



2011 Competitive Housing Tax Credit Application Cycle **Quantifiable Community Participation Packet for** **Neighborhood Organizations**

Following are materials to assist Neighborhood Organizations in determining if they are a qualified Neighborhood Organization for the purpose of providing input for Quantifiable Community Participation (QCP) and how to provide that input as provided under the 2011 Housing Tax Credit Program Qualified Allocation Plan and Rules (QAP). The materials include:

- ❖ Letter from the Administrator
- ❖ Requirements for QCP Submission
- ❖ QCP Form
- ❖ Frequently Asked Questions
- ❖ Boundary Map / Boundary Description Example
- ❖ Excerpt of §49.9(B) of the QAP regarding QCP

Este paquete contiene materiales e información para asistir a Organizaciones Vecindarios a determinar si califican para dar aportación a la Participación Cuantitativa Comunitaria (QCP) y como proporcionar esa aportación según el 2011 Housing Tax Credit Program Qualified Allocation Plan and Rules (QAP). Si usted necesita asistencia o tiene preguntas sobre los requisitos del QAP, la plantilla, u otras preguntas con respecto al ciclo del Housing Tax Credit, favor de comunicarse con la División Multifamily Finance Production al 512-475-3340.

If you have questions regarding the QCP requirements, please contact Nicole Fisher at the Multifamily Finance Division by email at nicole.fisher@tdhca.state.tx.us, by phone at (512) 475-2201, or by fax at (512) 475-1895.

Dear Neighborhood Association,

Thank you for your participation in the 2011 Housing Tax Credit Program application process. The Texas Department of Housing and Community Affairs (the Department) highly values public input. Your participation in the Quantifiable Community Participation (QCP) portion of our application process is a great benefit to the Department.

This packet contains all the information you will need to ensure that your input is included in the scoring of the application. By participating in the QCP process, your organization can provide input that may affect a proposed Housing Tax Credit Multifamily development in your area. We urge you to read this entire packet prior to submitting your input.

The deadlines for submission are very important. All submissions are required to be postmarked, faxed, emailed or delivered to the Department no later than March 1, 2011. The Department will only accept deliveries after this date if they were postmarked on or before March 1, 2011.

If you have any questions about your QCP submission, please contact Nicole Fisher by email at nicole.fisher@tdhca.state.tx.us, by phone at (512) 475-2201, or by fax at (512) 475-1895.

Thank you again for participating in the 2011 Housing Tax Credit Program application process.

Sincerely,

Robbye G. Meyer
Director of Multifamily Finance

REQUIREMENTS FOR QCP SUBMISSION

(Should there be any conflict between this guidance and the QAP, the QAP takes precedence.)

DEADLINES:

- ❖ In order to receive a point score, all submissions relating to applicants which submitted a pre-application must be postmarked, faxed, emailed (or similar) to the Department no later than **March 1, 2011**. Submissions should be addressed to the Texas Department of Housing and Community Affairs, "Attention: Multifamily Director (Neighborhood Input)".

DEFINITION OF "NEIGHBORHOOD ORGANIZATION"

- ❖ An organization that is composed of persons living near one another within the organization's defined boundaries for the neighborhood and that has a primary purpose of working to maintain or improve the general welfare of the neighborhood. A neighborhood organization includes a homeowners' association or a property owners' association.

SUBMISSION REQUIREMENTS:

- ❖ A Neighborhood Organization ("organization") must submit the following:
 - Completed "Form for Qualified Neighborhood Organizations to Submit to TDHCA For Quantifiable Community Participation" ("form")
 - Documentation to support the selection of being on record with the county or Secretary of State. (County, Secretary of State and TDHCA registry may require additional documentation to be submitted upon request)
 - Boundary Map
 - Evidence of the organization's existence (ex: bylaws, articles, newsletter, minutes, etc.)
 - Process to provide notice to persons living within the boundaries to join or participate in the affairs of the organization (ex: letter, posting notice, etc.)

