Delegated Developer Agreement - Multifamily

Developers looking to submit a Housing Tax Credit application must complete this form and submit to HTC.FAQ@wheda.com for each individual project. For the 2021 HTC Competition, the Delegated Developer Agreement Forms must be submitted and executed no later than December 9, 2020 at 4:30 PM.

You will receive notification from *ProCorem* indicating your *WorkCenter* has been set up. If you do not receive notification within two business days, please e-mail the address listed above.

By completing this form, you will be identified as the Delegated Developer (DD) for the specific project listed below. You are responsible for managing access to your *ProCorem WorkCenter* for persons in your organization.

You are responsible for creating and managing all other intended users and collaborators of the WorkCenter.

As Delegated Developer, you understand and acknowledge the following:

- WHEDA is authorized to act upon all information submitted by the DD, any person signing on with the DD's e-mail address and password, and/or any collaborator added to the system by either the DD or any individual within the DD's organization.
- You will use sound security procedures and safeguards to ensure that all submissions of information are authorized and to protect passwords from unauthorized or improper use
- You have read the Terms of Use
- You have read this entire statement and are duly authorized to accept it on behalf of your organization
- You will not create additional *Procorem Workcenters*

WHEDA is requiring that applications (***full binder materials and fully completed excel tax credit application***) for the 2021 cycle are uploaded to *ProCorem*. ***In addition,*** the methods of submission for physical copies has been limited due to COVID-19, developers will be required to select one of the options presented on the last page.

Project Details required to set-up Procorem Workcenter (all fields are required)

Project Name:	
Project City:	
Project Competition (Federal 9% or State 4%/Federal 4%):	

Development Company:	
Applicant Name:	
Applicant Phone Number:	
Applicant E-mail Address:	

![WHEDA logo]

Authorized Signature	Print/Type Name

Title	Phone Number	Date

Sound Security Procedures and Safeguards:

- Users should not set their passwords to be the same as their e-mail address
- Passwords should not consist of common pieces of information about the user (i.e.: birthday, child's name, anniversary, email address, etch)
- Passwords should consist of both letters and numbers
- Passwords should not be real words that are recognizable in any language
- Users should not share their passwords
- Users should never write their password down
- Users should make a complete change of their password. For example, if your password is john1, do not change your password to john2 or john11 when your password expires. An example of a complete change would be to change the password to ca3vhrd1
- Passwords should be changed every 60 days

Terms of Use:

As a condition of your use of ProCorem, you warrant to WHEDA that you will not use the application for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the ProCorem web site in any manner which could damage, disable, overburden, or impair the application or interfere with any other party's use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information obtained from ProCorem.

Navigating ProCorem

First time accessing ProCorem:

1. You will receive an e-mail for each *WorkCenter* you are added to from notifications@mail.procorem.com
2. Click "Sign Up"
3. Enter your First Name, Last Name, and create a Password that aligns with WHEDAs Sound Security Procedures and Safeguards
4. Read the Terms and Conditions and then agree and click "Sign Up Now"
5. Navigate to all your projects *WorkCenter* by clicking View All Workcenters on the page's left side
6. Click on the name of the WorkCenter you would like to enter

Adding a Collaborator:

1. Log into your account utilizing your e-mail address and password
2. Open the *WorkCenter* associated with the project you would like to add a collaborator on
3. Click "Add Collaborator" in the top right corner of the *WorkCenter*
4. Type the individuals name if they have already been set up as a user in ProCorem, otherwise click the "+" button and enter their First Name, Last Name, and E-mail Address
5. Under "Selected Collaborators" set the individual added to Developer Contributor or Read Only. If you want to see the permissions for different roles, click "What are the available *WorkCenter* roles and what access do they have?"

Uploading Documents to the WorkCenter:

1. Select the folder you would like to upload a document to and click "Upload Files"
2. Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari otherwise you can select Choose File
3. Set the Status as either Final
4. You do not have to select a file Type
5. Enter a description and comment for the file – comments will be included in the e-mail alerts that are sent to other collaborators
6. Click "Upload" and wait until the progress bar that will appear at the top of the screen disappears

Editing Documents Uploaded to the WorkCenter:

1. Navigate through the folder pathway to where the document is uploaded
2. Select the document you would like to edit to download
3. Select Details to change the File Name, Status, Type, Description, or Delete the file

Instructions for Submitting Hardcopy Application:

The following items should be included in the hardcopy submission of each application:

1. Binder containing all required application one materials
2. Flash drive containing all required application one materials including the binder material pdfs and the tax credit excel file application
3. Payment of application fee – *please provide a separate check for each application*

*Due to Covid-19, WHEDA is limiting the methods of submission for 2021 Housing Tax Credit Cycle. Please review the submission instructions below.

Option 1: Drop off application in-person

- Please email Sam Haile at sam.haile@wheda.com to arrange at time meet in front of the WHEDA building at the address listed below.
  201 W. Washington Ave
  Madison, WI 53703

Option 2: Ship application via FedEx

- Using electronic FedEx label, please list Sam Haile as the recipient and WHEDA as the company. Send to *201 W. Washington Ave* address and HAL(Hold at Location). In the dropdown menu select *654 West Washington Madison WI* location.
- For handwritten labels, please list Sam Haile as the recipient and WHEDA as the company. Send to *654 West Washington Madison and write "*HAL(Hold at Location)*"* on the label and box. Address listed below.
  654 West Washington Ave
  Madison, WI 53703
- Please email Sam Haile at sam.haile@wheda.com by 5pm on December 11, 2020 w/ FedEx tracking information and a list of applications submitted.