR score below satisfactory? _____

Explain actions undertaken to make corrections, if applicable.

C. Do you have any current flags in HUD's 2530 National Participation system? Yes ___ No ___

If yes, attach an explanation.

3. If the property under consideration is involved in **the preservation or** rehabilitation of existing housing units, does the agent have experience with the federal Uniform Relocation Act?

Yes _____ No _____ N/A _____

Complete the table below for all persons in a compliance oversight capacity with regard to the proposed project and attach copies of their Tax Credit and Fair Housing certifications.

Name/Title	Oversight Responsibility	Name of Certification	Certification Sponsor

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Signature of authorized representative of proposed management agent/partner/consultant / Date

Questionnaire

Name of Agent/Partner/Consultant: _____

1. Is there a common interest or ownership between the property owner and management agent? If yes, describe.
_____ Yes _____ No _____

2. 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). Attach a copy of the Broker License or the attorney opinion letter to this Questionnaire.

3. Is the management agent a subsidiary of another corporation? If yes, provide the name and address of the parent corporation and explain the relationship.
_____ Yes _____ No _____

4. Have any properties under your management been unable to meet property financial obligations, i.e., utility and vendor payments, debt service? If yes, explain.
_____ Yes _____ No _____

5. Has the agent or its personnel been involved in government or judicial action concerning a violation of Fair Housing laws in the past five years? If yes, explain.
_____ Yes _____ No _____

6. Within the past ten years have you been debarred or received a limited denial of participation by any federal or state agency from participating in any multi-family development program? If yes, explain.
_____ Yes _____ No _____

7. Has the management agent (or any of its principals or affiliates) ever had a limited denial of participation from HUD or been debarred, suspended or voluntarily excluded from participation in any federal or state program? If yes, explain.
_____ Yes _____ No _____

8. Has the management agent (or any of its principals or affiliates) participated in the operation of a project that experienced a default? If yes, provide the number of developments and explain (including the name and location of the development, circumstances surrounding each default, cure, workout and mortgage modification arrangements, assignments, foreclosures, etc.).
_____ Yes _____ No _____

9. Has the management agent ever filed a petition of bankruptcy or has a petition of bankruptcy ever been filed against the management agent? If yes, explain.
- _____ Yes _____ No _____
10. Have any of your property management contracts been terminated prior to expiration or not renewed upon expiration? If yes, explain.
- _____ Yes _____ No _____
11. Describe the amount of the agent's fidelity bond and the name of the bonding company.
***A fidelity bond is required to be an approved PHFA Management Agent.*
- _____
12. List all relevant professional organizations of which the agent is a member.
- _____

I hereby certify that the information above and any attached explanations are true and correct. I understand that any misrepresentation, false information or omission may result in disqualification of this application and any other involving the same owner(s), principal(s), consultant(s) and/or application preparer(s).

Signature of authorized representative of proposed management agent/partner/consultant / Date

The following certifications will be accepted by the Agency*:

Certification	Organization	Contact Information
Housing Credit Certified Professional (HCCP)	Theo-Pro Compliance & Consulting, Inc. AJ Johnson Consulting Services, Inc. National Assoc of Home Builders	www.theopro.com www.ajjcs.net www.nahb.org
Certified Credit Compliance Professional (C3P)	Spectrum Seminars, Inc.	www.spectrumseminars.com
Tax Credit Compliance System (TaCCS)	Quadel Consulting Corporation	www.quadel.com
National Compliance Professional (NCP)	Elizabeth Moreland - Housing Credit College	www.housingcreditcollege.com
Tax Credit Specialist (TCS)	National Center for Housing Mgmt.	www.nchm.org
Specialist in Housing Credit Management (SHCM)	Nat'l Affordable Housing Mgmt Assoc. PAHMA PennDel AHMA	www.nahma.org www.pahma.org www.penndelahma.org
Certified Acquisition/Rehab Expert (ARE®)	Liz Bramlett Consulting, LLC	www.lizbramlettconsulting.com
LIHTC Compliance Specialist (LCS)	Liz Bramlett Consulting, LLC	www.lizbramlettconsulting.com
Mixed Finance Pro (MFP)	Liz Bramlett Consulting, LLC	www.lizbramlettconsulting.com
Mixed Income Expert (MIE)	Liz Bramlett Consulting, LLC	www.lizbramlettconsulting.com
Certified Occupancy Specialist (COS)	National Center for Housing Management	www.nchm.org
Certified Professional of Occupancy (CPO)	NAHMA	www.nahma.org
Fair Housing Certification	Fair Housing Institute	www.fairhouse.net
Fair Housing Compliance (FHC)	Nat'l Affordable Housing Mgmt Assoc.	www.nahma.org
Fair Housing and Beyond	Institute of Real Estate Management	www.irem.org
Fair Housing, Section 504	Spectrum Seminars, Inc.	www.spectrumseminars.com
Fair Housing Essentials	National Center for Housing Mgmt.	www.nchm.org
Property Compliance Certification (NPCC)	Novogradac & Co., LLP	www.novoco.com

*Other certifications may be accepted by the Agency, in its sole discretion.