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## Washington State Homeownership Unit Housing Trust Fund - Homeownership NOFA #HOU-2025-07

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### 2025 FUNDING ROUND

#### Notice of Funding Availability (NOFA) and Solicitation of Project Applications

Published:	July 16, 2025
Technical Assistance Period:	July 17, 2025 – September 19, 2025
Applications Deadline:	By 3:00PM on September 26, 2025

1. *Read this Notice of Funding Availability (NOFA), its Appendices, and all of the instructions carefully;*
2. *Respond to all of the questions in the application forms (all Excel and Word files), and*
3. *Submit all materials/attachments as instructed. Refer to the “Application Requirements Checklist” documents included in each application).*

*Submitting a complete application by the deadline is a threshold that must be met in order for an application to be reviewed and evaluated for funding.*

**OPEN TECHNICAL ASSISTANCE PERIOD:** *July 17, 2025 – September 19, 2025*

**SAVE THE DATES** [See [NOFA Timeline](#) for complete schedule]:

**Application Workshop Webinars\*:**

August 6, 2025 11:00 AM – 12:00 PM: [New Construction/Acquisition with Rehabilitation Only](#)

August 7, 2025 11:00 AM – 12:00 PM: [Affordability Subsidy Only](#)

August 11, 2024 1:30 PM – 2:30 PM: [Down Payment Assistance Only](#)

*\*All presentations will be recorded and posted online.*

**In-Person Round Table Discussions:**

July 30, 2025 10:00 AM – 12:00 PM: [Seattle In-Person Round Table Discussion](#)

August 4, 2025 11:30 AM – 1:40 PM: [Vancouver In-Person Round Table Discussion](#)

August 12, 2025 10:00 AM – 12:00 PM: [Olympia In-Person Round Table Discussion](#)

August 14, 2025 12:00 PM – 2:00 PM: [Burlington In-Person Application Workshop](#)

August 20, 2025 10:30 AM - 12:00 PM: [Virtual Round Table Discussion](#)

*\*\*To register for workshops and webinars, go to the [NOFA Timeline](#) document for links.*

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## I. Introduction

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The Department of Commerce (Commerce) is soliciting applications for affordable Homeownership housing projects seeking capital funding from the state Housing Trust Fund.

This Notice of Funding Availability and Solicitation (NOFA) is intended for applicants seeking to **create affordable housing units or otherwise undertake activities resulting in an increase of affordable housing stock** in Washington State.

Projects that receive funding resulting from this NOFA must execute a contract with Commerce within six (6) months of the award date. Construction projects, down payment assistance funding, and affordability subsidy funding must be completed within three (3) years of the award date.

## II. Funds Available

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The total funds awarded in 2025 will be determined by the readiness of the proposed projects to proceed to construction and/or funding, along with the quality of applications.

### A. Capital Budget Appropriation – Housing Trust Fund [\[SSB 5195; Section 1021\(1\)\(d\)\]](#)

The Washington State Legislature appropriated \$72,500,000 in the 2025 Capital Budget, Laws of 2025, Section 1021(1)(d), for awards to organizations eligible under RCW 43.185A.040 for the development of homeownership projects affordable to first-time homebuyers whose income is up to 80 percent of the area median income (AMI), adjusted for household size, for the county where the property is located are eligible to apply, except that projects located in rural areas of the state, as defined by the department, serving homebuyers whose income is up to 100% of the AMI, adjusted for household size, for the county where the property is located.

Commerce retains 3% of the above funds to administer the HTF capital homeownership program, \$2,175,000. 10% of the awarded funds will be appropriated for homeownership projects benefiting low income households in federally recognized tribes. A separate application and NOFA will be released for these funds. The remaining \$63,292,500 million shall be awarded as a result of this NOFA, provided that sufficient, qualified applications are received.