INSTRUCTIONS FOR COMPLETING THE "FORM"

- ❖ Each submission may provide input on **only one** proposed Development; if an organization is eligible to provide input on additional Developments, each Development must be addressed in a separate submission.
- ❖ The first two pages of the form must be initialed by one of the contacts as indicated on the bottom left of the page.
- ❖ There are 9 sections to the form. They should be completed as follows:
 1. Development Information: the box should be checked and all of the proposed Development information completed.
 2. The box should be checked certifying that the form is signed by two officials or board members of the Neighborhood Organization with the authority to sign on behalf of the

neighborhood organization. Each submission must provide the street and/or mailing addresses, phone numbers, and e-mail addresses and/or facsimile numbers for the 1st Contact of the form. **The e-mail address and/or facsimile number are how the Department will communicate with the organization so their inclusion is critical.** (Do not leave blank. State "none" if information is not available.)

3. The box should be checked certifying the organization is providing information for a 2nd Contact. Provide the name, street and/or mailing addresses, day and evening phone number, and e-mail addresses and/or facsimile numbers for the 2nd Contact of the form. (Do not leave blank. State "none" if information is not available.)
4. The submission and documentation must include a written description of the Neighborhood Organization's geographical boundaries and a street-level map showing the outline of those boundaries and the location of the proposed development site within those boundaries. The map must show the street names or identify the landmarks (for instance, railroad tracks or a creek) that make up the boundaries. This documentation is subject to the Department's approval. You can create a street-level map of your community at <http://www.mapquest.com> or at <http://maps.google.com>. **Please contact the Department if you need help creating an appropriate map.**

An example of the boundary map and boundary description is included on page 13 of this packet.

5. The box must be checked to certify that the organization's boundaries contain the proposed development site and that the boundaries were in effect as of March 1, 2011. The submission must also certify that the organization acknowledges that annexations after March 1, 2011 are not considered eligible boundaries. **A Development site must be entirely contained within the boundaries of the organization to satisfy eligibility for this item; a site that is only partially within the boundaries will not satisfy the requirement that the boundaries contain the proposed Development site.**
6. The box should be checked certifying that the organization meets the definition of a "Neighborhood Organization". (For more guidance on what qualifies as a Neighborhood Organization, refer to the Frequently Asked Questions and Answers included in this guide.) Check the box that describes the type of organization submitting the form.
7. The submission and documentation must show that the organization was on record with the state or county in which the Development is proposed to be located as of March 1, 2011. Choose one box. A record from the Secretary of State showing that the organization is incorporated or from the county clerk showing that the organization is on record with the county is sufficient. For a property owners association, a record from the county showing that the organization's management certificate is on record is sufficient. If your organization wishes to be considered on record with TDHCA, the submission must state this. (For more guidance on what it means to be on record, refer to the Frequently Asked Questions and Answers included in this guide.) All 3 selections require a boundary map, evidence of the organization's existence (ex. bylaws, newsletter, minutes, etc.) and the process to provide notice to persons living within the boundaries to join or participate in the affairs of the organization (ex: letter, posting notice, etc.). Attach the required documentation. This documentation is subject to the Department's approval.

8. The submission must clearly state each reason for the organization's support or opposition to the proposed Development. Check the box next to Support/Opposition and write an explanation of your position.
9. Certify the following by checking each of the boxes:

The organization acknowledges the form and attachments must be submitted by the required date.

The submission must certify that the organization was not formed by any Applicant, Developer, or any employee or agent of any Applicant or Developer in the 2011 Competitive Housing Tax Credit Application Round, that the organization and any member did not accept money or a gift to cause the organization to take its position of support or opposition, and the Applicant, Developer, or any employee or agent of any Applicant has not provided any assistance other than education and information sharing to the neighborhood organization to meet the requirements for QCP. (Hosting a public meeting, providing the "TDHCA Information Packet for Neighborhoods" to the neighborhood organization or referring the neighborhood organization to TDHCA staff for guidance are acceptable activities.) No Applicant, Developer, or any employee or agent of any Applicant or Developer in the 2011 Competitive Housing Tax Credit Application Round provided any "production" assistance to an organization to meet the requirements for QCP (for instance, use of fax machines, use of legal counsel, or assistance completing the form). Further, information from organizations and subsequent correspondence from organizations may not be provided to the Department by the Applicant which includes facsimile, delivery and email communication, but must come directly from the organization.

