Washington State Housing Finance Commission
9% Competitive Housing Credit Application Instructions for 2021

Application Components

The 2021 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 2021 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 (Electronic Application Submittals Only)

For the 2021 9% Competitive Housing Credit round, we are requiring an electronic copy of the application, forms, and attachments (Note: The 12th tab is for Rehab projects only). Paper versions of applications are not required for this round and will not be accepted.

Applicants must submit all of the application materials electronically **via Dropbox** (instructions below). **Applicants must also submit a MS Word version of the project's legal description**. WSHFC will not accept the submission of application documents via paper (as stated above), email, or flash drive.

When compiling the application, 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

Submit your application via Dropbox:

- Navigate to the file request link posted on WSHFC's website linked here: https://www.dropbox.com/request/wDDLaYtYt0sMuGO2oj4Q

- Click on the link, enter your name and email, choose the zipped folder from your computer, 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 bob.peterson@wshfc.org.