

76549

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

Read each item carefully before completing the 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:	Woodchase Square
Development Street Address:	Stan Schlueter Loop and Cunningham Road
Development City:	Killeen
Development County:	Bell
TDHCA # (for office use only):	

Part 2: Neighborhood Organization Information

Neighborhood Organization Name:	Schlueter Loop Property Owner's Association		
This organization also made a submission to TDHCA in prior HTC Application Rounds: (Y/N)	NO		
If YES, provide the years that the organization made submissions prior to 2015:	N/A		
The Neighborhood Organization is a (select one of the following):			
<input type="checkbox"/>	Homeowners Association		
<input checked="" type="checkbox"/>	Property Owners Association		
<input type="checkbox"/>	Resident Council and our members occupy the existing development		
<input type="checkbox"/>	Other (explain):		
As of February 27, 2015, this Neighborhood Organization is on record with (select one of the following):			
<input type="checkbox"/>	County		
<input type="checkbox"/>	Secretary of State		
<input checked="" type="checkbox"/>	Texas Department of Housing & Community Affairs (if prior to January 28, 2015)		

Part 3: Neighborhood Organization Contact Information

1st Contact Information			
Name:	Izabela Quinn		
Title:	President		
Physical Address:	3406 Catalina Drive		
Mailing Address (if different from above):			
City:	Killeen, Texas	Zip Code:	76549
Phone:	254-680-9918	Email:	Izi67@msn.com

2015-02-19 10:19 AM

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:	Raimonda Woullard		
Title:	Secretary		
Physical Address:	5207 Bridgewood Drive		
Mailing Address (if different from above):			
City:	Killeen, Texas	Zip Code:	76549
Phone:	254-338-8977	Email:	Raimonda85@yahoo.com

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:

This development, Woodchase Squire will provide much needed affordable, safe, and clean housing to individuals and families of the City of Killeen. The development will offer amenities for the benefit of the tenants and the location will provide easy access to US 190 Expressway and also to Schlueter Loop and there are good schools nearby for the families with school age children. The development will be a great asset to the residents of the City of Killeen.

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.

The Western boundary begins at the corner of Reese Creek Road and Oakalla Road and runs north on Oakalla Road into Cedar Creek Road to the Corner of Watercrest Road.

The Northern Boundary begins at the corner of Cedar Creek and Watercrest Road, and runs east on Watercrest Road to Willow Springs Drive, then north on Willow Springs Drive to US 190, and then east on US190 to the city limit boundary marked on the map with the following marker and the grey highlighted outline.

The Eastern boundary begins at the corner of US 190 and the city limit boundary (as described above) and goes southeast down the city limit boundary to Stagecoach Line.

The Southern boundary begins at the corner of the city limit boundary and Stagecoach Line and goes west down Stagecoach Line to Hwy 195, then south on 195 a short distance to Reese Creek, then west on Reese Creek to the corner of Oakalla Road and Reese Creek Road, the place of the beginning.

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 contacts listed have the authority to sign on behalf of the Neighborhood Organization.
- This organization certifies that the organization was formed before January 8, 2015.
- This organization certifies that the boundaries of this organization include the proposed Development Site in its entirety. This organization acknowledges that annexations after February 27, 2015 may not be considered eligible boundaries 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 resides or owns real property 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