The organization acknowledges that the form and attachments must be submitted to TDHCA.

The organization must certify that all of the information is true and accurate.

- ❖ The form requires the signature, printed name, date and title for both the 1st and 2nd Contact to be considered complete.
- ❖ Any submission determined to be ineligible for QCP scoring will be summarized for the Department's Board as the Board considers allocation decisions but will not be scored for the QCP.



FORM FOR QUALIFIED NEIGHBORHOOD ORGANIZATIONS TO SUBMIT
TO TDHCA FOR QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing and Community Affairs

Certify to each requirement by checking each box as required and accurately filling in all blanks. All attachments must be included in QCP submission package.

1. **This organization is submitting this form and attachments regarding the following proposed application:**
Development Name: _____ TDHCA #: _____
Development Location: _____
Development City: _____ Development County: _____
2. **The persons signing this form have the authority to sign on behalf of this organization.**
Organization Name: _____
1st Contact Name and Title: _____
1st Contact Mailing Address: _____
1st Contact City: _____ 1st Contact Zip Code: _____
1st Contact Day Phone: _____ 1st Contact Fax: _____
1st Contact Evening Phone: _____ 1st Contact E-Mail: _____
3. **This organization is also providing the following additional contact and information for our organization:**
2nd Contact Name: _____
2nd Contact Mailing Address: _____
2nd Contact City: _____ 2nd Contact Zip Code: _____
2nd Contact Day Phone: _____ 2nd Contact Fax: _____
2nd Contact Evening Phone: _____ 2nd Contact E-Mail: _____

4. **Boundary Description and Map:** Provide a written description of the geographical boundaries of the neighborhood organization. (Example: North boundary is Main St, East boundary is a railroad track, South boundary is First St and West boundary is Jones Ave) Submit a boundary map. The boundary map should be legible, clearly marked with the geographical boundaries of the neighborhood organization, and indicate the location of the proposed development. The written description and boundary map should have the same geographical boundaries.

Written Boundary Description:

Initials of Signer

5. This organization certifies that the boundaries of this organization include the proposed Development site in its entirety. This organization acknowledges that annexations after March 1, 2011 are not considered eligible boundaries and a site that is only partially within the boundaries will not satisfy the requirement that the boundaries contain the proposed Development site.

6. This organization certifies that it meets the definition of "Neighborhood Organization"; defined as an organization of persons living near one another within the organization's defined boundaries that contain the proposed Development Site and that has a primary purpose of working to maintain or improve the general welfare of the neighborhood. This organization further certifies that it is a (must check on of the following boxes):

Homeowners Association

Property Owners Association

Resident Council and our members occupy the existing development

Other (Explain _____)

7. **Certification of Record:** Choose one box. Registration with the county or with the Secretary of State both requires proof of registration. All 3 selections require evidence of the organization's existence (ex. bylaws, newsletter, minutes, etc.) and the process to provide notice to persons living within the boundaries to join or participate in the affairs of the organization (ex: letter, posting notice, etc.).

This organization certifies that it was:

On record, as of March 1, 2011, with the county in which the development is proposed to be located. **(Attach documentation from the county of registration and required documentation)**

On record, as of March 1, 2011, with The Secretary of State as an incorporated entity in good standing. **(Attach documentation from the Secretary of State of registration and required documentation)**

Requesting to be on record, as of March 1, 2011, with The Texas Department of Housing and Community Affairs (the "Department"). **(Attach required documentation)**

8. **Statement of Support/Opposition:** (Choose only one box and clearly and concisely state at least one or more reason(s) for the organization's support/opposition; use additional sheets, as needed.)

