Community Investment Tax Credit (CITC)
Frequently Asked Questions

FY26 CITC application round is expected to open on Monday, May 19, 2025 and closes on Thursday June 19, 2025, at 5 PM

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GENERAL INFORMATION

Where and how do I get the CITC application form?

The application is available to complete and submit in the Department's IGX Project Portal. Only online submissions will be accepted.

If you and your organization are already registered in the Project Portal, the application will be available in the "Announcements" section of your "Dashboard" page.

If you and your organization are NOT already registered users in the IGX Project Portal, submit a "New User" request by logging into the site: DHCD-NR Project Portal .

You will click the "**New User? Register Here**." link found below the "Log In" button and be certain to indicate that you are interested in applying to the FY26 CITC application round. See "Submitting an Application" (page 4) for further information on completing organization registration. Organization records must be completed before creating an application.

What amount and type of funding is available through the Community Investment Tax Credit (CITC) program?

The annual Fiscal Year application round will award a total of $1.75M in Maryland income tax credits to successful applicants. The CITC program is not a grant. It is an award of Maryland state income tax credits to incentivize donations. The maximum request for an award of tax credits is $50,000.

If a CITC award is not a grant, how does an award benefit our organization and awarded project?

This income tax credit is a strong incentive to attract donors. Awardees use these available tax credits to generate support for their approved project. The CITC program permits awardees to return one half of the donor's eligible gift in the form of a state income tax credit. This credit is used as a payment towards Maryland income taxes for the year the gift is made. After receiving the donor's gift, awardees will electronically submit gift documentation to permit issuance of tax credits in the donor's name equaling 50% of eligible gifts above $500.

How much money does our organization need to raise and how long do we have to raise it?

The amount of money raised depends on the amount of tax credits requested. Awardees will need to raise double the amount of tax credits requested/awarded. If your application requests $50,000 in tax credits, you will need to raise $100,000. If you request $10,000 in credits, your organization must be able to generate $20,000 in donations.

All CITC award contracts have a 24-month life. For the FY26 award, the contract period begins on

January 1, 2026, and ends on December 31, 2027. The credits awarded must be used during that two-year interval.

If we have a current award (either FY23 or FY24) may we apply for an FY26 award?

Yes, you may apply for an FY26 project if you have an active award from a prior year. The new application must be for either a new and previously unfunded project OR a new phase of a previously funded project. Please consider your internal administrative capacity to ensure accurate and timely submissions of tax credit certification requests, reports, records maintenance, etc.

AVAILABLE FUNDING

How much can I request from the Community Investment Tax Credit (CITC) program with my FY26 application?

The maximum request for an award of tax credits is $50,000. Awards are typically at least $10,000 to permit measurable project and program impact. You should consider the best strategic use of the CITC-generated funds for the budget items and amounts that you include in your application.

What are the opening and closing dates for the FY26 CITC application round?

The round opens on Monday May 19, 2025, and closes on Thursday June 19, 2025, at 5 pm.
To apply, you must be a registered user and a registered organization in the Department's IGX Project Portal.

ELIGIBLE APPLICANTS and USE OF FUNDS

What makes our organization eligible to apply for a CITC award?

To apply the CITC program, your organization must meet the following criteria:

- Be a 501(c) 3 nonprofit and provide a copy of your Internal Revenue Service (IRS) letter
- Be in good standing with the Maryland Department of Assessments and Taxation (SDAT) "Maryland Department of Assessments and Taxation (SDAT)"
- Must be a registered charity with the Office of the Secretary of State the Office of the Secretary of State
- Be located in and/or serve residents of a Priority Funding Area (PFA) PFA MAP

If my organization is either an affiliate of a larger umbrella organization and/or has a religious exemption from annual charitable registration, may I still apply?

Your organization may apply using the parent organization’s federal tax identification number as long as you provide documentation that the IRS recognizes/lists your organization under the umbrella organization’s tax identification number. You must still document that your organization is in good standing with the Maryland Department of Assessments and Taxation (SDAT).

