

ACE Nomination – Tax Credit Manager of the Year



Your Name:

Your Company:

Nominee Name:

Nominee Title/Property Name:

Nominee Email Address (required):

Nominee Category (circle one): 1-199 Units      or      200+ Units

**Directions: Use the grading scale to evaluate each of the nominee’s characteristics and use the space provided to explain and/or give examples to support the given score.**

Grading Scale:

1. Meets all requirements of position and does what is expected of them
2. Above average - Does more than what is required and goes above and beyond
3. Excellent - Shows initiative and confidence in completion of duties. Raises the bar for themselves and others.
4. Outstanding - Mastered skills in this area. Sets the standard to which others are measured. Used to train and mentor others in the company due to outstanding performance.

**Attitude**

Humility \_\_\_\_\_  
Explanation and/or examples:

Ownership \_\_\_\_\_  
Explanation and/or examples:

Determination \_\_\_\_\_  
Explanation and/or examples:

Positivity \_\_\_\_\_  
Explanation and/or examples:

**Leadership**  
Teamwork \_\_\_\_\_  
Explanation and/or examples:

Staff Development (ability to train) \_\_\_\_\_  
Explanation and/or examples:

Communication (expectations clear) \_\_\_\_\_  
Explanation and/or examples:

Problem Solving \_\_\_\_\_  
Explanation and/or examples:

Motivating (Morale) \_\_\_\_\_  
Explanation and/or examples:

Delegation \_\_\_\_\_  
Explanation and/or examples:

Team Building Skills \_\_\_\_\_  
Explanation and/or examples:

Role Model

Explanation and/or examples:

\_\_\_\_\_

Networking w Outside Agencies  
(i.e. NW Pilot Project and REACH)

Explanation and/or examples:

\_\_\_\_\_

**Fiscal Responsibility**

Budget Planning

Explanation and/or examples:

\_\_\_\_\_

Budget Performance

Explanation and/or examples:

\_\_\_\_\_

NOI

Explanation and/or examples:

\_\_\_\_\_

Cost Control

Explanation and/or examples:

\_\_\_\_\_

Understanding Property Goals

Explanation and/or examples:

\_\_\_\_\_

**Compliance**

Auditing

Explanation and/or examples:

\_\_\_\_\_

Timeliness for Paperwork and Recertifications \_\_\_\_\_  
Explanation and/or examples:

Scores (satisfactory and above) \_\_\_\_\_  
Explanation and/or examples:

Relationships with Auditing Agents \_\_\_\_\_  
Explanation and/or examples:

**Commitment**  
Goal Setting \_\_\_\_\_  
Explanation and/or examples:

Ongoing Education \_\_\_\_\_  
Explanation and/or examples:

Working w Mentors/Mentoring Others \_\_\_\_\_  
Explanation and/or examples:

Going the Extra Mile(more than required) \_\_\_\_\_  
Explanation and/or examples:

**Work Ethics**  
Willingness to do Whatever it Takes to Get Job Done \_\_\_\_\_  
Explanation and/or examples:

Doing the Job Right – Principles  
Explanation and/or examples:

\_\_\_\_\_

Integrity  
Explanation and/or examples:

\_\_\_\_\_

Honesty  
Explanation and/or examples:

\_\_\_\_\_

**Customer Service**

Follow Up/Follow Through  
Explanation and/or examples:

\_\_\_\_\_

Responds to People’s Needs  
Explanation and/or examples:

\_\_\_\_\_

Courtesy  
Explanation and/or examples:

\_\_\_\_\_

Patience  
Explanation and/or examples:

\_\_\_\_\_

**Industry Training/Awards/Service**

Certifications  
Explanation and/or examples:

\_\_\_\_\_

Special Merits and Awards

Explanation and/or examples:

\_\_\_\_\_

Above and Beyond

Explanation and/or examples:

\_\_\_\_\_

Volunteer Work and Service on Committees

Explanation and/or examples:

\_\_\_\_\_