This organization certifies that we:

Support the application for Competitive Housing Tax Credits referenced above for the following reasons:

Oppose the application for Competitive Housing Tax Credits referenced above for the following reasons:

Initials of Signer

9. Certify the following:

- This organization acknowledges that this form and attachments must be submitted **no later than March 1, 2011**

- This organization certifies that it was not formed by any Applicant, Developer or any employee or agent of any Applicant in the 2011 Competitive Housing Tax Credit Application Round; the organization, and any members, did not accept money or a gift to cause the neighborhood organization to take its position of support or opposition; the Applicant, Developer or any employee or agent of any Applicant has not provided any assistance, other than education and information sharing, to the neighborhood organization for any application in the Application Round (i.e. hosting a public meeting, providing the “TDHCA Information Packet for Neighborhoods” to the neighborhood organization, or referring the neighborhood organization to TDHCA staff for guidance are acceptable forms of assistance); and that the Applicant, Developer or any employee or agent of any Applicant has not provided any “production” assistance for any application in the Application Round (i.e. use of fax machines owned by the Applicant, use of legal counsel related to the Applicant, delivery of form or assistance drafting a form).

- This organization acknowledges that this completed form and required attachments must be submitted to Texas Department of Housing and Community Affairs, Attention: Director of Multifamily Finance, Neighborhood Input, P.O. Box 13941 (MC 332-10), Austin TX 78711-3941. For overnight or courier delivery use the following physical address: 221 East 11th Street, Austin TX 78701-2410. **Do not use P.O. Box address for overnight or courier delivery.** Form and Attachments may also be faxed to (512) 475-1895 or toll free at (800) 733-5120.

- This organization certifies that all certifications contained herein are true and accurate. **(First and Second Contacts must sign below):**

(First Contact Signature)

(Date)

(Printed Name)

(Title)

(Second Contact Signature)

(Date)

(Printed Name)

(Title)

FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING 2011 Quantifiable Community Participation

1. What is the QAP? What are Housing Tax Credits?

The "QAP" is the acronym referring to the 2011 Qualified Allocation Plan and Rules which govern the Housing Tax Credit (HTC) Program. The rules were released for public comment and then were approved by the TDHCA Board and the Governor. Housing Tax Credits are a federal tax incentive to encourage the private development of affordable rental housing for low income Texans. The tax credits are allocated regionally across the state within thirteen state service regions and the allocation of tax credits is competitive. In general, awards are made to those applications with the highest score in their region. Categories for applicants to obtain points for scoring are outlined in the QAP. **If you have any questions regarding the Competitive Housing Tax Credit Program, please contact the Multifamily Finance Division at (512) 475-3340.**

2. How does the application process work?

Applicants to the HTC Program are generally for-profit or nonprofit developers who are interested in providing affordable rental housing. The applicant is required to submit a comprehensive application package to the Department by March 1, 2011 outlining their proposal, which includes having control of the site (often through an "option to purchase"), having a proposed financing structure, providing information on the applicant's development history and other relevant development information. Each application is reviewed and scored by the Department. Based on the score, relative to other applications in the same service region, applications are reviewed for financial feasibility and recommendations are made to the TDHCA Board for approval.

3. What is QCP? What is the background behind the Department giving points for neighborhood input?

Quantifiable Community Participation, referred to as "QCP", is one category of points for applicants competing for Housing Tax Credits to ensure that qualified organizations have input in the development that occurs in their community. §2306.6710(b)(1)(B), Texas Government Code, requires the Department to rank applications using a competitive scoring system. QCP is the second highest scoring item of all the scoring criteria. Written statements from any qualified neighborhood organizations on record with the state or county in which the development is to be located and whose boundaries contain the proposed development site are included in the QCP score. The QAP and this packet provide detailed information on how that process is implemented.

4. What does TDHCA consider to be a Neighborhood Organization for this purpose?

A "Neighborhood Organization" is defined as an organization of persons living near one another within the organization's defined boundaries that contain the proposed Development Site and that has a primary purpose of working to maintain or improve the general welfare of the neighborhood. For purposes of this section, "persons living near one another" means two (2) or more separate residential households. A neighborhood organization includes a homeowners' association, property owners' association, and resident councils in which the council is commenting on the Rehabilitation or Reconstruction of the property occupied by the residents.

It is possible that a neighborhood organization may have received notification from the Applicant and/or the Department, but is not necessarily an eligible organization for the purposes of scoring QCP.

