

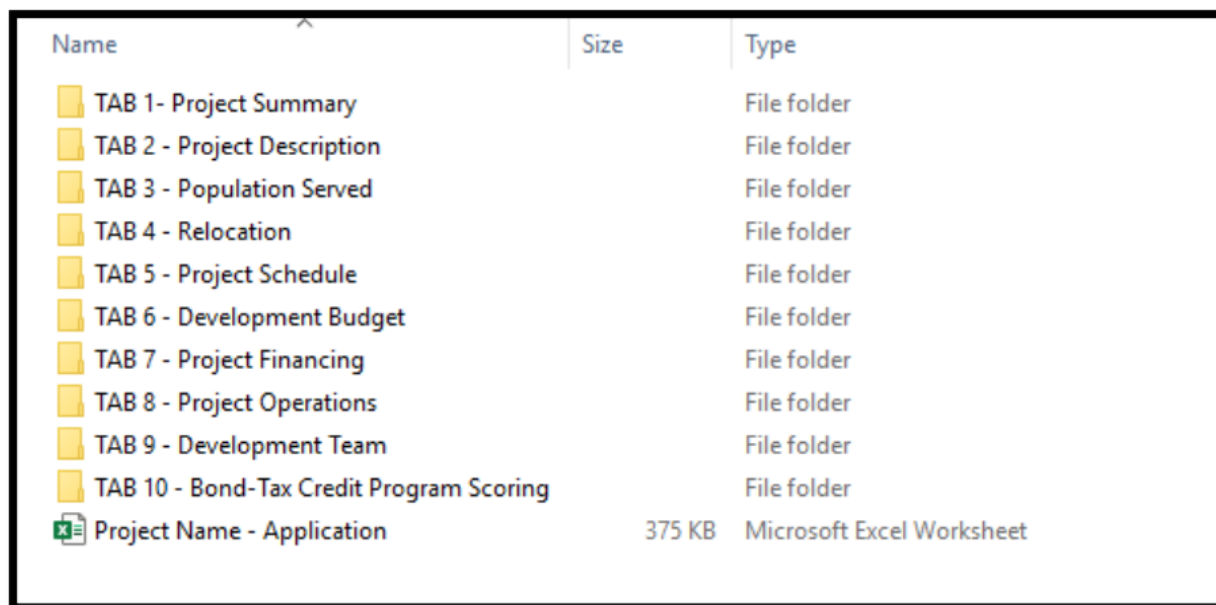
Washington State Housing Finance Commission 4% Tax Credit/Bond Program Application Instructions June 2020

Step 1: Make sure you have all application components

- **Application Checklist** – This lists all attachments that are required for the 2020 Bond/Tax Credit Application.
- **Portfolio Checklist** – A list of the additional materials required for portfolio financings (in addition to one complete application for the entire portfolio).
- **Application** – This Excel workbook contains the required forms, budgets, pro forma and other numerical parts of the application.

Step 2: Prepare your application for submittal

- a. Organize all your application materials into ONE folder per project application.
- b. Submit all files in their original format – do not convert Excel forms to PDF.
- c. Applicants must also submit the project’s legal description in MS Word – not as a graphic, such as a jpg file.
- d. Name your folder using this format: project name – sponsor organization. Example: Mountain View Apts – RPDR Dev Inc.
- e. Order subfolders according to the Application Checklist. Please refer to the following visual as a guide:



| Name | Size | Type |
|--|--------|---------------------------|
| TAB 1 - Project Summary | | File folder |
| TAB 2 - Project Description | | File folder |
| TAB 3 - Population Served | | File folder |
| TAB 4 - Relocation | | File folder |
| TAB 5 - Project Schedule | | File folder |
| TAB 6 - Development Budget | | File folder |
| TAB 7 - Project Financing | | File folder |
| TAB 8 - Project Operations | | File folder |
| TAB 9 - Development Team | | File folder |
| TAB 10 - Bond-Tax Credit Program Scoring | | File folder |
| Project Name - Application | 375 KB | Microsoft Excel Worksheet |

- f. Please use these 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. Wet signatures are not required.
- Scanned copies of paper documents must be legible with reasonably sized font and, when applicable, clear signatures and dates. Wet signatures are not required.
- PDFs 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.

The visual below provides a guide to these naming conventions:

| 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 |

- g. Notarized signatures will not be required for this application round.
- h. Zip the project application folder containing your application materials by right-clicking on the folder, selecting (or pointing to) Send to, and then selecting Compressed (zipped) folder. A new zipped folder with the same name will be created.

Step 3: Submit your application via Dropbox:

- a. Navigate to the file request link posted on WSHFC’s website linked here: <https://www.dropbox.com/request/Z9tMjzmRGCqkM5itgocu>
- b. Click on the link, enter your name and email, choose the zipped folder from your computer (from Step 2 - g), and click Upload.

WSHFC will not be accepting applications submitted via email, or via physical media such as a flash drive or CD, or on paper, for this round. All data collected via the file request will be organized into a single Dropbox folder, and will not be viewable by anyone other than WSHFC staff until preliminary allocations are complete.

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 claire.petersky@wshfc.org.