



# WSHFC Bond Cap Request Process & Timeline for Public Housing and Development Authorities

## Background

Demand for allocations of volume cap to develop affordable housing projects is currently oversubscribed with pending applications from housing developers and transfer requests from local housing and development authorities. In order to continue maximizing the use of bond cap, the Commission closely coordinates with the Association of Washington Housing Authorities (AWHA) and local public development authorities to queue a potential pipeline of projects that will need bond cap each year and coordinate the timely transfer of bond cap to meet demand. The Commission has also sought ways to expand the reach of its allocation, such as using bond cap provisions to allow cap to be recycled, thus supplementing WSHFC's existing bond cap allocation.

## Application Forms & Timeline

### Bond Cap Request Form

All public housing and development authorities seeking housing volume cap are required to fill out and submit a separate *bond cap request form* for each project **by month end of November of the year prior to an expected allocation**. In addition to the basic request form, applicants should provide regular and timely status updates for any project(s) receiving an allocation in the current year, as well as potential projects in their pipeline, directly to the Director of Multifamily Housing and Community Facilities, [Lisa Vatske](#) and Data Coordinator, [Sojung Choi](#), at least quarterly. Housing authorities may choose to provide updates through AWHA.

### Tax Credit Application

- Contact [Dan Rothman](#) and submit your Total Development Cost (TDC) waiver and/or subsidy layering review request **at least 2 weeks prior** to submitting your tax credit application.
- Submit your tax credit application and application fee **at least 60 days prior** to bond closing using the linked *application submission form*.

## Bond Cap Transfer & Closing

- Contact [Sojung Choi](#) to request your bond cap transfer letter **30 days prior** to bond closing. We can provide you with a bond cap reservation letter in advance of the 30 days (separate from an official transfer letter) if required. Please notify us when your closing takes place as soon as possible so that we can update our records. In addition, if you do not close within the timeframe as set out by the official transfer, an updated transfer letter should be requested.
- We ask that you reimburse the allocation fee that was originally prepaid by the Commission for your portion of bond cap. The invoice for this fee is billed at the time of bond cap transfer and due at closing.
- Submit a copy of the Bond 101 and IRS Form 8038 to [Sojung Choi](#) at your earliest convenience.

## Housing Volume Cap Recycling

Recycling of bond volume cap offsets the need for new bond volume cap dollar-for-dollar, effectively “stretching” the amount available for more projects across the State. Although the recycled cap is not eligible for 4% tax credits, it can be used for the portion of volume cap not required for the “50% test.” Please fill out the following form if you know your bond cap is eligible for recycling. If you have any questions about the Commission’s recycling program, please contact Lisa Vatske.

## Timeline

Due	Item
November of year prior to closing	Bond cap request form
At least 2 weeks prior to tax credit application submission	TDC waiver/subsidy layering review
60 days prior to closing	Tax credit application
30 days prior to closing	Request bond cap transfer letter
After closing	Bond 101 & IRS Form 8038

## Links

1. Bond Cap Request Form
2. Tax Credit Application Materials
3. Tax Credit Application submission form
4. Volume Cap Recycling Form

## Program Contacts

- Lisa Vatske, Director
- Sojung Choi, Data Coordinator

- Dan Rothman, Bond/Housing Tax Credit Analyst - Underwriter
- Jacob Richardson, Senior Bond/Housing Tax Credit Analyst