## III. Timeline – Subject to revision based on Commerce business needs

Project Applications Solicited (this NOFA)	July 16, 2025
Technical Assistance, Application Clarifying Questions and Answers	July 17, 2025 – September 19, 2025
Deadline for Submittal of Waivers (project funding maximum, ESDS, etc.)	September 6, 2025
<b>Project Applications Due to and Received by Commerce</b>	<b>BY 3pm on September 26, 2025</b>
Preliminary List of Applications Received Published on Commerce Website	October 10, 2025
Applicant Interviews	October 27, 2025 – November 21, 2025
Final Funding Decisions and Awards	December 2025
<b>HTF Contract Execution and Construction/Development Started</b>	<b>June 2026</b>

**Note: Commerce reserves the right to revise the above timeline at its sole discretion.**

## IV. Conditions of This NOFA

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### A. Pre-development and Application Preparation Costs

Completion of a competitive application often requires significant time and expense. Commerce recognizes that applicants will incur costs preparing for and submitting their applications. All applicants should be aware that Commerce cannot be held responsible for pre-development or application preparation costs in response to this NOFA, regardless of whether funding is awarded.

### B. Populations to be Served

The funds made available via this NOFA are for the provision of homeownership to all population types, subject to the prioritizations described in Appendix A. Populations indicated as intended to be served by projects, as well as the income levels proposed, will be incorporated *as-is* into any resultant contracts.

### C. Funding Limits

To ensure that funds are distributed across the state and among applications equitably, the following funding limits will be observed in this 2025 funding round, based on projects' locations (see **Geographic Determination** below).

Commerce views organizations that share common by-laws, board members (more than 50 percent), and service area as the same organization within their common service area.

The following limits apply to all Homeownership applicants:

**Per Project:**

The maximum award *per* homeownership *project* is:

- \$6 million for New Construction or Acquisition with Rehabilitation
- \$4 million for Affordability Subsidy
- \$3 million for Down Payment Assistance

**Per Applicant:**

There are no per applicant limits, per RCW 43.185A.

### D. Waivers

Applications must meet all of the thresholds identified in the review criteria described in the appropriate Appendix in order to be considered for funding. Commerce *may* issue threshold waivers, in extraordinary circumstances, at its sole discretion.

Applicants should consult the [HTF Handbook](#) (Section 301.2.1) prior to requesting a waiver.

Waiver requests must be submitted in writing via email by **no later than September 6, 2025** to [HOUApplication@commerce.wa.gov](mailto:HOUApplication@commerce.wa.gov). Click [here](#) for the waiver form.

## E. Application Review Process

- ❖ Only **Qualified Applications** will be reviewed and evaluated for funding. “**Qualified Applications**” are defined as those applications that meet ALL of the **Threshold** criteria detailed in **Appendix A**.
- ❖ **Qualified Applications** will be evaluated and ranked based on the criteria detailed under **Decision Point #2**, with final decisions made in reference to criteria detailed under **Decision Point #3**. All criteria are detailed in **Appendix A**.

## F. Reporting Requirements

Commerce is required by statute to report various data points on the funding it administers. To facilitate this reporting, data is published on our website to reflect the response to this NOFA and the recipients of funding.

### 1. Awards Data

We are required to report all area median income levels for the awarded funds. As a result, area median income levels, as submitted for funding consideration, may not be changed after a project is awarded funds.

### 2. Third Party Certification of Final Development Costs

Certified final project development costs, including data and descriptive statistics must be reported to the legislature. Award recipients must have a third party audit of their project’s final development costs. This expense is eligible for HTF funding. A separate line item has been included in the application forms dedicated to the cost for the applicant to conduct a third party certification (i.e., audit) of their project’s final development costs. Applicants are encouraged to use this new line item for their estimated third party cost certification. (see [HTF Handbook](#) for details). This requirement does **NOT** **apply** to projects that use HTF funding for Down Payment Assistance or Affordability Subsidy only.

## V. Geographic Determination

Projects are grouped into one of three geographic categories to facilitate distribution of funds across the state in compliance with [RCW 43.185A](#): 30% of funds to projects in Rural areas. These categories are:

1. Rural
2. King County
3. Urban (not King County)

Geographic categories are defined in Appendix E.

