

COQ Electronic Submission Guidelines

Communities of Quality (COQ) Applications

Communities of Quality (COQ) Applications are divided into the following parts:

1. Application Contact Information
2. Category 1 - Inspections
3. Category 2 - Financial Management
4. Category 3 - Employee Credentials
5. Category 4 - Programs and Services
6. Category 5 - Endorsements
7. Category 6 - Photographs and Reports

Electronic Submission (e-COQ)

How to Submit

The following are considered acceptable submission forms:

1. **USB Flash Memory, CD or DVD** - Applications can be submitted in this fashion with the files clearly specifying the property as well as the name of the files.
2. **E-mail** - Applications will be accepted as attachments sent in a single e-mail transmission. Use of compression technology such as WinZIP is highly recommended.

How to prepare the e-COQ Submission

The e-COQ Submission will be made in the form of 7 different electronic (digital) files (representing the 7 parts of the application, as described above). Acceptable file formats include pdf, tif, and jpg.

1. Application Contact Information

All documents supporting each of the following categories should be included in each file:

2. Category 1 – Inspections
3. Category 2 - Financial Management
4. Category 3 - Employee Credentials
5. Category 4 - Programs and Services
6. Category 5 - Endorsements
7. Category 6 - Photographs and Reports

Where to send your e-COQ application

By mail:

Your local AHMA postal address

By e-mail

Your local AHMA email

Please name each of the seven files that represent your complete e-COQ submissions by referencing the Property Name and the category of the application.

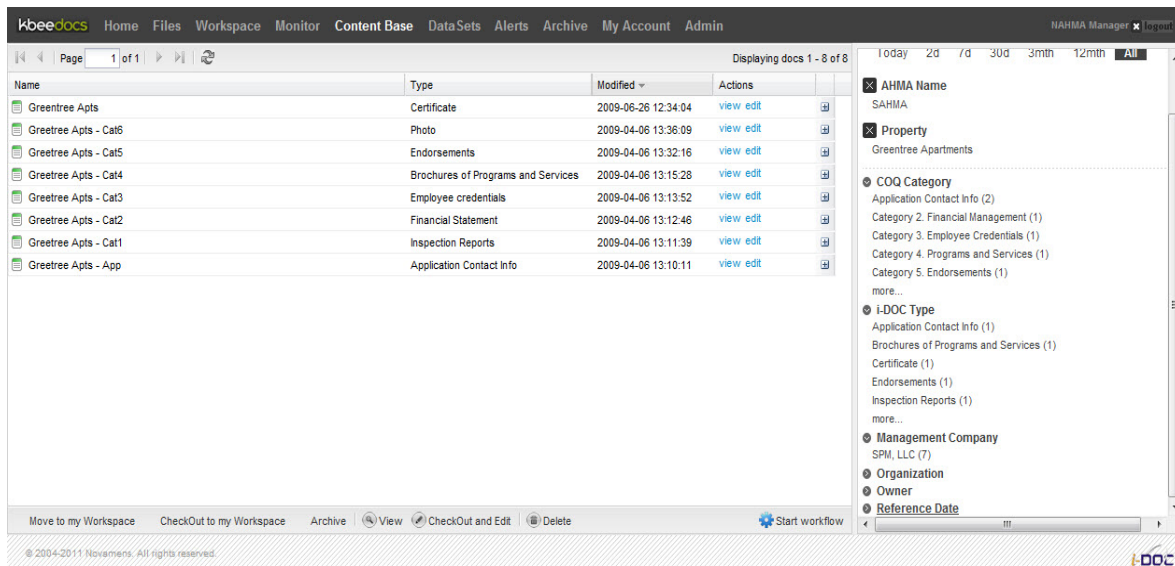
Examples:

Westfield Apts. – App - This is the Application Contact Information Sheet

Westfield Apts. – Cat 1 – This is the submission for the Inspection Category

Cook Towers – Cat 3 – This is the submission for the Employee Credentials Category

The following is a sample of a processed application after you submit it to your local AHMA:



The screenshot shows a document management system interface. The main area displays a table of documents with columns for Name, Type, Modified, and Actions. The sidebar on the right shows a hierarchical view of filters including AHMA Name, Property, COQ Category, i-DOC Type, Management Company, Organization, Owner, and Reference Date.

Name	Type	Modified	Actions
Greentree Apts	Certificate	2009-06-26 12:34:04	view edit
Greentree Apts - Cat6	Photo	2009-04-06 13:36:09	view edit
Greentree Apts - Cat5	Endorsements	2009-04-06 13:32:16	view edit
Greentree Apts - Cat4	Brochures of Programs and Services	2009-04-06 13:15:28	view edit
Greentree Apts - Cat3	Employee credentials	2009-04-06 13:13:52	view edit
Greentree Apts - Cat2	Financial Statement	2009-04-06 13:12:46	view edit
Greentree Apts - Cat1	Inspection Reports	2009-04-06 13:11:39	view edit
Greentree Apts - App	Application Contact Info	2009-04-06 13:10:11	view edit

Guidelines for Payment of Online e-COQ Applications

Option 1: Mailed payment

1. Property will submit their e-COQ application to their regional AHMA.
2. Property will submit check to their regional AHMA in the amount of \$150.
3. Each AHMA will receive the property application check and then verify the property's application is correctly submitted and complete on i-DOC.
4. AHMA will notify NAHMA of their receipt of new COQ application by email within 2 business days. Please email elizabeth.tucker@nahma.org.
5. The AHMA will also cut a check for \$75 to NAHMA and send payment to our office within 2 business days.
6. NAHMA will verify payment is received and verify completeness of property application on i-DOC. Once verification is complete, NAHMA will publish the property COQ property to our online COQ directory and send all confirmation mailings within 10 business days.
7. ***NAHMA will not publish the property COQ application online until NAHMA has received the property's application check from the AHMA and verified the property application is accurately completed.**

Option 2: Online payment

1. Property will submit their application to their regional AHMA.
2. AHMA will notify NAHMA of their receipt of new COQ application by email within 2 business days. Please email elizabeth.tucker@nahma.org.
3. Property will go to NAHMA's online store at <http://www.nahma.org/store/index.html> and purchase the COQ Designation product for \$150.
4. NAHMA will contact the AHMA to verify the property application is correctly submitted and complete on i-DOC.
5. NAHMA will verify payment is received and verify completeness of property application on i-DOC. Once verification is complete, NAHMA will publish the property COQ property to our online COQ directory and send all confirmation mailings within 10 business days.
6. NAHMA will then cut a check for \$75 to the respective AHMA the property application was submitted to within the same 10 business day's timeline.
7. ***NAHMA will not publish the property COQ application online until NAHMA has received the property's online payment and verified the property application is accurately completed.**

