

2011 LIHTC Application Instructions

The format for the Washington State Housing Finance Commission's Low Income Housing Tax Credit Application changed significantly in 2010. The LIHTC Application now consists of two parts:

1. **Combined Funders (CF) Application** (narrative questions, forms, and attachments) that the State of Washington, the Commission, King 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 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 Addendum Checklist** – This Word document lists the required attachments that are unique to the LIHTC program.

APPLICATION ASSEMBLY

One original hard copy of the entire application, tabbed, with all required attachments, must be submitted in a 3-ring binder. The Application requires 11 tabs as outlined in the Table of Contents of the Combined Funders Application. The CF Table of Contents/Checklist and the LIHTC Checklist should be placed as the first pages in the application binder, in front of the tabbed sections. All other materials should be organized behind each tab in the following manner:

1. Insert the responses to the narrative questions of that CF Section.
2. Insert relevant CF Forms.
3. Insert required CF attachments using colored separator sheets labeled with the name of the Attachment in front of each attachment.
4. Insert required LIHTC attachments as instructed by the LIHTC addendum.

**** Projects that submitted CF Applications in the local/state Fall 2010 funding round:**

1. Please update the following CF Forms for submission with the LIHTC Application:
 - a. CF Forms 6A-6D (Development Budgets)
 - b. CF Form 7 (Financing Sources)
 - c. CF Forms 8A-8D (Project Operations)
2. **CF Form 6E (LIHTC Calculation):** Please replace the form previously submitted with the current form that includes 2011 policy updates. The current form is available in the Combined Funders Application Forms workbook posted on the LIHTC website.
3. **Section 11:** Please replace CF Form 11: LIHTC Scoring Synopsis with the LIHTC Addendum Forms and required Section 11 Addendum Attachments.