

Tab 16 Development Team Experience

Applicants/General Partners 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/General Partner or Management Agent is requesting consideration for experience in states other than Pennsylvania, confirmation from the appropriate State Housing Agency must be submitted as part of the requirements of this exhibit. The Agency will not recognize experience in other states unless executed confirmation is submitted.

Applicant/General Partner

For the Applicant/General Partner to be deemed to have **sufficient minimum 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/General Partner experience must be both completed and occupied. In general, a development must have a minimum of ten units to qualify for experience. If an Applicant/General partner has experience in developing three or more developments of under ten units, this may evidence sufficient experience. If there is more than one Applicant/General partner, a separate form must be completed for each.

In order to determine the **capacity** of the Applicant/General Partner, a **complete listing** of developments owned, managed or under construction is required. The Agency will consider the total project cost and number of developments owned, managed and that are/will be under construction to determine the Applicant's/General Partner's capacity to develop additional projects. Additionally, the Agency reserves the right to review the supporting documentation, including annual audited financial statements, to evaluate Applicant/General Partner's financial capacity.

The certification forms listing all of the developments will also be used to determine the total number of **Tax Credit** projects eligible for points in the Development Team section of the Selection Criteria. Use as many sheets as necessary to provide a complete listing. The list must include the Tax Credit number to verify eligibility as a Tax Credit project.

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

Management Agent Requirements

A Certification of Management Agent Experience form is required for all applications. A management agent must have demonstrated sufficient experience and be in good standing to be approved by the Agency to directly manage a property. A complete listing of **ALL** projects managed must be submitted specifically indicating the number of Tax Credit units. This complete listing of projects managed will be used to determine the total number of **Tax Credit** units eligible for points in the Development Team section of the Selection Criteria. Use as many sheets as necessary to provide a complete listing. The list must include the Tax Credit number to verify eligibility as Tax Credit units.

Agent must have:

- Directly and successfully managed at least two (2) tax credit properties for two (2) full years.
- Administered all management functions for the properties.
 - On-site management staff is required to have this experience for the proposed project.
- Applicable program-specific certifications including Tax Credit and Fair Housing certifications (copies of the certifications must be submitted with the application).

Mentor

Agents without the required experience must contract with a mentor until the required two (2) full years of experience is achieved.

The mentor:

- Will oversee and train on-site staff on program compliance and property management functions.
- Must meet all experience requirements described above and be approved by the Agency to manage the property.
- Will be the agent of record both in practice and on management agreements.

A Memorandum of Understanding (MOU) or signed contract detailing specific job duties with the mentor must be submitted with this application. No mentor payments may be made from project operations other than from the agency-approved management fee.

Consultants

Management agents who have directly and successfully administered all management functions for at least two (2) properties for two (2) full years **but do not have the required tax credit experience** must contract with a consultant to oversee all tax credit compliance functions.

Consultants:

- May be used only for tax credit compliance oversight functions.
- Must process all initial tenant move-in files during the initial rent-up of the property.
- Are not considered to be an approved Management Agent.
- Must complete the Certification of Housing Management Consulting Experience form.
- Must submit their tax credit certifications.

A Memorandum of Understanding (MOU) or signed contract detailing specific job duties with the consultant must be submitted with this application. No consultant payments may be made from project operations other than from the agency-approved management fee.

Agent of Record Requirements

The agent of record (the Management Agent or their mentor) is required to complete the Certification of Management Agent Experience. It must be completed for each application submitted, regardless of any previous submissions of this document.

Additionally, all Management Agents who 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 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).

- The lack of a broker license at the time of application will not affect the scoring 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. Proof of license or the opinion letter must be received prior to Agency loan commitment or tax credit commitment.

General Contractor/Architects

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. The General Contractor must also have bonding capability. The Bonding company must have an "A" rating or better and provide a Performance Bond and a Payment Bond, each in the amount of 100% of the Construction Contract Sum, or an unconditional and irrevocable letter of credit in the amount of 25% of the contract sum. **(Required on all applications)**. 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.

All Applicants must also include a completed "Contractor's Qualification Statement" (AIA Document A305) which must include current audited financial statements, a list of key personnel and a list of developments constructed within the last five years. An "Architect's Qualification Statement" (AIA Document B305) is required **IF** the Architect has no previous experience with the Agency.

Attorney

For the attorney to be deemed to have sufficient experience, it must have had provided counsel on at least three (3) Tax Credit developments.

MBE/WBE/VBE/DBE

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. A for-profit/non-project joint venture Owner/Developer entity may also qualify if the board meets the eligibility criteria and the non-profit corporation holds the majority ownership and the managing interest in the joint venture. Applicants requesting non-profit consideration should submit following documentation to support participation:

- Organizational documents for the non-profit entity; and
- Certification from the Secretary of the non-profit board which includes:
 1. The total number of board members and
 2. A list of the members who are minorities, women or veterans and the term of their membership.

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.

In addition to providing the list of entities, submission of documentation evidencing SDB qualification including third party certifications is encouraged with the application. At cost certification, the Agency will require submission of invoices and certifications demonstrating compliance (which would include third party certifications as prescribed by the DGS).

The Agency understands that not all entities may be contracted with at the time of application. Since the Agency is encouraging participation on many levels, we will allow TBD Sub-Contractor/Vendor entities for consideration, but will limit selection criteria points.

If the Supportive Service provider is the same as the qualifying MBE/WBE/VBE Owner/Developer or Management Agent, points will not be awarded for Supportive Services under Professional Services