APPENDIX P

Development Team

The following items are examples of factors that will be taken into consideration when evaluating scoring – WHEDA staff is not limited to these items and the following is not an all-inclusive listing of items.

Developer Quality Scoring*

* Note: Scoring will be done based on the average scores of the Primary Developer and the Co-Developer (if any) with such score not to be lower than 85% of the highest scoring entity.

Experience
Years of multifamily/Section-42
- Number and type of projects developed (i.e. Section 8, Section 42, market rate, elderly, family, special needs, RCAC, size of projects) vs. proposed project
- Documented years of experience with WHEDA or other state HFAs.
- Documented multifamily and/or commercial development may be considered if documented
- Direct participation in development of project(s)
- Size of projects (i.e. single family, duplexes, 4+ units, 20+ units) vs. proposed project in application

Quality/Success of projects
- Length of lease up for previous development(s) (provide lease up schedules)
- Number and level of 8823s issued/unresolved
- Occupancy history of previous development(s) (below 95%; below 90%)
- Development(s) completed within budget
- Development(s) completed in a timely fashion
- Tenant complaints-documented life/safety issues
- Public comment
- Materials/Amenities
- Landscaping
- Quality of workmanship
- Past site selection-location/linkages

Non-Performance Deduction
- WHEDA reserves the right to deduct up to 15 points for developer/applicant non-compliance on a previous tax credit award
- Deductions shall extend no more than twenty four(24) months from the date of discovery
- Examples: failure to incorporate design/amenity/accessibility/green building elements/special needs services for which the developer received points or where threshold certification items at initial application. Other failures which reduced the total amount of points scored on the initial application

Market (Geographic) Familiarity
- Knowledge of project's general area and target market area specifics: neighborhood characteristics, city/area building requirements, target population demographics, employment variables, services, transportation options, etc.
- Number of developments in target market
- Relationships within community are documented (provide reference letters)

Market (Product Type) Familiarity
- Knowledge of housing and amenity preferences of project's target population
- Experience in market with proposed type of project (i.e. elderly, family, special needs, supportive)
- Performance of other projects in specific market
- Documented relationships with local community including service providers, contractors, tenant groups, neighborhood groups (provide reference letters)

Understanding of Tax Credit Process
- Completeness and organization of this and previous tax credit applications
- Ability to navigate tax credit allocation process
- Success of prior tax credit projects
- Timely submission of documents

- Compliance with tax credit monitoring requirements/Outstanding 8823s.

Ability to Bring Strong Players Together
- Strength and experience of team members working together as team on developments

- History of individual development team members in previous tax credit and other developments
- History of completing development with same team as shown on application
- Co-Developer/Consultant adding complimentary skills/experience

Management Agent Quality Scoring

Compliance History
- Number and quality of 8823's issued
- Responsiveness to federal and state housing compliance issues including AG 134, Equal Opportunity, affirmative fair marketing practices, 504, and LIHTC
- Staff stability
- Staff knowledge of program requirements
- Tenant files completeness and organization
- Processing certifications and recertifications
- Fees current or past due

Vacancy History
- Type of portfolio vs. proposed project in application (i.e. family, elderly, special needs, RCAC)
- Length of time management agent has been managing the development (i.e. sufficient time to turn around a project that historically had issues)
- Management agent's track record of turning properties around
- Anomalies within the portfolio that would skew the data
- Market vs. management issue
- Taking over difficult properties that would skew overall data
- Marketing plan
- Advertising practices
- Vacancy management
- Waiting list management

Property Condition
- Documentation showing prompt response to preventative and existing maintenance issues
- History of adequate reserves maintained for capital needs
- Site maintenance
- Building exterior
- Common areas
- Unit condition
- Health and safety

- Capital improvement planning

Capacity/Experience
- History of sufficient personnel and infrastructure to maintain present portfolio of properties
- Documentation of sufficient personnel and infrastructure to support addition of this property to portfolio
- Staff responsiveness
- Staff size/qualifications
- Staff location (onsite/offsite)
- Staff training
- Staff supervision
- On-site administration
- Management entity functionality
- Resident relations
- Tenant selection
- Years of experience
- Number and type of projects developed (i.e. Section 8, section 42, market rate, elderly, family, special needs, RCAC, size of projects) vs. proposed project
- Size of projects (i.e. single family, duplexes, 4+ units, 20+ units) vs. proposed project in application
- Experience in specific market and/or product type