



2012 Quantifiable Community Participation (QCP) Neighborhood Information Packet

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 2012 Housing Tax Credit Program Qualified Allocation Plan (QAP). The materials include:

- ❖ Requirements for QCP Submission
- ❖ QCP Form
- ❖ Required Attachments
- ❖ Boundary Map / Boundary Description Example

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 2012 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.

REQUIREMENTS FOR QCP SUBMISSION

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

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. The purpose of this scoring item is to encourage community participation from Neighborhood Organizations whose boundaries contain the proposed Development Site. Pursuant to §2306.6710(b)(1)(B), of the Texas Government Code, the Department is required to rank Applications using a competitive scoring system. QCP is the second

highest scoring item of all the scoring criteria and may qualify an Application for up to 24 points. 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.

❖ **DEADLINES**

In order to be eligible for a point score, all submissions must be postmarked, faxed, emailed (or similar) to the Department no later than **March 1, 2012**. Submissions should be addressed to the Texas Department of Housing and Community Affairs, "Attention: Director of Housing Tax Credits (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. For purposes of QCP, "persons living near one another" means two or more separate residential households.

❖ **SUBMISSION REQUIREMENTS**

A Neighborhood Organization ("organization") must submit the following:

- Completed "Qualified Neighborhood Organizations Evidence of Quantifiable Community Participation" ("form")
- Documentation to support the selection of being on record with the county or Secretary of State. If requesting to be on record with TDHCA, registry with TDHCA is for one year. Organizations that were previously on record with TDHCA must request to be on record for each HTC Application Round. (County, Secretary of State and TDHCA registry may require additional documentation to be submitted upon request)
- Evidence of the Neighborhood Organization's existence (ex: bylaws, articles, newsletter, minutes, etc.)
- Process to provide evidence of notice to persons living within the boundaries to join or participate in the affairs of the organization (ex: letter, posting notice, etc.) A Neighborhood Organization must provide notice of at least 72 hours.
- 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. 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.

❖ **ADDITIONAL INFORMATION**

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 in an Administrative Deficiency Notice by e-mail or facsimile to the e-mail addresses or facsimile numbers provided on the form. If the deficiencies are not clarified or corrected to the Department's satisfaction within five business days from the date the notice 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 original submission of the QCP

documentation except in response to the Department specifically requesting additional information.

Any submission determined to be ineligible for QCP scoring will be summarized for the Department's Board as the Public Comment but will not be scored for QCP.

INSTRUCTIONS FOR COMPLETING THE "FORM"

If an organization is eligible to provide input on more than one Development, each Development must be addressed in a separate submission.

❖ **Part 1: Development Information**

- This section of the form requests basic information regarding the proposed affordable housing development that the Neighborhood Organization wishes to provide community input about. Please enter the Development Name and address information.

❖ **Part 2: Neighborhood Organization Information**

- This section of the form requests information about the Neighborhood Organization submitting that is providing input on a specific property. If the organization is currently on record with the county or the Secretary of State, evidence of this will be required to be attached to this form. If the organization is not currently on record with any entity, then the organization may select the option to request to be on record with TDHCA.

❖ **Part 3: Neighborhood Organization Contact Information**

- This section of the form requests contact information for the individuals who have authority to sign on behalf of the organization in case the Department needs to contact these individuals for additional information.

❖ **Part 4: Reason for Support or Opposition**

- This section of the form requests the Neighborhood Organization to indicate whether they support or oppose the proposed development for which the input is being provided. You must include a clear and concise statement describing the reasons for the Neighborhood Organization's support or opposition.

❖ **Part 5: Written Boundary Description**

- This section of the form requests a written boundary description of the Neighborhood Organization's boundaries. While any Neighborhood Organization may provide public comment regarding any Application submitted for Housing Tax Credits, in order for the public comment to count for purposes of impacting an Application's score, the boundaries of a Neighborhood Organization must include the Development Site. The boundary description must match the boundary map which should be attached to this form.

❖ **Part 6: Certifications**

- This section of the form requests that the individuals with authority to sign on behalf of the Neighborhood Organization certify to the information presented on this form and that the Neighborhood Organization meets the requirements to qualify for purposes of Quantifiable Community Participation.
- The form requires the signature, printed name, date and title for both the 1st and 2nd Contact to be considered complete.

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

Accurately fill in all blanks. Certify to each requirement by signing the last page. All attachments must be included in QCP submission package.

Part 1: Development Information

Development Name:	
Development Street Address:	
Development City:	
Development County:	
TDHCA # (for office use only):	

Part 2: Neighborhood Organization Information

Neighborhood Organization Name:	
The Neighborhood Organization is a <i>(select one of the following)</i> :	
<input type="checkbox"/>	Homeowners Association
<input type="checkbox"/>	Property Owners Association
<input type="checkbox"/>	Resident Council and our members occupy the existing development
<input type="checkbox"/>	Other (explain):
As of March 1, 2012 , the Neighborhood Organization is on record with <i>(select one of the following)</i> :	
<input type="checkbox"/>	County
<input type="checkbox"/>	Secretary of State
<input type="checkbox"/>	Requests to be on record with the Texas Department of Housing & Community Affairs

Part 3: Neighborhood Organization Contact Information

1st Contact Information			
Name:			
Title:			
Physical Address:			
Mailing Address (if different from above):			
City:		Zip Code:	
Day Phone:		Evening Phone:	
Fax Number:		Email:	

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

Part 3: Neighborhood Organization Contact Information (continued)

2nd Contact Information

Name:			
Title:			
Physical Address:			
Mailing Address (if different from above):			
City:		Zip Code:	
Day Phone:		Evening Phone:	
Fax Number:		Email:	

Part 4: Reason for Support or Opposition

The Neighborhood Organization Supports Opposes the Application for Competitive Housing Tax Credits for the above referenced development for the following reasons:

Part 5: Written Boundary Description

Provide a written boundary description of the geographical boundaries of the Neighborhood Organization. (Example: North boundary is Main St., East boundary is railroad track, South boundary is First St., West boundary is Jones Ave.) Boundary description MUST match the boundary map.

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

Part 6: Certifications

By signing this form, I (we) certify to the following:

- This organization certifies that the two officials or board members listed have the authority to sign on behalf of the Neighborhood Organization.
- 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, 2012 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.
- 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 acknowledges that this completed form and required attachments must be submitted to Texas Department of Housing and Community Affairs by the Neighborhood Organization no later than March 1, 2012, Attention: Director of Housing Tax Credits, 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):**

1st Contact Signature

Date

1st Contact Printed Name

Title

2nd Contact Signature

Date

2nd Contact Printed Name

Title

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

REQUIRED ATTACHMENTS

In addition to the information requested on the form, please attach the following items and include with your submission to the Texas Department of Housing & Community Affairs:

1. Documentation to support the selection of being on record with the County or Secretary of State (ex: letter from county clerk or judge acknowledging the Organization, letter from the Secretary of State stating the incorporated entity is in good standing.)
2. Evidence of the Neighborhood Organization's existence (ex. bylaws, newsletter, minutes, etc.)
3. 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.)
4. 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.

Example:



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