

**2023 MFA UNIVERSAL RENTAL DEVELOPMENT APPLICATION**  
**Development Synopsis and Intent To Submit Tax Credit Application**

In advance of submitting an entire 2023 Low Income Housing Tax Credit (“LIHTC”) 9 percent Tax Credit Application (“2023 9 percent Application”) no later than January 20, 2023, a Development Synopsis and Intent to Submit Tax Credit Application (“Intent to Submit”) are required to be submitted **on or before December 20, 2022, at 5:00 p.m. (Mountain time)** via the MFA Secure File Transfer-HD at: [https://mfa.internal.housingnm.org/SFT\\_HD/](https://mfa.internal.housingnm.org/SFT_HD/). Send access requests to [jredondo@housingnm.org](mailto:jredondo@housingnm.org) (505-767- 2210) or [cwheelock@housingnm.org](mailto:cwheelock@housingnm.org) (505-767-2279) at least three days prior to the December 20, 2022 deadline.

**If the below items are not submitted by 5:00 p.m. on December 20, 2022, the 2023 9 percent Application will not be considered for 9 percent Tax Credits in the 2023 LIHTC competitive round.**

**All tax-exempt bond financed Projects are required to submit an Intent to Submit a Tax Credit Application and Development Synopsis at least 30 days prior to submitting their Application in order to insure timely processing to meet other bond issuance deadlines.**

**A. Intent to Submit Tax Credit Application-**

The Intent to Submit shall include the following information:

1. Date of submission of the Intent to Submit;
2. Name of Applicant, Developer and Project Owner, along with contact information;
3. Project name, location, number of units and unit mix;
4. Year built (if rehab);
5. Tax Credits requested and amount- (9% or 4%);
6. MFA gap financing: list source and amount requested;

Gap Financing Source	Max Cap
HOME	\$800,000 for non-CHDO \$1,000,000 for CHDO
National Housing Trust Fund	\$400,000 for 9% applications \$1,500,000 for other projects
New Mexico Housing Trust Fund	\$2,000,000 for construction \$1,000,000 for permanent financing
Primero Loan Fund	\$1,000,000
Ventana Fund	\$1,000,000 for construction
Risk Share	\$2,000,000

7. Private Activity Bond Volume Cap (if applicable): list issuer and amount; and
8. Contact person including name, phone and e-mail.

**B. Development Synopsis-**

The Development Synopsis is a summary description of the development and may include, but is not limited to, the following:

1. A description of the project as proposed, including nature of the development (new construction or acquisition/rehabilitation), targeted population, square footage, number and

- type of buildings, number and bedroom size of units in each building, amenities and unique features of the development, and description of nearby services;
2. A summary of the need for the development;
  3. A summary of the impact of the development on the community.

*The Development Synopsis shall not exceed one (1) page with 0.8 margins and minimum font size of 11 points. MFA understands some of this information may change by the time the Application is submitted; however please provide currently anticipated and/or best faith information.*