

Washington State Housing Finance Commission

9% Competitive Housing Credit Application Instructions for 2023

Application Components

The 2023 9% Competitive Housing Credit Application consists of four parts:

1. **LIHTC Application Checklist** – This Word document lists all required attachments that are required for the 2023 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.
4. **Multifamily Developer Portal** is a web-based application that facilitates the application process for developers seeking financing from WSHFC.

Application Submission in the Multifamily Developer Portal

For the 2023 9% Competitive Housing Credit round, we will require an online submission of the application, forms, and attachments through the [Multifamily Developer Portal](#). WSHFC will not accept the submission of application documents via paper, email, or flash drive.

Please note that you must register for an account in the Portal to submit your application materials. **The online application in the Portal will be available beginning October 2022.**

The following segments of the **CFA** and **LIHTC Addendum forms** will be duplicated in the Portal and may be left blank in the Excel versions (now available on our website):

- CFA Forms – Tabs 1, 2A, 2B & 9A
- LIHTC Addendum Forms – LIHTC Info

Naming and file conventions

When applying in the Portal, applicants will be asked to upload and submit documents through online forms in accordance with the Application Checklist. Please refer to the naming conventions below when uploading required attachments through the Portal.

- 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.
- PDFs should be searchable whenever possible.

For technical questions about uploading your files, email Sojung.Choi@wshfc.org. For questions about application contents, file naming conventions, privacy concerns, or other program questions, email Jacob.Richardson@wshfc.org.