



**Note:** Please review the [Bond/Tax Credit Polices](#) for further information about the Application Package and requirements.

### 2023 Bond/Tax Credit Application Round Schedule

- January 4, 2023, at noon:
  - [Notification of Intent to Apply Forms](#) due
- January 31, 2023:
  - Total Development Cost (TDC) Limit Waivers due ([via email](#))
- March 29, 2023, at noon:
  - Applications due ([MHCF Developer Portal](#))

### General

1. Does the Commission use the Combined Funders' Application (CFA) for this program? **No**
2. Which Evergreen Sustainable Development Standard (ESDS) should I use? **The most recent one – 4.0.**

### Preapplication

1. Do I need to submit a Notification of Intent to Apply to apply in this funding round? **All Applicants applying in the 2023 Bond/Tax Credit Funding Round must submit a Notification of Intent to Apply by January 4, 2023, at noon to apply for this funding round. Housing Authorities and/or Public Development Authorities issuing their own bonds are exempt from this requirement.**
2. If I submitted a complete Application to preserve my project's QCT/DDA status by yearend, do I need to submit a Notification of Intent to Apply? **No**
3. When is the Total Development Cost (TDC) Limit Waiver due? **The TDC limits and waiver forms will be available starting December 31, 2022. Submit your TDC limit waiver requests by January 31, 2022, via email, to Dan Rothman, [Dan.Rothman@wshfc.org](mailto:Dan.Rothman@wshfc.org). Please contact Dan, or Claire Petersky, [Claire.Petersky@wshfc.org](mailto:Claire.Petersky@wshfc.org) if you anticipate submitting after the due date.**
4. If I have a "boost" (under the TDC Limit Policy) which puts the project under the standard TDC Limit – do I need to submit a TDC Limit Waiver? **Yes**
5. Are preapplication meetings/interviews required? **Yes, for the following:**
  - a. Re-syndications
  - b. Manufactured Housing
  - c. TDC Limit Exemption Requests
  - d. Community Based Organization (CBO) points – Commission staff will reach out to coordinate CBO interviews.

### QCT/DDA Status

1. I need to submit a "complete" application to the Commission by yearend to preserve my project's QCT/DDA status. What should I submit for my application to be considered "complete?" (Please note, the tax credit investor and/or other important party to your transaction may have different answers.)



- a. **Federal and Minimum Threshold Requirements Documents, e.g., market study, community revitalization plan (appraisal may be waived with approval).**
- b. **Identification of the site (this cannot change). Contact [Claire.Petersky@wshfc.org](mailto:Claire.Petersky@wshfc.org) if your site has multiple addresses or no street address that's been assigned by the local jurisdiction.**
- c. **Documentation of Proposed Financing Team**
- d. **Letter of Intent (LOI) from lender(s) and tax credit investor**
- e. **Scoring-related documentation**
- f. **Application fee**

### Community Based Organization (CBO)

1. We think we are a CBO, are we? **If you plan to take any points under Section 4.5 of the Policies, please indicate as such in the Notification of Intent to Apply Form and provide the name of the CBO(s), which may or may not include your organization. We will reach out to follow up with interviews. If you have any questions regarding these points, please contact [Keri.Williams@wshfc.org](mailto:Keri.Williams@wshfc.org).**

### Addendum Workbook

1. I have more sources than are accounted for in the number of columns in the budget tab in the addendum workbook. What should I do? **Please have a separate column for taxable bonds/conventional loans, and especially special funds like the Evergreen Fund or Amazon's Housing Equity fund. You may combine public funds, for example, into a single column.**

### Multifamily Developer Portal

1. Register (or log in if you already have an account) to begin your application in the [Multifamily Developer Portal](#). Experiencing technical issues? **Contact [mhcfportal@wshfc.org](mailto:mhcfportal@wshfc.org) and someone will follow up shortly. Feel free to review our Portal Resources webpage with help how-to guides here: <https://wshfc.org/mhcf/portal/index.htm>.**