## VI. Application Documents and Instructions

### A. Submittal Requirements

ONLY electronic submissions of the application forms and supporting materials will be accepted. Hardcopies of the application or materials WILL NOT be accepted by Commerce.

All application materials must be submitted electronically via a file sharing site or directly to the HOU inbox at [HOUapplication@commerce.wa.gov](mailto:HOUapplication@commerce.wa.gov). (e.g. GoogleDocs, Dropbox).

Links to application document locations on the file sharing sites must be submitted via email to the HTF Applications inbox:

[HOUApplication@commerce.wa.gov](mailto:HOUApplication@commerce.wa.gov)

Please indicate in the subject line that the materials are submitted for the **HOU July 2025 Round NOFA #HOU-2025-07**.

**NOTE: If Commerce cannot access the files uploaded to the site *within 48 hours of the submittal deadline*, the project will be considered to have NOT been submitted and will not be reviewed for funding. Files must be open to all Commerce employees for full review.**

It is therefore **strongly** encouraged that applicants establish a “test” link to ensure that Commerce can access their submittal folders.

## B. Submittal Deadline

**Complete applications must be received by Commerce by 3:00 PM (PST) on September 26, 2025.**

*Commerce strongly recommends applicants submit their application materials 1-2 days prior to this date to allow time to mitigate any technical difficulties.*

- Applications found to be substantially incomplete will not be reviewed.
  - Only documents date stamped as having been uploaded by the 3:00 PM, September 26, 2025 deadline will be downloaded and reviewed.
  - In the event Commerce is not in receipt of an application by the deadline, if the applicant can provide proof of a good faith attempt to timely submit the application (e.g., a screen cap of their “sent” box that clearly indicates the date), the application will be accepted. Otherwise, the application will be determined to not have arrived on time and will not be reviewed.
1. Once an application is submitted, applicants will receive an email confirmation of receipt by 5:00 PM the business day following the submittal date.
    - a. If confirmation is not received within this period, ***it is the applicant’s responsibility to follow up by submitting an inquiry to [HOUApplication@commerce.wa.gov](mailto:HOUApplication@commerce.wa.gov).***
  2. A subsequent email will be provided conveying the results of the threshold review.

## C. Application Components

Project application documents can be downloaded from Commerce’s [Homeownership Unit Homepage](#), under How do I apply to HTF Homeownership Funding?

Applications in response to this NOFA must be submitted using the correct materials and instructions. Applicants must use the **2025** HTF Project Application forms. Fall 2024 unfunded projects may update their application materials using the new Homeownership Applications. \*Applications have been updated for the 2025 funding year, re-using 2024 applications may be considered incomplete. Please visit the list [of Fall 2024 projects](#) to see which projects are eligible to resubmit.

Applications submitted using forms other than the required forms will not be considered to be **“Qualified Applications”** as defined above, and will not be reviewed.

## Application

Download the documents from the Application Documents [folder here](#). **Do not convert any documents into PDFs unless instructions explicitly direct.**

### 1. Homeownership Application – HOU Version (Microsoft Word)

**Do not convert the file to PDF.**

- a. For DOWN PAYMENT ASSISTANCE (DPA) only projects with *no construction or acquisition and rehabilitation elements*:

2025 CFA [HOU DPA Application](#) (Microsoft Word)

Name this file as follows: “[PROJECT NAME] – DPA ONLY APP

**Do not convert the file to PDF.**

*\*\*DPA: funds applied at closing for a homebuyer’s down payment and/or closing costs. These funds are repaid when the home sells or is refinanced and revolved to new low income homebuyers.*

- b. For Affordability Subsidy only projects with *no construction or acquisition and rehabilitation elements*:

2025 CFA HOU [Affordability Application](#) (Microsoft Word)

Name this file as follows: “[PROJECT NAME] – Affordability Subsidy APP

**Do not convert the file to PDF.**

*\*\*Affordability Subsidy: funds applied at closing that stay with the property keeping the home affordable during the affordability period.*

- c. For CONSTRUCTION projects or project with ACQUISITION/REHABILITATION:

2025 [CFA CONSTRUCTION APP](#) (Microsoft Word)

Name this file as follows: “[PROJECT NAME] –CONSTRUCTION APP”.

