REVISED

2018 Quantifiable Community Participation (QCP) Neighborhood Information Packet

This document has been revised to include information regarding Application submission. Several counties that have an eligible declared disaster event will see that eligibility expire on January 26, 2018, prior to the Full Application Delivery Date of March 1, 2018. A list of those counties can be found in the Declared Disaster Areas exhibit posted on the Department’s website at <http://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm>. Applicants wishing to score 10 points for Declared Disaster Areas for Developments in these counties must submit a complete Application on or before January 26, 2018.

**In order for a Neighborhood Organization’s statement(s) to be eligible for points, letters of support, opposition, or neutrality to one of these Applications must be received by the Department no later than 5:00 pm on January 26, 2018.** Statements regarding Applications that are not in any of the expiring counties must be received by the Department no later than 5:00 pm on March 1, 2018.

The 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 State of Texas Qualified Allocation Plan (“QAP”). The materials include:

Requirements for QCP Submission

QCP Form

Required Attachments

Boundary Map 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 State of Texas Qualified Allocation Plan (“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 al 512-475-2201.

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

# 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 of many selection criteria by which applications competing for Housing Tax Credits are reviewed and scored. This scoring item allows qualified neighborhood organizations to have input in the development that occurs in their community and serves the purpose of encouraging community participation from neighborhood organizations whose boundaries contain the proposed development site. Pursuant to §2306.6710(b)(1)(I) and §2306.6725(a)(2), Texas Government Code, the Texas Department of Housing and Community Affairs (the “Department” or “TDHCA”) is required to rank applications using a competitive scoring system. QCP may qualify an Application for up to 9 points.

Written statements from a qualified Neighborhood Organization in current, valid existence with boundaries that contain the entire Development Site as of the Pre-Application Final Delivery Date (January 9, 2018) and which are on record with the Texas Secretary of State or county in which the development is to be located can be included in the QCP score.

## DEADLINES

In order for its statement(s) to be eligible for points, a Neighborhood Organization must have been in existence prior to **January 9, 2018**. Letters of support, opposition, or neutrality must be received by the Department no later than **5:00 pm on January 26, 2018**, for Applicants submitting Applications from counties that have an eligible declared disaster event will see that eligibility expire on January 26, 2018, prior to the Full Application Delivery Date of March 1, 2018; or no later than **5:00 pm on March 1, 2018**. Submissions should be addressed to the Texas Department of Housing and Community Affairs, “Attention: Director of Multifamily Finance (Neighborhood Input)”. Statements should be sent to:

 Attention: Housing Tax Credit Program, Neighborhood Input

 PO Box 13941 (MC 332-10)

 Austin, TX 78711-3941

For overnight delivery or courier delivery DO NOT use the PO Box address. Use the following physical address. **DO NOT SEND INFORMATION TO THIS ADDRESS VIA U.S. MAIL!**

 221 East 11th Street

 Austin, TX 78701-2410

Forms and attachments may also be faxed to (512) 475-1895.

## DEFINITION OF “NEIGHBORHOOD ORGANIZATION” [2306.004(23-a) TX Govt. Code]

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.

In addition, the Neighborhood Organization must certify to the following:

At least 80% of the current membership consists of homeowners and/or tenants living within the boundaries of the Neighborhood Organization; and

None of the following individuals participated in the deliberations or voted on the decision to provide a statement with respect to the proposed development: the development owner, architect, attorney, tax professional, property management company, consultant, market analyst, tenant services provider, syndicator, real estate broker or agent or person receiving fees in connection with these services, current owners of the property, developer, builder, or general contractor associated with the proposed development.

## SUBMISSION REQUIREMENTS

A Neighborhood Organization must submit the following:

Completed Qualified Neighborhood Organizations Evidence of Quantifiable Community Participation form (“QCP form”).

Documentation that the organization is on record with the county or Secretary of State. (County and Secretary of State registry may require additional documentation to be submitted upon request.)

Evidence that the Neighborhood Organization was in existence (ex: bylaws, articles, newsletter, minutes, etc.) prior to January 9, 2018 is required. If the documentation submitted for being on record with the county or Secretary of State is dated after January 9, 2018, evidence of existence prior to January 9, 2018 is also required.

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 as the map. 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. A street-level map can be created at <http://www.mapquest.com> or at <http://maps.google.com>. Please contact the Department if assistance is needed to create 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, staff 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 may not be considered further for scoring and the organization will be so advised. This deficiency process does not, however, extend any deadline associated with 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.

