



2016 Neighborhood Organization Registration Information

The following information is required for Neighborhood Organizations to be On Record with the Texas Department of Housing and Community Affairs ("TDHCA") for the purpose of providing input for Quantifiable Community Participation ("QCP") during the 2016 Competitive 9% Housing Tax Credit Application round.

Submit the following information:

- Neighborhood Organization name, City and ZIP Code.
- Contact information for 2 members who live within the Neighborhood Organization boundaries. Should include name, address, phone number and email.
- Proof that Neighborhood Organization is in existence prior to January 8, 2016 (bylaws, meeting minutes, newsletter, etc.).
- A map that clearly defines the Neighborhood Organization's boundaries.

The **DEADLINE** for this information to be received by the TDHCA is **5:00pm** on **January 29, 2016** and should be addressed to:

*Attention: Director of Multifamily Finance
Texas Department of Housing and Community Affairs
PO Box 13941 (MC 332-10)
Austin, TX 78711-3941*

For overnight delivery or courier delivery DO NOT use the PO Box address. The following physical address must be used:

221 East 11th Street
Austin, TX 78701-2410

The required information may also be faxed to (512) 475-1895 or toll free at (800) 733-5120 **OR** emailed to nicole.fisher@tdhca.state.tx.us.

If you have questions regarding the Neighborhood Organization Registration requirements or 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.