WASHINGTON STATE
**HOUSING FINANCE
COMMISSION**

Opening doors to a better life

**9% Competitive Housing Credit
Application Instructions for 2024**

Application Timeline

Pre-approval requests are due to Jacob Richardson, Tax Credit Manager, by noon, **September 6, 2023**. Applications must be submitted in the Multifamily Developer Portal by noon, **November 6, 2023**.

Application Components

The 2024 9% Competitive Housing Credit Application consists of the following:

- **LIHTC Application Checklist –** This PDF document lists all required attachments that are required for the 2024 LIHTC Application.

- **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.

- **LIHTC Addendum** contains additional questions and information unique to the LIHTC program and not required by the other funders participating in the CF Application.

- **Online Application (Multifamily Developer Portal)** – This is the web-based application the Commission uses to receive all application materials including the CF Application and LIHTC Addendum Forms. All completed application materials should be submitted in the Portal by noon, November 6, 2023.

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

Visit the Multifamily Developer Portal Resources webpage for more information on the Portal.

Application Assembly

When compiling your application materials, please use the LIHTC 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	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

Please use the following conventions for your submission:

- Name files with the corresponding name of the document as described in the LIHTC 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) your 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

Please direct questions about the program or the application materials to Jacob Richardson, Tax Credit Manager, Jacob.Richardson@wshfc.org. For technical assistance in the Multifamily Developer Portal, contact MHCFPortal@wshfc.org.