Jan. 6, 2015

Date

Izabela Quinn

1st Contact Printed Name

President

Title



2nd Contact Signature

Jan. 6, 2015

Date

Raimonda Woullard

2nd Contact Printed Name

Secretary

Title

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

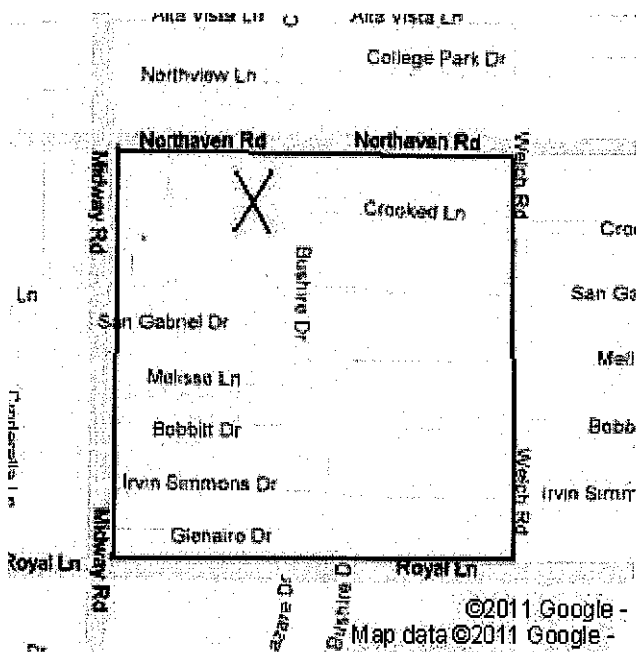
REQUIRED ATTACHMENTS

(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.

**MINUTES OF THE ORGANIZERS OF THE
SCHLUETER LOOP PROPERTY OWNER' ASSOCIATION**

1. AUTHORITY

On the 6th.day of January, 2015, a meeting of the members of the Schlueter Loop Property Owners Association was held, the meeting was held at the request of Izabela Quinn.

The following business matters were discussed at the meeting:

2. MINUTES OF THE MEETING

This meeting is being held to allow property owners (comprised of owners and residents of an area within the City of Killeen, within the boundaries of a specific area to be decided upon), to meet in an effort to organize an association, to improve the general welfare of the neighborhood. The members will be persons who reside within the set boundaries of the association.

2. ORGANIZATIONS MEMBERS

The initial members of the organization are to be Izabela Quinn and Raimonda Woullard. It was decided that the president of the organization would be Izabela Quinn, and the secretary would be Raimonda Woullard. The members shall always consist of persons who are over the age of eighteen years and reside in and/or own real estate within the boundaries of the organization. All persons living within the boundaries of the organization are welcome to participate in the meetings and affairs of the organization.

3. ORGANIZATIONS MINUTES

It was decided that the organization shall maintain a minute book containing the minutes of this meeting, and of all other meetings of the organization, and such other documents as the organization shall determine.

4. ORGANIZATIONS BOUNDARIES

It was discussed and agreed that the boundaries of the organization would include the following area:

The Western boundary begins at the corner of Reese Creek Road and Oakalla Road and runs north on Oakalla Road into Cedar Creek Road to the corner of Watercrest Road.

The Northern Boundary begins at the corner of Cedar Creek Road and Watercrest Road, and runs east on Watercrest Road to Willow Springs Drive, then north on Willow Springs

Drive to US 190, and then east on US 190 to the city limit boundary marked on the map with the following marker ____ . ____ . ____ . and the grey highlighted outline.

The Eastern boundary begins at the corner of US 190 and the city limit boundary (as described above) and goes southeast down the city limit boundary to Stagecoach Line.

The Southern boundary begins at the corner of the city limit boundary and Stagecoach Line and goes west down Stagecoach Line to Hwy 195, then south on 195 a short distance to Reese Creek, then west on Reese Creek to the corner of Oakalla Road and Reese Creek Road, the place of beginning.

5. ORGANIZATIONS PURPOSE

The purpose of the organization is to promote growth in the area and improve the general welfare of the neighborhood, and encourage more residential type development in the area. The organization voted to show support for Woodchase Square, Ltd., an application for individuals and families, to the Texas Department of Housing and Community Affairs, for further development in the City of Killeen. The organization would like to promote the multifamily development for families because these types of developments are beneficial to the citizens of Killeen, especially in these economic times.

6. CHECKING ACCOUNT

It was determined that a checking account is not needed at this time.

