



2024 Multifamily Bond/Tax Credit Balance of State Application Instructions

Balance of State Application

The Balance of State Application is intended for Projects outside of King County only.

Minimum Score

Projects outside of King County must select a minimum of 25 points to apply (4 of which must be in Section 4.5 of Policies, Projects that are By and For the Community).

Preapprovals and Notification of Intent to Apply – due Wednesday, December 1, 2023

All Applicants with projects located outside of King County must submit a [Notification of Intent to Apply](#) by noon, Dec. 1, 2023, to be eligible to apply. Total Development Cost Limit Waiver Requests are also due to askusmhcf@wshfc.org at that time for Balance of State project applicants only.

Application Components – due Wednesday, February 14, 2024

The 2024 Bond/Tax Credit Application consists of the following:

1. **Bond/Tax Credit Application Checklist(s)** (Excel) – This document lists all attachments that are required for the 2024 Bond/Tax Credit Application.
2. **Bond/Tax Credit Addendum** (Excel) – This workbook contains required budgets, pro forma, and other numerical parts of the application as well as the self-scoring worksheet. For portfolio applications only, provide a roll-up summary of the information requested across the entire portfolio as best as possible.
3. **Portfolio Application Checklist** (Excel) – For portfolio projects only. If your project is not a portfolio, skip this item. This checklist specifies which application materials should be submitted at the property/project level in addition to submitting a single, portfolio-wide, project application.
4. **Online Application** (Multifamily Developer Portal) – This is the web-based application the Commission uses to receive Bond/Tax Credit Applications. All the above application components should be uploaded via the online application and submitted by noon, Feb. 14, 2024.



5. **Application Fee** – The application fee is due no later than 10 business days after the application due date. Invoicing and payment instructions are available in the Portal.

Application Submission in the Multifamily Developer Portal (Portal)

For the 2024 Bond/Tax Credit round, we will require an online submission of the addendum forms and attachments through the [Multifamily Developer Portal](#). WSHFC will accept the submission of application documents via paper, email, or flash drive with preapproval only.

Please note that you must register for an account in the Portal to submit your application materials.

Application Assembly

When compiling your application materials, please use the Bond/Tax Credit Application Checklist to organize your files into subfolders (e.g., Rainier Apartments > Project Description > Title Report.pdf). Please refer to the visual below as a guide. Download the sample folder structure zip file [here](#).

Name	Date modified	Type
Project Description	12/8/2022 2:24 PM	File folder
Need & Population Served	12/8/2022 2:24 PM	File folder
Relocation	12/8/2022 2:24 PM	File folder
Project Schedule	12/8/2022 2:24 PM	File folder
Development Budgets	12/8/2022 2:24 PM	File folder
Project Financing	12/8/2022 2:24 PM	File folder
Project Operations	12/8/2022 2:24 PM	File folder
Development Team	12/8/2022 2:24 PM	File folder
Scoring	12/8/2022 2:25 PM	File folder
Portfolio Addendum	12/8/2022 2:27 PM	File folder
Project Name - BondTC Addendum.xlsx	12/8/2022 2:30 PM	Microsoft Excel W...

Naming and File Conventions

Please use the following conventions for your submission:

1. Name files with the corresponding name of the documents as described in the Bond/Tax Credit Application Checklist. Please do not exceed 260 characters in length including the path to the file for file names.
2. Submit your application files as a single zipped file. To create a zip-file, press and hold (or right-click) the folder containing all your application files, select (or point to) Send to,



and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select Rename, and then type the new name.

3. All copies of documents must be legible with reasonably sized font and, when applicable, clear signatures and dates.
4. All files should be submitted in their original format.

Questions

Contact mhcfportal@wshfc.org with any questions or issues related to the Portal. Contact Jason.Hennigan@wshfc.org with any application related questions.