

Alameda County

Affordable Housing Developer and Development Team Criteria

DEVELOPER STANDARDS

Alameda County has established developer threshold criteria for all developers receiving HCD administered funding. These guidelines are the minimum requirements for HOME-funded CHDO projects, which HCD has implemented across all funding sources to ensure capacity and completion of projects. Alameda County has made its Developer Standards for Tier One Developers consistent with those of the State HCD, Tax Credit Allocation and California Debt Limit Allocation Programs.

The criteria include the following two levels or tiers of experience.

Tier One: Developers who meet the criteria defined in Tier One are qualified to apply for funding directly, with no additional joint venture partners or assistance (although they may be part of a joint venture, as well).

Tier Two: Applicants who do not meet Tier One Developer Standards must apply under Tier Two. Under Tier Two, Applicants must have additional assistance (e.g. a qualified development partner approved by HCD or by hiring paid qualified staff to boost organizational capacity) for project management. Without an approved form of agreement between the Applicant and an approved development partner, contract for funds will not be entered into and funds will not be released. If the Applicant does not submit the required information within 8 months of the committee recommendation, the funds will be re-allocated to the next year's RFP process, and the Applicant may apply again.

Tier One Developer Experience

In order to be considered for funding under the Tier One criteria, a developer must demonstrate experience and capacity to complete the project. Experience includes the successful development and completion of **THREE** projects of a similar size and scope by the Developer. Capacity include having staff on board and assigned to the project who have worked on similar projects and whose résumés demonstrate their ability to guide the project through all stages of the development process. Tier One Developers will be able to submit information on a project by project basis of the following type of information:

- project name and address;
- tenant tenure ownership or rental;
- rehabilitation or new construction;
- number of units and unit mix;
- income levels served;
- types of permanent financing;
- project start and completion dates.



In addition, the following information is also required:

- list of current staff assigned to the project including their resumes;
- list of current board members, with resumes and city of residence;
- audited financial statements for the past two years.

Tier Two Developer Experience

In order to be considered for funding, Tier Two applicants must show experience and current capacity to complete the project. Applicants with less experience than those in Tier One may still be eligible for funding by joint venturing with a more experienced developer and by bringing in paid staff to augment either of the organizations capacity. Capacity requirements may be met by using a combination of both organizations experience to meet the requirements outlined under Tier One. **If a developer wishes to qualify for Tier Two, a discussion of how the applicant intends to supplement their capacity must be included in the funding application. This is subject to HCD approval.**

Before a contract is awarded, a Tier Two Developer must demonstrate that the joint venture partnership is in place with a written agreement.

DEVELOPMENT TEAM

HCD reserves the right to approve all members of the Development Team. Should applicants for funds wish to receive prior approval of the development team, sufficient documentation of their experience and capacity to complete the project should be included in any request for funding. If this documentation is not submitted as part of the application it will be difficult for HCD staff to evaluate the application. If this information is not included in the application, HCD may withhold funding until such time as the development team is approved. These criteria are listed below.

Architect

The architect or architectural firm must have experience developing three projects that are similar to the proposed project. This experience must be demonstrated by providing: names and addresses of projects of comparable size and with similar financing structures and types of construction;

- resumes of staff involved in the proposed project including the lead staff person for this project and his/her experience with similar projects; and
- references, including at least three from owners of the similar projects described above.

Attorney

Attorneys must have experience working on at least three projects that are similar to the proposed project. Key staff at each law firm should have experience with housing development. If the developer is using different law firms for different aspects of the development, please provide the following information for each firm:

- experience with real estate law;



- experience with nonprofit corporate law;
- experience with low income housing tax credit syndication, if applicable;
- resumes of firm and key staff members; and
- three or more references.

Contractor

If selected at the time of application for funding, the contractor must have experience with at least three projects that are similar to the proposed project. The contractor must provide the following information:

- experience with similar construction type;
- experience with Davis-Bacon and Prevailing Wage projects, (if applicable);
- financial capacity and bonding capacity equal to 100% of the construction amount;
- resumes of the firm and key staff, including the site supervisor;
- documentation of liability and worker's compensation insurance; and
- three or more references.

The Contractor must have all applicable licenses in good standing, and must not be on the federal or state Debarred and Suspended Contractors List.

Property Manager

Property managers may not have been selected at the time of funding application, nor is the selection of a property manager required to submit an application for funding. However, once the property manager has been selected, please provide the following information:

- experience managing at least five projects of similar size, income mix, unit mix, population mix, and service enrichment, if applicable;
- a list of all properties currently managed by the property management company, demonstrate that they can, and are willing to, take on an additional property;
- resumes of key management staff;
- a standard lease agreement, note any anticipated changes to the document;
- a management plan, either the actual plan for this property or a sample of a similar plan;
- a copy of anticipated House Rules, if available; and
- a minimum of three references.

If the developer proposes to act as a property manager, the same information must be provided and thresholds met.