

# Washington State Housing Finance Commission

## 9% Competitive Housing Credit Application Instructions for 2016

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### Application Components

The 2016 9% Competitive Housing Credit Application consists of two parts:

1. **Combined Funders (CF) Application** (narrative questions, forms, and attachments) that the State of Washington, the Commission, King County, Snohomish County, ARCH, and the City of Seattle have agreed to use for the convenience of their applicants. The CF Application itself consists of two files:
  - a. **Combined Funders Application Sections** – This Word document contains instructions for filling out the Combined Funders Application, the narrative question “sections,” and a checklist of required attachments.
  - b. **Combined Funders Application Forms** – This Excel workbook contains the required budgets, pro forma and other numerical parts of the application.
2. **LIHTC Addendum** contains additional questions and information unique to the LIHTC program and not required by the other funders participating in the CF Application. The LIHTC Addendum is consists of three parts:
  - a. **LIHTC Addendum Checklist** – This Word document lists the required attachments that are unique to the LIHTC program.
  - b. **LIHTC Addendum Forms** – This Excel workbook contains the additional information, including the LIHTC Allocation Scoring criteria, required by the LIHTC program.
  - c. **LIHTC Rehab Addendum Forms** – This Excel workbook requests information specific to Rehab projects applying for 9% Housing Tax Credits.

### Application Assembly

One original *hard copy* and one *electronic copy* on CD or flash drive are required to be submitted by the application deadline.

### Application Binder

One original hard copy of the entire application, tabbed, with all required attachments, must be submitted in a 3-ring binder. The Application requires 12 tabbed sections (Note: The 12<sup>th</sup> tab is new this year for Rehab projects only).

1. **Inside Front Cover of 3-ring Binder:** Affix the CD or flash drive to the inside front cover of the application binder. See below for instructions on the electronic copy.
2. **First Pages of Binder:** The CF Table of Contents/Checklist and the LIHTC Checklist should be placed as the first pages in the application binder, in front of the tabbed sections.
3. **12 Tabbed Sections:** For each tab,
  - a. First, insert the responses to the narrative questions of that **CF Section**.

- b. Second, insert that tab's relevant **CF Forms**. There is no need to add separator sheets between the various forms within a tab.
- c. Third, insert that tab's **CF attachments** from the CF Checklist separated by a colored separator sheet labeled with the name of the Attachment in front of each attachment. Do not add colored sheets for items that are not applicable to your application.
- d. Lastly, insert any **LIHTC attachments** from the LIHTC Addendum Checklist for that tab. LIHTC attachments should also be separated by a colored separator sheet labeled with the name of the attachment.

### Electronic Copy




Applicants must submit all of the application materials electronically on a USB flash drive, CD, or DVD. Applicants must also submit a MS Word version of the project's legal description. WSHFC will not accept the submission of application documents via email or over the internet.

When compiling the CD or flash drive, please order folders according to the Application Checklist. Please refer to the following visual as a guide:

Name	Size	Type
Project name - CF Forms.xlsx	9 KB	Microsoft Excel Worksheet
Project name - CF Sections.docx	14 KB	Microsoft Word Document
Project name - LIHTC Addendum.xlsx	9 KB	Microsoft Excel Worksheet
Project name - LIHTC Checklist.docx	14 KB	Microsoft Word Document
Project name - Rehab Addendum.xlsx	9 KB	Microsoft Excel Worksheet
TAB 1 - Project Summary		File Folder
TAB 2 - Project Description		File Folder
TAB 3 - Need & Population Served		File Folder
TAB 4 - Relocation		File Folder
TAB 5 - Project Schedule		File Folder
TAB 6 - Development Budgets		File Folder
TAB 7 - Project Financing		File Folder
TAB 8 - Project Operations		File Folder
TAB 9 - Development Team		File Folder
TAB 10 - Services		File Folder
TAB 11 - LIHTC Addendum		File Folder
TAB 12 - LIHTC Rehab Addendum		File Folder

Within each folder, name each file with the project name and the name of the document as described on the Application Checklist. All copies of documents must be legible with reasonably-sized font and, when applicable, clear signatures and dates. CF and LIHTC Application forms should be submitted in MS Excel format and not in PDF format. PDF's should be searchable whenever possible. Please create a folder if there are multiple files addressing a single checklist item. If an item is not applicable to your project, simply do not include it; do not create placeholder files for "n/a" items.

Please refer to the following visual as a guide:

Name	Size	Type
 Project name - Market Study.pdf	17 KB	Adobe Acrobat Document
 Project name - Con Plan Ltr.pdf	17 KB	Adobe Acrobat Document
 Project name - 10year Plan Ltr.pdf	17 KB	Adobe Acrobat Document

## Updates for Projects that submitted CF Applications in the local/state Fall 2015 funding round:

1. Please update the following CF Forms for submission with the LIHTC Application:
  - a. CF Forms 6A-6D (Development Budgets)
  - b. CF Form 7A (Financing Sources)
  - c. CF Forms 8A-8E (Project Operations)
2. **CF Form 6E (LIHTC Calculation):** Please replace the form previously submitted with the current form that includes 2016 Credit per Unit limits. The current form is available in the Combined Funders Application Forms workbook posted on the LIHTC website.
3. **Tab 11:** Please replace the CF LIHTC Scoring Summary with the entire LIHTC Addendum followed by any required Tab 11 LIHTC Addendum Attachments.