

TEMPLATE 1

Neighborhood Organization Request Format

[To be Used as Template for meeting the requirements of §50.8(d)(3)(A), as certified in Tab 3 of the Pre-Application, Certification of Notifications at Pre-Application and/or §50.9(h)(8)(A)(i), as certified in Volume 1, Tab 8, Certification of Notifications]

[Date]

[Local Elected Official]

[Address]

[City, State, Zip]

Dear [Local Elected Official],

[Applicant Name] is considering a possible submission of an application for **[Name all TDHCA Programs this application is for]** through the Texas Department of Housing and Community Affairs (the “Department”). Pursuant to the Department’s rules, this letter serves as a request for a list from your records of any neighborhood organizations which are on record with the county or state and whose boundaries include the following area: **[Include detailed description of the proposed development site and/ or a map with the development site clearly outlined. For the purposes of this request ONLY, if you do not know the exact boundaries of the site that you may propose, you may expand the boundaries to include an entire city. However, all notifications must be made pursuant to §50.8(d)(3)(B) and/or §50.9(h)(8)(A)(ii) and/ or 33.6(d)(16) of the Multifamily Housing Revenue Bond Rules]**.

If there are no such neighborhood organizations on record with your municipality or county, or if your office does not keep these records and you know the appropriate entity to request this list from, please respond by letter, email or fax stating such. Please respond by [Insert date of full application submission deadline or prior].

Please note that this request is to ensure compliance with §§2306.6704(b)(1) and 2306.6705(9)(A) of Texas Government Code, which requires that we notify “any neighborhood organizations on record with the state or county in which the development is to be located and whose boundaries contain the proposed development”. This notification must be made prior to submitting an application to the Department. Unfortunately, although this is a statutory requirement that must be met, there is not a specific central agency with the state that keeps a searchable list of these neighborhood organizations and their boundaries.

In general, neighborhood organization lists are kept within local municipalities; therefore, we are required to request a list of these neighborhood organizations from your office no later than **[insert deadline]** to be eligible for the **[Insert all TDHCA Programs this application is for]**. Should we decide to submit an application, we are required to use any list you provide to identify all neighborhood organizations on record with the state or county whose boundaries include the proposed development site. We will notify all of those neighborhood organizations prior to submitting an application to the Department.

It should also be noted that if we choose to submit an application, we are required to notify you under separate letter prior to submitting the proposed application. That notification will provide details of all relevant information to the proposed application. If you do not receive this notification, it is because we have decided not to submit an application to the Department.

I thank you in advance for any assistance in meeting these statutory requirements.

Sincerely,

[Representative of the Applicant Name]

[Title]

[Name, Address, email, fax and telephone number if not on letterhead]