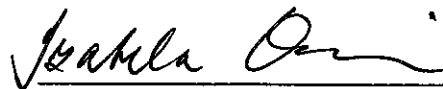
7. OFFICE OF THE ORGANIZATION

It was agreed that the principal office of the organization would be maintained at 3406 Catalina Drive, Killeen, TX 76549 until the time that the members elect to change the address of the principal office.

8. ADJOURNMENT

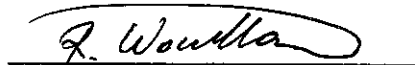
There being no further business to discuss at the meeting, the meeting was adjourned.

DATED: January 6, 2015



Izabela Quinn, President

WITNESS:



Raimonda Woullard, Secretary

SCHLUETER LOOP PROPERTY OWNER'S
ASSOCIATION

254-680-9918 (phone)
RSVP TO JOIN

SCHLUETER LOOP PROPERTY OWNER'S ASSOCIATION
GENERAL MEMBERSHIP MEETING
JANUARY 6th, 2015 AT 4:00 p.m.
3406 CATALINE DRIVE
KILLEEN, TEXAS 76549

PLEASE NOTE: Any person who is 18 years of age or older and who resides in the boundaries of the attached map, and is interested in joining the neighborhood association should call the number above.

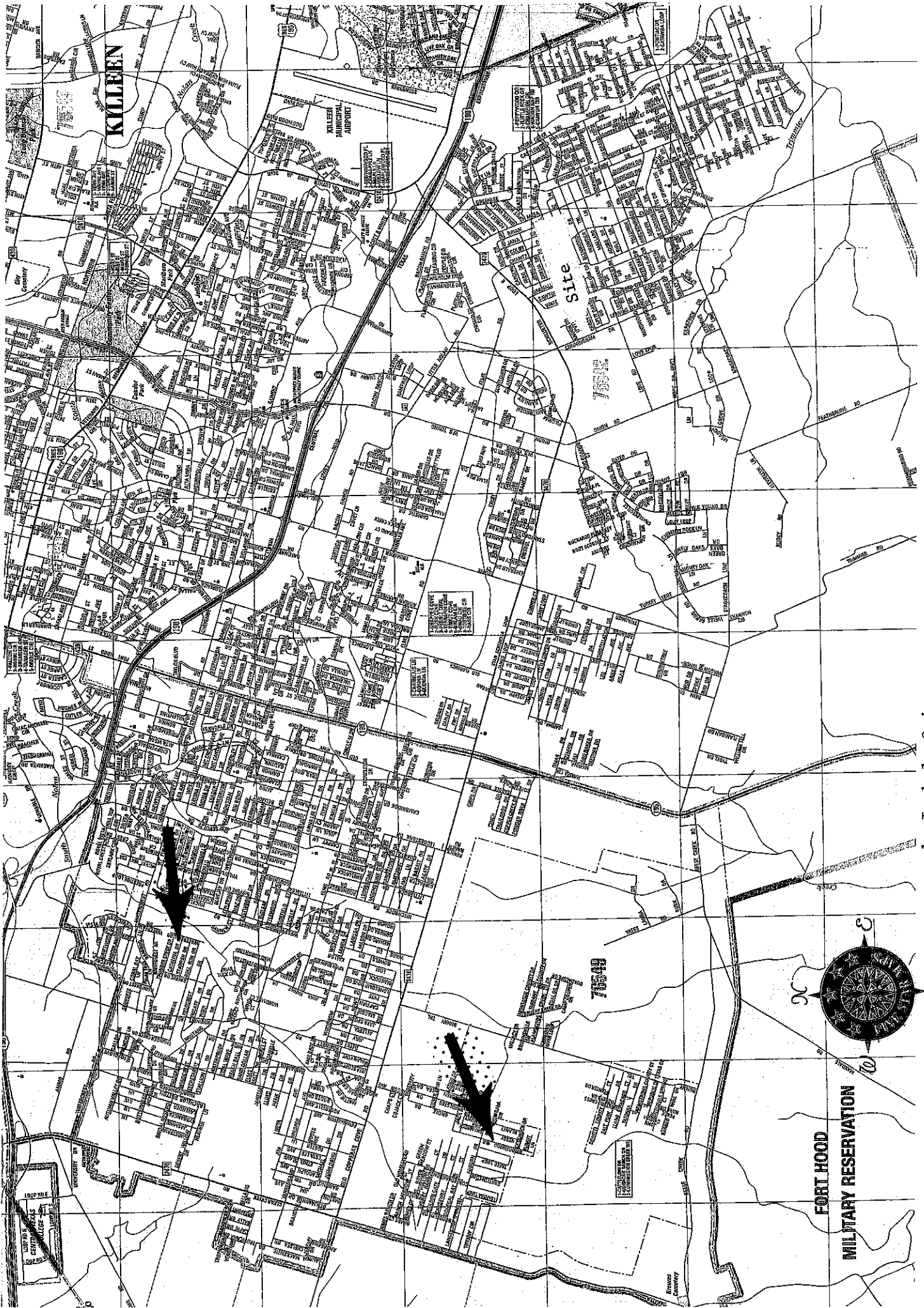
This association will meet periodically to work at maintaining and improving the general welfare of the neighborhood whose pending boundaries are marked on the attached map.

