

# Fall 2009 HTF Funding Round

## Quick Reference Sheet

### Application Round Schedule

Applications are due to HTF by 5 pm on the due dates.

Stage 1 applications:	July 15, 2009
Stage 2 applications:	September 2, 2009
Award announcements:	December 16, 2009

### Formatting and submission overview:

Please refer to Chapter 3 in the HTF handbook for complete instructions.

### Stage 2

Submit **1 hardcopy** and **1 electronic** version of all application forms

#### Hardcopy

Include full versions of all required attachment documents, including all those listed on the HTF Addendum checklist.

#### Electronic Documents:

Submit all documents on CD with your application binder **OR** submit by email to [ctedhtfapp@cted.wa.gov](mailto:ctedhtfapp@cted.wa.gov). All emailed documents must be received by the application deadline.

Label your CD (or email subject line) with the following information in the order shown:

- Application number (provided by reviewers during contact calls)
- Applicant name **and** Project name

Include the following files:

- **1 Excel** workbook with the full set of applicable forms completed.  
Label with the application# and project name (ex: "F9R99 Green Apts.xls")
- **1 Word** document with the full set of applicable sections completed.  
Label with the application# and project name (ex: "F9R99 Green Apts.doc")
- **1 Word** document including the HTF Addendum, with questions completed.  
Label with the application#, project name and "HTF Addendum"  
(ex: "F9R99 Green Apts HTF Addendum.doc")
- If your project proposes the use of CDBG Housing Enhancement and/or CTED O&M funds, please also include the application materials required by those programs. Use the same format described above (ex. "F9R99 Green Apts O&M.doc;" "F9R99 Green Apts CDBG.doc")

**Note:** To ensure that applications are received, all applicants will be sent an email confirmation. If confirmation is not received by 12 noon on the day following the Stage 1 due date, applicants are responsible for contacting Housing Trust Fund staff immediately by telephone.

**Mailing Address:**

State of Washington  
 Department of Commerce  
 Housing Division  
 Post Office Box 42525  
 Olympia, Washington 98504-2525

**Street Address for Deliveries:**

State of Washington  
 Department of Commerce  
 Housing Division, Fourth Floor  
 906 Columbia Street Southwest, Olympia,  
 Washington 98504

**Fall 2009 Staff Contacts**

Staff Name	Focus Area	Phone	Email
Jan Navarre	Special Needs	(360) 725-2934	<a href="mailto:janice.navarre@commerce.wa.gov">janice.navarre@commerce.wa.gov</a>
Richard Penton	Senior, Farmworker	(360) 725-2937	<a href="mailto:richard.penton@commerce.wa.gov">richard.penton@commerce.wa.gov</a>
Dena Harris	General	(360) 725-2902	<a href="mailto:dena.harris@commerce.wa.gov">dena.harris@commerce.wa.gov</a>
Sean Harrington	Applications	(360) 725-2995	<a href="mailto:sean.harrington@commerce.wa.gov">sean.harrington@commerce.wa.gov</a>
Tanya Mercier	Operating & Maintenance	(360) 725-5090	<a href="mailto:tanya.mercier@commerce.wa.gov">tanya.mercier@commerce.wa.gov</a>
Doug Hunter	HOME Program	(360) 725-2924	<a href="mailto:doug.hunter@commerce.wa.gov">doug.hunter@commerce.wa.gov</a>