

2013 LIHTC Application Instructions

The LIHTC Application 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 CF attachments from the CF Checklist *using colored separator sheets* labeled with the name of the Attachment in front of each attachment.
4. Insert LIHTC attachments from the LIHTC Addendum Checklist for that tab.

**** Projects that submitted CF Applications in the local/state Fall 2012 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-8E (Project Operations)
2. **CF Form 6E (LIHTC Calculation):** Please replace the form previously submitted with the current form that includes 2013 policy updates. The current form is available in the Combined Funders Application Forms workbook posted on the LIHTC website.
3. **Tab 11:** Please insert the LIHTC Addendum Forms followed by any required Tab 11 LIHTC Addendum Attachments behind Tab 11.