Agenda of Meeting:

1. Call to order, welcome future members and other guests.
2. Introduction of prospective officers of the organization.
2. Sign-in sheet for those attending meeting (please provide email for future updates).
3. Crime-watch report – discuss neighborhood crime watch and volunteers.
4. Information and discussion regarding support for Woodchase Square a proposed apartment development, by the property owners association.

Discussion on the approval of the boundaries of the said organization.

5. Open forum – ideas and suggestions to improve the general area within the boundaries of the organization.
6. Adjournment



KILLEEN

KILLEEN MUNICIPAL AIRPORT

Site

7054B

**FORT HOOD
MILITARY RESERVATION**

1. Izabela Quimm
2. Raimonda Woullard

76549

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

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<input checked="" type="checkbox"/>	Property Owners Association		
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<input type="checkbox"/>	Other (explain):		
As of February 27, 2015, this Neighborhood Organization is on record with (select one of the following):			
<input type="checkbox"/>	County		
<input type="checkbox"/>	Secretary of State		
<input checked="" type="checkbox"/>	Texas Department of Housing & Community Affairs (if prior to January 28, 2015)		

Part 3: Neighborhood Organization Contact Information

1st Contact Information			
Name:	Izabela Quinn		
Title:	President		
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City:	Killeen, Texas	Zip Code:	76549
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QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

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Part 3: Neighborhood Organization Contact Information (continued)

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Name:	Raimonda Woullard		
Title:	Secretary		
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for the above referenced development for the following reasons:

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Izabela Quinn

1st Contact Signature

Jan. 6, 2015

Date

Izabela Quinn

1st Contact Printed Name

President

Title

R. Woullard

2nd Contact Signature

Jan. 6, 2015

Date

Raimonda Woullard

2nd Contact Printed Name

Secretary

Title

QUALIFIED NEIGHBORHOOD ORGANIZATION EVIDENCE OF QUANTIFIABLE COMMUNITY PARTICIPATION

Texas Department of Housing & Community Affairs

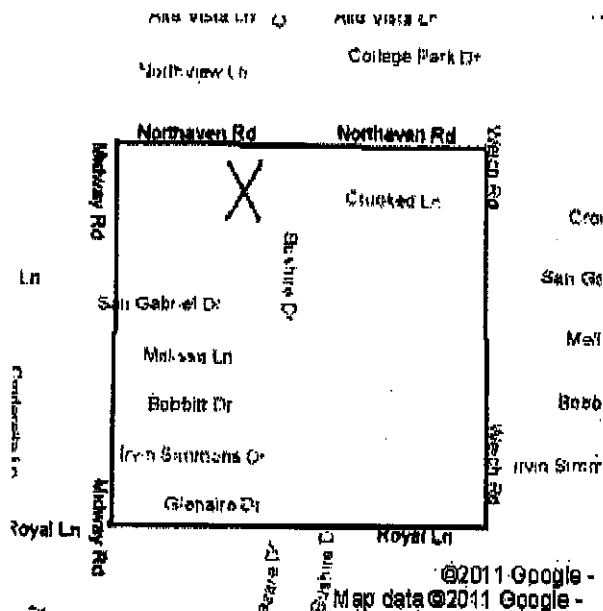
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Example:



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**MINUTES OF THE ORGANIZERS OF THE
SCHLUETER LOOP PROPERTY OWNER' ASSOCIATION**

1. AUTHORITY

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RECEIPT OF POSTING

The Public Notice form for Schlueter Loop Property Owner's Association will be posted in our office from January 02, 2015 until January 02, 2015, as witnessed by our signature below.

Starbucks

(Printed name of organization or entity)

Bree Johnson

(Printed name and signature of individual)

01-02-15

(Date)



**SCHLUETER LOOP PROPERTY OWNER'S
ASSOCIATION**

**254-680-9918 (phone)
RSVP TO JOIN**

**SCHLUETER LOOP PROPERTY OWNER'S ASSOCIATION
GENERAL MEMBERSHIP MEETING
JANUARY 6th, 2015 AT 4:00 p.m.
3406 CATALINE DRIVE
KILLEEN, TEXAS 76549**

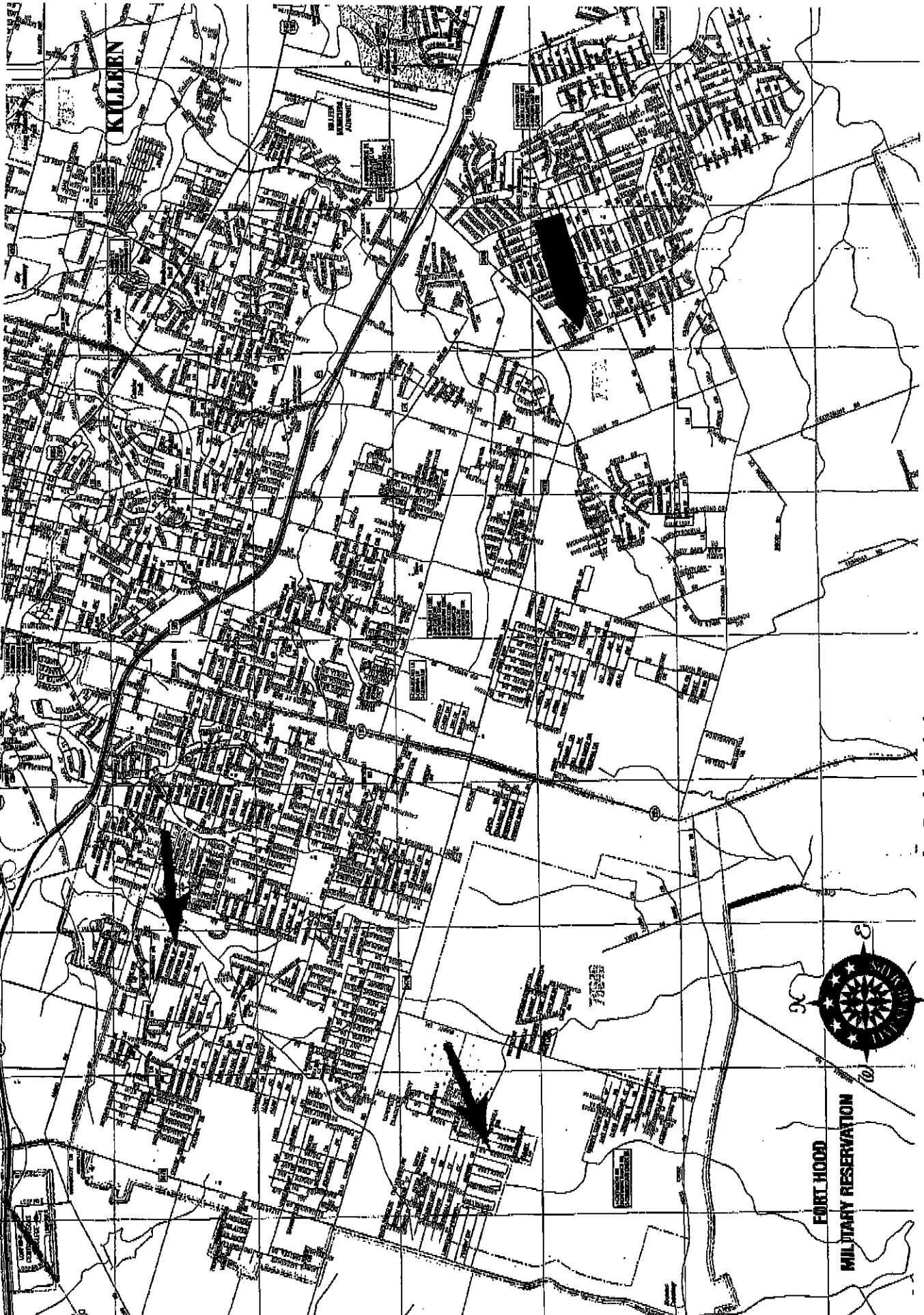
PLEASE NOTE: Any person who is 18 years of age or older and who resides in the boundaries of the attached map, and is interested in joining the neighborhood association should call the number above.