Letters received by the Department setting forth that the eligible Neighborhood Organization objects to or opposes the Application or Development will be added to the Application posted on the Department’s website. Written statements from the Neighborhood Organizations included in an Application and not received by the Department from the Neighborhood Organization will not be scored but will be counted as public comment. Any submission determined to be ineligible for QCP scoring will be summarized for the Department’s Governing Board as public comment but will not be scored for QCP.

Any statement of opposition from a Neighborhood Organization may be challenged if it is contrary to findings or determinations (including zoning) made by a city, county, school district, or other local governmental entity having jurisdiction or oversight over the finding or determination. If any such statement is challenged, the challenger must declare the basis for the challenge and the Neighborhood Organization will be given seven calendar days to provide support for its statements.

# INSTRUCTIONS FOR COMPLETING THE QCP 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 for which the Neighborhood Organization wishes to provide comment. Please enter the Development Name and address. (If a street address is not available, descriptions such as “the southwest corner of Smith St and Jones Rd” are acceptable.)

## Part 2: Neighborhood Organization Information

This section of the form requests information about the Neighborhood Organization that is providing input on a specific property. If the Neighborhood Organization has submitted comment during a past Application Round, provide the year the comment was submitted. If the organization is currently on record with the county or the Secretary of State, evidence of such is required to be attached to this form.

## Part 3: Neighborhood Organization Contact Information

This section of the form requests contact information for two individuals ***who have authority to sign on behalf of the organization*** in case the Department needs to contact these individuals for additional information. Information about other members of the Neighborhood Organization may be required if the two contacts listed here do not reside within the Neighborhood Organizations boundaries.

## 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. A clear reason or reasons for the Neighborhood Organization’s support or opposition is required in order for the statement to qualify for points. A Neighborhood Organization should be prepared to provide additional information with regard to opposition.

## Part 5: Written Boundary Description

This section of the form requests a written boundary description of the Neighborhood Organization’s boundaries. In order for the comment to count for the QCP score, the boundaries of a Neighborhood Organization must be complete and include the Development Site. A boundary map, showing each boundary consistent with the description, should be attached to this form. If boundaries are not visible on the map or do not match the description, the Department will issue an Administrative Deficiency to request clarification. If the Development Site is not located within the boundaries, no QCP points will be awarded for the letter. The letter will still be presented to the Department’s Governing Board as part of public comment.

## 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.

This certification includes statements regarding the membership of the neighborhood Organization as well as its boundaries and should be carefully reviewed.

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

Read each item carefully before completing the blanks.

Certify to each requirement by signing the last page.

All attachments must be included in the QCP submission package.

Once a letter is submitted to the Department it may not be changed or withdrawn.

## 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:

This organization also made a submission to TDHCA in prior HTC Application Rounds:

Check one: 🞏 Yes 🞏 No

If YES, provide the years that the organization made submissions prior to 2018:

\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

The Neighborhood Organization is a (*select one of the following*):

🞏 Homeowners Association

🞏 Property Owners Association

🞏 Resident Council and our members occupy the existing development

🞏 Other (explain):

As of **January 26, 2018 or March 1, 2018**, (as applicable) this Neighborhood Organization is on record with (*select one of the following*):

🞏 County

🞏 Secretary of State

## Part 3: Neighborhood Organization Contact Information

**1st Contact Information**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Physical Address: |  |
| Mailing Address (if different from above): |  |
| City: |  | ZIP Code: |  |
| Phone: |  | Email: |  |

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION (Continued)

**2nd Contact Information**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Physical Address: |  |
| Mailing Address (if different from above): |  |
| City: |  | ZIP Code: |  |
| Phone: |  | 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:

|  |
| --- |
|  |
|  |
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|  |

## 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.

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QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION (Continued)

## Part 6: Certifications

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

This organization certifies that the two contacts listed have the authority to sign on behalf of the Neighborhood Organization.

This organization certifies that the organization was formed before January 9, 2018.

This organization certifies that the boundaries of this organization include the proposed Development Site in its entirety. This organization acknowledges that boundary changes or annexations after January 9, 2018 may not be considered eligible and a site that is only partially within the boundaries may 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 certifies that none of the following individuals participated in the deliberations or voted on the decision to provide a statement with respect to the proposed development: the development owner, architect, attorney, tax professional, property management company, consultant, market analyst, tenant services provider, syndicator, real estate broker or agent or person receiving fees in connection with these services, current owners of the property, developer, builder, or general contractor associated with the proposed development.

This organization certifies that at least 80% of the current membership consists of homeowners and/or tenants living within the boundaries of the Neighborhood Organization.

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 (Continued)

## REQUIRED ATTACHMENTS

***(Only if not previously submitted to register with TDHCA)***

**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. 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.