

**REQUEST FOR
DEVELOPER EXPERIENCE DETERMINATION
(PREAPPLICATION SUBMISSION)
OR
EXPERIENCE WAIVER**

(Check one)

___ **Request for Waiver of Developer experience requirements (Requests for Waivers must include a check in the amount of \$1,000) Waivers are due on March 1, 2004.**

___ **Request for Determination of Developer Experience by Pre-application Submission (Pre-application Submissions are due by February 1, 2004)**

Entities or Principals that were determined to be an experienced Developer in 2003 will be deemed experienced in 2004 and do not have to complete this form.

A Determination of Developer experience can be used by an applicant in one or more of the following ways:

- An individual who has been determined to be experienced in the developer category, can bring that experience to an developer entity structure as a principal
- An individual or entity that has been determined to be experienced in the developer category can contract with an entity that does not meet the developer experience requirements to provide consulting services
- An individual or entity that has been determined to be experienced in the developer category can partner with an entity that does not meet the developer experience requirements as set forth in the 2004 QAP.
- An developer structure that has been determined to be experienced in the developer category can be utilized for a 2004 application

Developer Experience Requirements under 2004 Qualified Allocation Plan

1. A proposed project Developer must demonstrate successful Developer experience as follows.
 - The proposed Developer must demonstrate successful development experience in at least two multifamily rental housing projects of similar size (number of dwelling units) to the proposed project.
 - Only Developer experience that occurred subsequent to January 1, 1995 will be considered under this criterion.
 - This Developer experience requirement may be met either through the experience of the proposed Developer entity or through the individual experience of one of the Developer's principals as set forth below.
 - In a non-profit corporation, the executive director's experience will be considered for the purpose of determining whether the Developer has met the Developer experience requirements
 - A non-profit Developer may also meet the experience requirements through the experience of a sponsoring non-profit.

2. For purposes of determining experience, a principal shall be defined as an individual who has a direct or indirect minimum ownership interest in the Developer entity and who will materially participate in the development of the project through regular, continuous and substantial involvement.
3. In order for previous project experience to be considered, the principal must show a direct or indirect ownership interest in the Developer entity of the project and that that the principal materially participated in the development of the project from project inception through construction completion through regular, continuous and substantial involvement.

I. Directions

This form must be completed in order for DCA to determine whether an individual, entity or proposed develop entity structure for a 2004 project (collectively hereafter referred to as “Requestor”) meets the threshold developer experience requirements of the 2004 Georgia Allocation Plan. Request for experience waivers must also complete this form prior to DCA’s issuance of an experience waiver. If this Request is for an Developer Entity or structure, you must also **provide a detailed organizational chart of the entity or structure requesting the developer experience determination.** The organization chart should show each entity and individual that holds an interest in the Developer as well as their percentage of ownership. This form and the organization chart are the only documents required to demonstrate experience. **Do not send individual resumes, company brochures, or any other document unless requested by DCA staff.** Once the form is completed and signed, no further information should be required. However, DCA reserves the right to request additional information if it deems it necessary.

- The Requestor is only required to list projects sufficient to meet the DCA developer experience requirements.
- A determination that a Requestor is experienced in this category may have project size limitations.
- Principals experience should only be listed if the Principal materially participated in the developement and operation of the projects through regular, continuous and substantial involvement.
- A Request by an individual or entity that is submitting this form for purposes of determining whether it is experienced to act as a consultant to an developer entity is not required to submit proposed project information. However, if no specific project information is provided, the experience determination may contain limitations on the size of the project for which the Requestor is considered experienced.

Part I

1. Please provide the Legal name, address, contact name, phone number and e mail address for the Individual, Principal or Entity that is requesting a determination of their developer experience:

Name	
Mailing Address	
Contact Name	
Phone Number	
Email Address	

2. If the Requesting Entity is experienced through the experience of one of its principal(s), executive directors or a non profit sponsor, please provide each name below. (An experience summary must be completed for each individual or entity named below.)

1.	4.
2.	5.
3.	6.

3. Please provide preliminary information on proposed 2004 projects. If you are submitting an application for more than one project, additional information can be provided on a separate sheet. *

Proposed Development Name:

(if known)

Proposed Location:

Estimated # of Units

Proposed GP/Developer (if known)

***Entities or individuals completing this form for purposes of determining whether they can act as a developer consultant do not have to complete this section.**

Part II Previous Developer Experience Summary

(Please provide the name of the Entity or Principal for which this summary was prepared. A separate summary should be prepared for each principal, executive director, sponsor or entity)

Name _____

1. Please indicate whether this summary is for an entity or principal that is a:

Non profit Entity	For profit Entity
Principal of Developer Entity	Sponsor of Non-Profit Developer Entity
Consultant to Developer Entity	Executive Director of a Non Profit

2. Summary sheets should be prepared as follows:
 - A. Non Profit Developer entity can satisfy experience by completing a summary sheet(s) for:

1) a Non-Profit Developer Entity, or	2) a Non-Profit Sponsor, or
3) a For Profit Partner, or	4) an Executive Director of the Non-Profit Developer Entity

 - B. For Profit Developer Entities can satisfy experience by completing a summary sheet(s) for:

1) For-Profit Developer Entity, or	2) Each Principal of Developer Entity which has experience
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 - C. An Entity or Individual that will serve as the Consultant to a Developer Entity **or** as the Principal for a yet to be established Developer Entity should also complete this summary form.:

Project Name (multifamily only)	Location (City, State)	Name of Developer for Project	Role in Developer Entity*	No. of Units	Period of Developer involvement Period Mm/y Thru mm/y	Date of Project Inception	Project Completion

- Information provided should reflect the name of the individual or entity for which this form is being completed.

CERTIFICATION

The undersigned does hereby certify that I have read the foregoing Request for Experience Determination and/or Request for Waiver of Experience and do hereby certify that, to the best of my knowledge, all of the information set forth is correct, complete and accurate.

Signature: _____ Date: _____