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Agenda of Meeting:

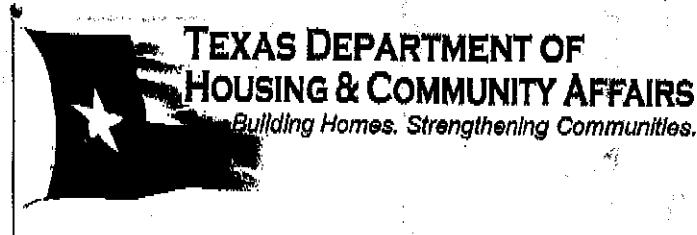
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Discussion on the approval of the boundaries of the said organization.
5. Open forum – ideas and suggestions to improve the general area within the boundaries of the organization.
6. Adjournment



- 1. Izabela Quimm
- 2. Raimonda Woullard

FORT HOOD
MILITARY RESERVATION



2015 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 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 Production al 512-475-3340.

If you have questions regarding the QCP requirements, please contact Nicole Fisher in the Multifamily Finance Production 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 of many selection criteria by which applications competing for Housing Tax Credits are reviewed and scored. This scoring item ensures that qualified neighborhood organizations 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)(B) 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

Drive to US 190, and then east on US 190 to the city limit boundary marked on the map with the following marker ____ . ____ . ____ . and the grey highlighted outline.

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5. ORGANIZATIONS PURPOSE

The purpose of the organization is to promote growth in the area and improve the general welfare of the neighborhood, and encourage more residential type development in the area. The organization voted to show support for Woodchase Square, Ltd., an application for individuals and families, to the Texas Department of Housing and Community Affairs, for further development in the City of Killeen. The organization would like to promote the multifamily development for families because these types of developments are beneficial to the citizens of Killeen, especially in these economic times.

6. CHECKING ACCOUNT

It was determined that a checking account is not needed at this time.


7. OFFICE OF THE ORGANIZATION

It was agreed that the principal office of the organization would be maintained at 3406 Catalina Drive, Killeen, TX 76549 until the time that the members elect to change the address of the principal office.

8. ADJOURNMENT

There being no further business to discuss at the meeting, the meeting was adjourned.