5. What does it mean to be “on record with the state or county”?

To be “on record” means to be registered. The organization is required to be on record on or before March 1, 2011, with the state (Secretary of State or TDHCA) or county in which the Development is proposed to be located.

- Documentation of on record status must be current.
- All 3 choices (Secretary of State, TDHCA, and county) require evidence of the organization’s existence (ex. bylaws, newsletter, minutes, etc.) and the process to provide notice to persons living within the boundaries to join or participate in the affairs of the organization (ex: letter, posting notice, etc). On record with the County:
 - ✓ A record from the county clerk showing that the organization is on record with the county by March 1, 2011 is sufficient.
 - ✓ For a property owners’ association, a record from the county showing that the organization’s management certificate is on record by March 1, 2011 is sufficient.
- Evidence you can submit to show that the organization is on record with the State:
 - ✓ A record from the Secretary of State showing that the organization is incorporated. If an organization’s status with the Secretary of State is shown as “forfeited,” “dissolved,” or any similar status in the documentation provided by the organization, the organization will **not** be considered on record with the state.
- Organization requesting to be on record with The Texas Department of Housing and Community Affairs:
 - ✓ Registry with TDHCA is for one year. Organizations that were previously on record with TDHCA must request to be on record for each HTC cycle year and submit the required documentation.
 - ✓ Acceptance of this documentation by the Department will satisfy the “on record with the state” requirement, but is not a determination that the organization qualifies as a “Neighborhood Organization” or that other requirements are met. The Department may issue a deficiency notice to an organization for registration purposes; if the deficiencies are satisfied, the organization will still be considered to have been timely placed on record with the state.

6. What are the requirements of the boundary map?

The boundary map should be legible, clearly marked with the geographical boundaries of the neighborhood organization, and indicate the location of the proposed development. An example of the boundary map is located on page 13 of this packet.

7. What process must the neighborhood organization use to determine its position of support or opposition?

While no specific process is required, TDHCA strongly encourages organizations to follow their existing authorized procedures outlined in their guidelines, articles or bylaws; it is possible that if those procedures are not followed, the form may ultimately be determined to be ineligible. Organizations are also encouraged to hold a meeting to which all of its members are invited to discuss the proposed development and whether the organization should support, oppose, or be neutral on the proposed Development. TDHCA also encourages organizations to have the membership vote on whether the organization should support, oppose, or be neutral on

the proposed Development. The organization is encouraged to invite the developer to this meeting. The process used and described in the organization's QCP form should be a fair process to determine the position of the organization as a whole.

8. When will our forms be reviewed? What if we are missing required documents or information?

All forms are required to be postmarked, faxed, emailed or delivered no later than March 1, 2011. TDHCA may request that the organization provide additional information or documentation that it deems relevant to clarify information contained in the organization's form and/or enclosures.

If the Department determines additional information is needed, it will request information by e-mail or facsimile to the e-mail addresses or facsimile numbers provided with the organization's form. If the deficiencies are not clarified or corrected to the Department's satisfaction within five business days from the date the e-mail or facsimile is sent to the organization, the organization's form will not be considered further for scoring and the organization will be so advised. This potential deficiency process does not extend any deadline required for the "Quantifiable Community Participation" process. An organization may not submit additional information or documentation after the deadline except in response to the Department specifically requesting additional information.

9. How will TDHCA evaluate our forms?

All of the QCP forms that are found to be eligible will be reviewed by TDHCA and a score assigned. The input must clearly and concisely state the organization's support for or opposition to the proposed Development. The score for this exhibit will range from a maximum of +24 for the strongest position of support to 0 for the strongest position of opposition.

Input that points out matters that are specific to the neighborhood, the proposed site, the proposed development, or developer/applicant are valued. Input concerning positive efforts or the lack of efforts by the Applicant to inform and communicate with the neighborhood about the proposed Development are also valued. If the organization refuses to communicate with the Applicant, the efforts of the Applicant will not be considered negative.

Input that evidences unlawful discrimination against classes of persons protected by fair housing laws or the scoring of which the Department determines to be contrary to the Department's efforts to affirmatively further fair housing will not be considered.

