

Attachment A: Development/Management Team Capacity Worksheet

- 1) List all projects applicant organization has completed (project is in operation; development file is closed) in the last ten years using the BHRI program (or similar program). If necessary, include additional pages.

None

Project Name	City	Number of Units	Rental/HO	AMI Target	Special Needs (Y/N)	Total Development Cost

- 2) List all housing projects currently under development, including those utilizing BHRI funds. Note: If the development file has not yet been closed, then the project is considered still under development.

None

Project Name	City	No. of Units	Rental/HO, AMI Target	LIHTC (Y/N)	Major Funding Sources	Est. Complete Date

- 3) For the proposed project, list below the names of agency staff members or the third-party firm assigned to each task. Please include resumes for each individual listed. Property management team is required for rental proposals only.

Position Name	Staff Person Name or Contracted Firm Name	Years of Experience
Executive Director		
Development Staff		
Development Staff		
Development Consultant		
Architect		
Engineer		
Construction Manager		
Property Manager		
Compliance Manager		
Other		
Other		
Other		

- 4) Describe applicant’s experience leading construction development of projects of similar (or larger) size and scope.
- a. If applicant’s experience is limited, discuss whether you will partner with an appropriate party to mitigate this concern.
- 5) If applicant has applied for multiple projects in the same funding round, explain how the development team has the capacity to support all projects simultaneously administratively and financially .

If applicant is requesting BHRI funding for a homeownership proposal, then the following questions should be answered as it relates to completed Homeownership Developments with prior BHRI funding

6) Are any completed homeownership units still unsold? (more than 9 months post completion)

If applicant is requesting BHRI funding for a rental proposal, then the following questions should be answered as it relates to completed Rental Developments with prior BHRI funding

7) Have there been significant compliance issues in the past year in the applicant's rental developments?

8) Have issues been resolved as of the time of application to this round of BHRI funding?

9) What was the nature of the significant compliance issue (s)?

10) Does the property management company provide timely responses to reporting requirements or requests for follow-up documentation or clarification requests?

11) If there have been issue with property management response time or lack of response, has the applicant been responsive in seeking a resolution upon notification of the deficiency? Has the applicant implemented policies to improve responsiveness/response time?

Additional questions for the Administrative Agent to consider:

- 1) *Has the applicant failed to follow through with representations made at the time of application on previously funded BHRI projects where points were awarded that resulted in the project being funded, and had that element not been included they would not have received funding?*
- 2) *Has the applicant failed to meet important development/construction deadlines on previously funded BHRI projects? Why?*