DATED: January 6, 2015



Izabela Quinn, President

WITNESS:



Raimonda Woullard, Secretary

using a competitive scoring system. QCP may qualify an Application for up to 9 points. Written statements from any qualified Neighborhood Organization in existence prior to the Pre-Application Final Delivery Date (January 8, 2015), whose boundaries contain the development site and which are on record with the 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 8, 2015**. All submissions (letters of support, opposition, or neutrality as well as any requests to be on record with the Department) must be received by the Department no later than **5:00 pm on February 27, 2015**. 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 Manager, 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:

221 East 11th Street
Austin, TX 78701-2410

Forms and attachments may also be faxed to (512) 475-1895 or toll free at (800) 733-5120.

❖ **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 resides or owns real property 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 OR a request to be on record with the TDHCA. 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 the current Application Round. **To be on record with TDHCA, the Neighborhood Organization must have submitted**

required registration information to TDHCA by 5:00 pm on January 28, 2015. (County, Secretary of State and TDHCA registry may require additional documentation to be submitted upon request.) *Note that Neighborhood Organizations that are not on record with the state or county as of January 28, 2015 will not be required to be notified by Applicants.*

- Evidence that the Neighborhood Organization was in existence (ex: bylaws, articles, newsletter, minutes, etc.) prior to January 8, 2015 is required for TDHCA registry. If the documentation submitted for being on record with the county or Secretary of State is dated after January 8, 2015, evidence of existence by January 8, 2015 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**

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- 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. To be on record with TDHCA, the organization must have submitted the required documentation by January 28, 2015.

❖ **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.

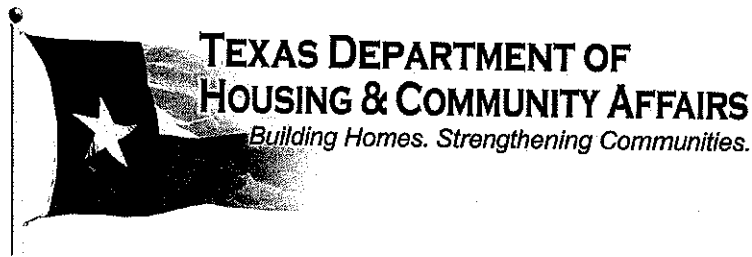
❖ **Part 5: Written Boundary Description**

- 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.

If any of the above items (by-laws, boundary maps, etc.) were previously submitted (between January 2 and January 28, 2015) in order for a Neighborhood Organization to be on record with the TDHCA, they will not be required to be submitted again. If this is the case, please indicate on this form that such documentation was previously submitted.



2015 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 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 Production al 512-475-3340.

If you have questions regarding the QCP requirements, please contact Nicole Fisher in the Multifamily Finance Production 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 of many selection criteria by which applications competing for Housing Tax Credits are reviewed and scored. This scoring item ensures that qualified neighborhood organizations 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)(B) 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 any qualified Neighborhood Organization in existence prior to the Pre-Application Final Delivery Date (January 8, 2015), whose boundaries contain the development site and which are on record with the 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 8, 2015**. All submissions (letters of support, opposition, or neutrality as well as any requests to be on record with the Department) must be received by the Department no later than **5:00 pm on February 27, 2015**. 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 Manager, 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:

221 East 11th Street
Austin, TX 78701-2410

Forms and attachments may also be faxed to (512) 475-1895 or toll free at (800) 733-5120.

❖ **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 resides or owns real property 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 OR a request to be on record with the TDHCA. 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 the current Application Round. **To be on record with TDHCA, the Neighborhood Organization must have submitted**

required registration information to TDHCA by 5:00 pm on January 28, 2015. (County, Secretary of State and TDHCA registry may require additional documentation to be submitted upon request.) *Note that Neighborhood Organizations that are not on record with the state or county as of January 28, 2015 will not be required to be notified by Applicants.*

- Evidence that the Neighborhood Organization was in existence (ex: bylaws, articles, newsletter, minutes, etc.) prior to January 8, 2015 is required for TDHCA registry. If the documentation submitted for being on record with the county or Secretary of State is dated after January 8, 2015, evidence of existence by January 8, 2015 is also required.
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