

Approval Process for WCHAC Prioritization of 9% LIHTC Applications



Step 1: Proponents Declare Interest

- Project proponents indicate interest in developing project, provide basic information to AHPG to have project put into consideration

Step 2: Statement of Intent

- Complete the Housing Trust Fund's Stage 1 application (slightly modified for Whatcom's use), and the LIHTC scoring sheet for the 9% tax credit
- Complete a brief questionnaire that includes:
 - Description of how project will meet goals of the County's Local Plan to End Homelessness, and the Comprehensive Plan / Consolidated Plan of the city where project is intended to be built
 - Information about other funding sources to be used and commitments of those funders, if applicable
 - Description of project's operational costs as well as planned or secured funding for those operations

Step 3: Combined Funders Application (CFA)

- Complete CFA with 9% scoring sheet
- Update information about other secured funding, if applicable

Step 4: Prioritization from WCHAC

- AHPG completes analysis of projects that have cleared Step 3 and shares finding with WCHAC
- WCHAC selects preferred project using transparent criteria that address project viability for funding and the ability to meet community needs

Step 5: Application to WSHFC

- Selected project completes and submits application to WSHFC with letter of endorsement from WCHAC