

# NAHMA Communities of Quality<sup>®</sup> (COQ) Process Flowchart



## ***More helpful hints for each step listed above:***

- 1) APPLY:** Visit <https://www.nahma.org/awards-contests/communities-of-quality/national-recognition-program/> for an application, as well as electronic (scanning) submission guidelines, video tutorial, frequently asked questions and additional program information.
- 2) PROMOTE:** A complete COQ Welcome kit will be mailed to the property contact, and congratulatory letters will be mailed to representatives at the management company and owner. The Welcome Kit will contain a sample press release, draft letters to congressional representatives, and details on COQ promotional products such as banners and signs – all helpful in celebrating your significant accomplishment as a Community of Quality! A key way to promote your property is with a COQ Digital Smart Badge – visit <https://www.nahma.org/awards-contests/communities-of-quality/national-recognition-program/> for more details!
- 3) AWARDS:** NAHMA's annual national COQ awards contest entry form is posted by June each year at <https://www.nahma.org/awards-contests/communities-of-quality/>, under the "Awards" header. Eligible properties that have not yet won a national COQ award are welcome to re-enter the contest each year; however, previous national award winners are not eligible to re-compete.
- 4) PARTNER:** The portfolio calculation can be based on either number of units or number of properties managed in the company's affordable portfolio and is self-reported. This designation was created specifically to honor management companies that successfully maintain a significant portion of their properties to the high standards of the COQ National Recognition program.
- 5) RENEW:** Don't let your valuable accomplishment expire – renew your COQ recognition every year by submitting the renewal application posted to <https://www.nahma.org/awards-contests/communities-of-quality/national-recognition-program/>.

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