Washington State Housing Finance Commission 9% Competitive Housing Credit Application Instructions for 2019

Application Components

The 2019 9% Competitive Housing Credit Application consists of three parts:

1. **LIHTC Application Checklist –** This Word document lists all required attachments that are required for the 2018 LIHTC Application.

2. **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.

3. **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 two parts:

    a. **LIHTC Addendum Forms –** This Excel workbook contains the additional information, including the LIHTC Allocation Scoring criteria, required by the LIHTC program.

    b. **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

For the 2019 Tax Credit 9% Competitive Housing Credit round, we are requiring hard copies of the application and forms only. One original hard copy with signatures must be submitted in a 3-ring binder with 12 tabbed sections (Note: The 12th tab is for Rehab projects only). You must include all attachments and forms submitted electronically.

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 LIHTC Application Checklist should be placed as the first pages in the application binder, in front of the tabbed sections.

3. **12 Tabbed Sections:**

    a. For each tab:

        i. First, insert the responses to the narrative questions of that **CF Section**.

        ii. Second, insert that tab's relevant **CF Forms**. There is no need to add separator sheets between the various forms within a tab.

    b. Replace CF tab 11 with the LIHTC Addendum

    c. Add LIHTC Rehab Addendum as tab 12 if applicable

Electronic Copy

Applicants must submit all of the application materials electronically on a USB flash drive or CD. **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

Naming and file conventions

- 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.
- All files should be submitted in their original format – do not convert CF and LIHTC Sections and Forms to PDF format.
- Scanned copies of paper documents must be legible with reasonably-sized font and, when applicable, clear signatures and dates
- 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