9% Competitive Housing Credit Application Instructions for 2025

Program Overview

The Commission administers the Low-Income Housing Tax Credit (LIHTC, Housing Credit) program for affordable housing investments across the state. Tax credits are allocated annually during a designated application round. Projects are evaluated against the Policies and then ranked to determine award status.

Program Contacts

Lisa Vatske	MHCF Director
Jacob Richardson	Tax Credit Manager
Ben Brown	Sustainable Energy Lead

Apply for Financing

Visit the 9% Housing Credit program page for program announcements and to access the program's application materials. Applications for the 2025 program year must be submitted in the Multifamily Developer Portal by noon on **Monday, November 4, 2024**.

Application Components

The 2025 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 consists of four 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 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.

d. **Multifamily Developer Portal** – This is the web-based application the Commission uses to receive Bond/Tax Credit Applications. All application materials should be uploaded via the online application. Note: User registration is required in the Portal to submit your application materials.

Please note: 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 Assembly

When compiling your application materials, please use the 9% Housing 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.

Name	Date modified	Type
📁 Project Description	10/10/2024 7:19 PM	File folder
📁 Need & Populations Served	10/10/2024 7:20 PM	File folder
📁 Relocation	10/10/2024 7:20 PM	File folder
📁 Development Budget	10/10/2024 7:20 PM	File folder
📁 Project Financing	10/10/2024 7:20 PM	File folder
📁 Project Operations	10/10/2024 7:20 PM	File folder
📁 Development Team	10/10/2024 7:20 PM	File folder
📁 Services	10/10/2024 7:20 PM	File folder
📁 LIHTC Addendum	10/10/2024 7:20 PM	File folder
📁 LIHTC Rehab Addendum	10/10/2024 7:20 PM	File folder

Naming and File Conventions

Please use the following conventions for your submission:

- Name files with the corresponding name of the documents as described in the 9% Housing Credit Application Checklist. Please do not exceed 260 characters in length including the path to the file for file names.
- 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.

- 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.

Questions

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