**Do not convert the file to PDF.**

### 2. Homeownership Workbook (Microsoft Excel)

- a. For DOWN PAYMENT ASSISTANCE (DPA) only projects with *no construction or acquisition and rehabilitation elements*:

2025 CFA HOU DPA [Workbook](#) (Excel Document)

Name this file as follows: “[PROJECT NAME] – DPA Workbook

**Do not convert the file to PDF.**

*\*\*DPA: funds applied at closing for a homebuyer’s down payment and/or closing costs. These funds are repaid when the home sells or is refinanced and revolved to new low income homebuyers.*

- b. For Affordability Subsidy only projects with *no construction or acquisition and rehabilitation elements*:

2025 CFA HOU DPA [Workbook](#) (Excel Document)

Name this file as follows: “[PROJECT NAME] – Affordability Subsidy Workbook

**Do not convert the file to PDF.**

*\*\*Affordability Subsidy: funds applied at closing that stay with the property keeping the home affordable during the affordability period.*

- c. For CONSTRUCTION project or project with ACQUISITION/REHABILITATION:

2025 CFA [CONSTRUCTION Workbook](#) (Excel Document)

Name this file as follows: “[PROJECT NAME] –CONSTRUCTION Workbook”.

**Do not convert the file to PDF.**

### 3. Attachments

All supplemental documents listed in the Homeownership Application Requirements Checklist at the end of each application, as appropriate to the project.

Use the following naming and file conventions for attachments:

- i. All files should be submitted in their original format – **Do not convert the file to PDF.**
- ii. Scanned copies of paper documents must be legible with 11 point or larger font and, when applicable, clear signatures and dates.
- iii. PDFs should be searchable whenever possible, and should not be submitted “locked.” If this requirement conflicts with the policies of contracted consulting firms, please contact Commerce staff directly.
- iv. Documents should be labeled based on what they are in the application checklist in a manner that allows for the reviewers to easily decipher what the document applies to.
- v. Missing required supplemental documents may deem an application incomplete and may not be reviewed.

## VII. Award Terms

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### A. Administration and Monitoring Fees

Commerce uses up to three percent (3%) of the capital bond proceeds or other new appropriations for affordable housing investments for administrative costs with application, distribution, and project development activities of the Affordable Housing Program, per RCW [43.185A.140\(5\)\(b\)](#) and Section 402.4.6 in the [HTF Handbook](#).

### B. Retainage

All construction and rehabilitation projects, regardless of HTF administered funding uses, **will have a minimum of 5% of their HTF administered funds retained** until the project is completed, including receipt by Commerce of materials related to the Placed in Service process.

### C. Terms of Award

Commerce will award funds in the form of a recoverable grant. The funds will be a grant so long as the terms of the contract are met for the duration of the 25-year commitment period.

If the contract terms are unable to be met, the funds are recovered.

The State’s interest in a property will be secured by collateral and documentation as appropriate to the type of project being funded with state resources including a Contract, Deeds of Trust, Low Income Housing Covenants (with a minimum of 25 years), and Promissory Notes.

## VIII. Questions

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Send questions or requests for additional information about this NOFA or the application materials to the NOFA Coordinator, via the HTF Application inbox:



HOUApplication@commerce.wa.gov

**Indicate in the subject line that the question is related to the Traditional HTF Round NOFA #HFU-2025-07.**

As part of the application process under this NOFA, questions must be submitted **no later than September 19, 2025**. Commerce may publish, and update as necessary, a questions and answers document on the [Applying to the Housing Trust Fund](#) webpage.