



2017 Housing Trust Fund Application Workshops

The Department of Commerce (“Commerce”) will be conducting **five** application workshops for the Washington State Housing Trust Fund (“HTF”), National Housing Trust Fund (“NHTF”), and HOME. The purpose is to provide applicants with information about the funding application and evaluation criteria for new affordable housing projects that benefit low- and extremely low-income individuals and families, as well as present the new workout application for those seeking changes to an existing contract.

Please refer to our website for more information about these programs at:

<http://www.commerce.wa.gov/HTF>.

The HTF Handbook is located at:

<http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf>.

These resources will provide additional information and help clarify eligibility for program funds.

Participation in one of these workshops will improve an applicant’s knowledge and ability to submit a competitive application, but it is not a mandatory requirement for applying for funds. This is also an opportunity to ask questions, obtain clarifications, and provide feedback to Commerce staff regarding the application and evaluation process. For those who are unable to attend a live workshop, Commerce will be posting a slideshow presentation online after the workshops are complete.

New funding application materials will be available in late June or early July of 2017, or shortly after the Legislature passes the biennial Capital Budget. Applications are anticipated to be due to Commerce in September of 2017, with new awards announced in December of 2017.

Workout application forms will be made available on the [program website](#) in or around June of 2017.

Please RSVP for one of the five Workshop Days by registering through [Eventbrite](#). The locations and information for each event are below.

We look forward to seeing you at one of these workshops! Please email Jennifer.Lane@commerce.wa.gov or call (360) 725-2972 with any questions or requests for special accommodations.

Olympia

Friday
May 12, 2017
9:00 a.m. to 1:00 p.m.

Department of Commerce
Columbia River Room #110
1011 Plum Street
Olympia, WA 98504

Limited free parking is available in front of building;
unlimited free parking is available behind the
building and across the railroad tracks.

[Directions to Department of Commerce](#)

Everett

Tuesday
May 16, 2017
9:00 a.m. to 1:00 p.m.

Snohomish County Robert J. Drewel Building
(Administration Building East)
Stillaguamish Room
3000 Rockefeller Avenue
Everett, WA 98201

Free parking is available approximately 5 blocks
from the building. 90-minute free parking is
available around the building or a parking garage is
available below the building for \$6.00 if you arrive
before 9:30am.

[Directions to Snohomish County Main Campus](#)

Spokane

Monday
May 22, 2017
9:00 a.m. to 1:00 p.m.

Hotel Red Lion (RL)
Skyline 2 Ballroom
303 W North River Dr.
Spokane, WA 99201

For free day use parking obtain a pass from
customer service in the lobby.

[Driving directions to Hotel Red Lion](#)

Seattle

Monday
June 5, 2017
9:00 a.m. to 1:00 p.m.

Pacific Tower
Panoramic Center Room
1200 12th Avenue South
Seattle, WA 98144

Parking is available on levels P2 and P6 in the West
Garage for a fee.

[Driving directions to Pacific Tower and parking rates](#)

Yakima

Tuesday
June 6, 2017
9:00 am to 1:00 pm

Yakima Area Arboretum
Gardenview Room
1401 Arboretum Drive
Yakima, WA 98901

Free parking on location.

[Driving Direction to Yakima Area Arboretum](#)

Agenda

Olympia — May 12, 2017

Everett — May 16, 2017

Spokane — May 22, 2017

Seattle — June 5, 2017

Yakima — June 6, 2017

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| 9:00 - 9:10 | Welcome, Housekeeping, Introductions |
| 9:10 - 9:20 | Programs Background |
| 9:20 - 10:15 | Workout Application Overview and Training |
| 10:15 - 10:30 | Break |
| 10:30 - 1:00 | Funding Application Overview and Discussion |
| 1:00 | End of Workshop |
| 1:00 - 3:00 | Optional – Additional Q&A with Staff* |

*The optional Q&A time may be shorter in Spokane, pending flight schedules.