10. How are points actually assigned to QCP forms?

In general, forms that meet the requirements of the QAP, will be scored as follows:

- ❖ If the form and evidence establishes support or opposition, the form will be scored the maximum points for either support (+24 points) or opposition (zero);
- ❖ If the form and evidence do not establish a reason for support or opposition or are unclear, the form will be scored as neutral (+12 points)

11. When will we know the points for our QCP form?

It is anticipated that by May 29, 2011, all organizations that submitted a form will receive a reply from TDHCA that indicates whether the form was found to be eligible or not. If not eligible, the reason for ineligibility will be provided. If eligible, the number of points assigned to the QCP form will be provided.

12. When will we know the final score for the Application and whether it is being recommended for an award?

Scores for Applications are anticipated to be released for all Applications by May 29, 2011. Those scores will include the QCP points. The scores will be released to applicants and posted to the TDHCA website. These scores may subsequently change somewhat based on appeals by applicants and further administrative review by Department staff. Department staff will make recommendations for awards to the Department's Governing Board at its late July 2011 Board meeting.

13. What if our form of input is received by the Department after the deadline or is determined not to meet the requirements for scoring?

The Department values all public input. While the Department will be unable to assign points to forms received from organizations after the deadline, the Department will still record the comment in the Application's file and provide the Department's Board with a summary of your comment for their information and consideration. This summary will also be provided to the Board if the form is timely received, but is determined not to meet the requirements for scoring.

14. Who can I speak to if I have questions? How do I get my form to the Department?

For any questions regarding QCP or the Application process, please contact the Multifamily Finance Production Division at (512) 475-3340 or toll free at (800) 525-0657. Forms should be submitted to Texas Department of Housing and Community Affairs, Attention: Multifamily Director, Neighborhood Input, P.O. Box 13941 (MC 332-10), Austin TX 78711-3941. For overnight or courier delivery use the following physical address: 221 East 11th Street, Austin TX 78701-2410. Do not use the P.O. Box address for overnight or courier delivery. Forms and deficiency responses can also be faxed to (512) 475-1865 or toll free at 800-733-5120.

Boundary Map and Boundary Description Example

Boundary Map:



The Green line indicates the Neighborhood Organization's boundary.
The red X indicates the development site.

Boundary Description:

The North boundary is 12th St, East boundary is Lavaca St, South boundary is W. 7th St, and West boundary is West Ave.

Excerpt of §49.9(a)(2) of the 2011 Qualified Allocation Plan and Rules regarding QCP

(2) Quantifiable Community Participation. (§2306.6710(b)(1)(B); §2306.6725(a)(2)) Points will be awarded based on written statements of support or opposition from Neighborhood Organizations on record with the state or county in which the Development is to be located and whose boundaries contain the proposed Development Site. It is possible for points to be awarded or deducted based on written statements from organizations that were not identified by the process utilized for notification purposes under §49.8(9) of this chapter if the organization provides the information and documentation required in subparagraphs (A) and (B) of this paragraph. It is also possible that Neighborhood Organizations that were initially identified as appropriate organizations for purposes of the notification requirements will subsequently be determined by the Department not to meet the requirements for scoring. If an organization is determined not to be qualified under this paragraph, the organization may qualify under paragraph (11)(B) of this subsection.

(A) Submission Requirements. Each Neighborhood Organization may submit the form as included in the QCP Neighborhood Information Packet that represents the organization's input. In order to receive a point score, the form must be received, by the Department, or postmarked, if mailed by the U.S. Postal Service, no later than the Quantifiable Community Participation Delivery Date as identified in §49.3 of this chapter (relating to Program Calendar). Forms received after the deadline will be summarized for the Board's information and consideration, but will not affect the score for the Application. The form must:

- (i) State the name and location of the proposed single Development;
- (ii) Certify that the letter is signed by two officials or board members of the Neighborhood Organization with the authority to sign on behalf of the Neighborhood Organization, and include:
 - (I) the street and/or mailing addresses for the signers of the letter;
 - (II) day and evening phone numbers for the signers of the letter;
 - (III) email addresses and/or facsimile numbers for the signers of the letter and one additional contact for the organization; and
 - (IV) a written description and map of the organization's geographical boundaries;
- (iii) Certify that the organization has boundaries, and that the boundaries in effect on or before the Full Application Delivery Date identified in §49.3 of this chapter contain the proposed Development Site;
- (iv) Certify that the organization meets the definition of "Neighborhood Organization"; defined as an organization of persons living near one another within the organization's defined boundaries that contain the proposed Development Site and that has a primary purpose of working to maintain or improve the general welfare of the neighborhood (§2306.004(23-a)). For purposes of this section, "persons living near one another" means two (2) or more separate residential households. "Neighborhood Organizations" include homeowners associations, property owners associations, and resident councils in which the council is commenting on the Rehabilitation or Reconstruction of the property occupied by the residents. "Neighborhood Organizations" do not include broader based "community" organizations;
- (v) Include documentation showing that the organization is on record as of the Full Application Delivery Date with the state or county in which the Development is proposed to be located. The receipt of the QCP form that meets the requirements of this subsection and further outlined in the QCP Neighborhood Information Packet will constitute being on record with the State. The Department is permitted to issue an Administrative Deficiency notice for this registration process and if satisfied, the organization will still be deemed to be timely placed on record with the state;
- (vi) A Neighborhood Organization must take reasonable measures to provide notice to persons eligible to join or participate in the affairs of the organization of that right. Examples of reasonable measure would be giving notice in a newsletter distributed where residents will likely see them; posting notice (in compliance with local signage requirements); or distribution flyers. The Department may exclude from consideration Neighborhood Organizations that do not comply with their own bylaws or other constitutive or governing documents;

(vii) While not required, the organization is encouraged to hold a meeting to which all the members of the organization are invited to consider whether the organization should support, oppose, or be neutral on the proposed Development, and to have the membership vote on whether the organization should support, oppose, or be neutral on the proposed Development. The organization is also encouraged to invite the Developer or Applicant to this meeting; and

(viii) The form from the Neighborhood Organization for the purposes of this subsection must be submitted to the Department by the Neighborhood Organization and not the Applicant. This documentation must be submitted independent of the Application. Furthermore, while the Applicant may assist the Neighborhood Organization in the Administrative Deficiency process or any other request from the Department as it relates to this item, the Administrative Deficiency Notice from the Department will be issued to the Neighborhood Organization with a copy to the Applicant; however, the Deficiency response must be submitted to the Department directly by the Neighborhood Organization.

(B) Scoring. The input must clearly and concisely state each reason for the Neighborhood Organization's support for or opposition to the proposed Development.

(i) The score awarded for each letter for this exhibit will be based on the following:

(I) Support letters (must establish at least one reason for support) will receive 24 points; or

(II) Letters that do not establish a reason for support or opposition or that are unclear will be considered ineligible and scored as neutral (+12 points);

(III) Opposition letters (must state at least one reason for opposition) will receive 0 points;

(IV) If an Application receives multiple eligible letters, the average score of all eligible letters will be applied to the Application.

(ii) The final score will be determined by the Executive Director. The Department may investigate a matter and contact the Applicant and Neighborhood Organizations for more information. The Department may consider any relevant information specified in letters from other Neighborhood Organizations regarding a Development in determining a score.

(iii) The Department highly values quality public input addressed to the merits of a Development. Input that identifies matters that are specific to the neighborhood, the proposed site, the proposed Development, or Developer are valued. If a proposed Development is permitted by the existing or pending zoning or absence of zoning, concerns addressed by the allowable land use that are related to any multifamily development may generally be considered to have been addressed at the local level through the land use planning process. Input concerning positive efforts or the lack of efforts by the Applicant to inform and communicate with the neighborhood about the proposed Development is highly valued. If the Neighborhood Organization refuses to communicate with the Applicant the efforts of the Applicant will not be considered negative. Input that evidences unlawful discrimination against classes of persons protected by Fair Housing law or the scoring of which the Department determines to be contrary to the Department's efforts to affirmatively further fair housing will not be considered.