You must provide documentation from the Maryland Secretary of State showing that your organization is individually exempt as a religious entity. Alternatively, if your religious exemption is as a listed affiliate of a larger charitable registration-exempt religious organization, provide documentation identifying your entity as a listed affiliate for the registration exemption. You must still document that your organization is in good standing with the Maryland Department of Assessments and Taxation (SDAT).

What program expenses/project costs are eligible for funding through a CITC award?

You may seek funding for either a capital project, an operating project, or a project that includes both capital and operating costs. Individual project budget line items may include, but are not limited to staff costs, rent, utilities, program supplies, training, travel, construction “soft costs” such as planning, design, engineering, permitting as well as direct construction expenses. Budgets should accurately describe what is being funded to execute the project.

If you are seeking a capital award, your project MUST be in a Priority Funding Area (PFA). You MUST document that your organization has site control by providing a deed for the property, an executed lease with the owner’s permission to alter the property, evidence of real estate settlement and title, etc.

SUBMITTING AN APPLICATION

When will the FY26 application round open and when are applications due?

The FY26 CITC application round opens on May 19, 2025, and applications must be submitted by June 19, 2025, at 5 p.m.

How and where do I reach a CITC application?

Your CITC application must be created, completed, and submitted using the Department’s IGX “DHCD Project Portal” online grants management system and website. You and your organization must be registered users in the DHCD Project Portal to apply. Organization records and legal document uploads must be complete before creating an application. Only fully completed applications with all required legal documents will be reviewed after submission.

- If you are already registered in the DHCD Project Portal system, the application will be available in the “My Opportunites” section of your “Dashboard” page.

- Prior to starting your application, visit your account’s Profile - Organization Information and Organization Uploads pages to ensure that all documents attached here are current and correct.

- DO NOT initiate a NEW application until your organization information and Organziation Uploads have been review and updated as needed. This ensures that all required documents will be automatically connected to your new application form.

- If you or your organization are NOT already registered in the DHCD Project Portal, you must submit a "**New User**" request in the Project Portal by visting the site. Click the "**New User? Register Here.**" link found below the login box. Complete and Save/Submit the New User Regiastration Form and indicate in the "notes" field that you are interested in applying to the FY26 CITC application round.

What should be included in the tasks and timeline table?

Your task and timeline table must cover the entire 24-month life of the award. The included tasks should parallel your project description as well as the sequence for project activities. Your tasks and timeline also need to correspond with your budget line items and the described expenses.

Every project task and timeline table must include the date(s) you will begin each step/task needed to complete your project work and with the date(s) that each of these activities will end. If your organization is completing preparatory steps for your project, you must define a clear breakpoint between pre-award work and work performed during the award period in your project description. Your timeline should include a realistic window for each task item as well as an allowance for contingencies/delays such as weather impacts, needed permits, training/certifications, etc.

Your first line in this table must be "Project Commencement" with corresponding date. Your last line must be "Project Conclusion" with corresponding date. Your project work included on this table may not begin before January 1st of the first year of the award. All project work must conclude by December 31st of the second year of the award.

What should be included in the budget table and budget narrative?

Your budget table must cover the entire 24-month life of the award. Be certain that your budget line items, and narrative clearly describe the relationship between the funded item and the tasks or activities included in the project task and timeline table. Your budget line items should also be consistent with the scale and scope of your project description and outcomes.

Applications budgets with vague line items, with an overly broad scope, or with items unrelated to the project while seeking a maximum award should be avoided. Budgets should accurately describe what is being funded to execute the project.

What documents and attachments are required to submit my CITC application?

To submit your CITC award application you must provide current and complete copies of the following documents. All uploaded files must be provided in a PDF file format:

- Articles of Incorporation – To be saved to your account Profile - “Organization Uploads” page.
- Bylaws – To be saved to your account Profile - “Organization Uploads” page.
- IRS 501 (c) (3) Determination Letter – To be saved to your account Profile - “Organization Uploads” page.
- List of Current Board of Directors & Officers – To be saved to your account Profile - “Organization Uploads” page.
- Current Charitable Registration Letter from Maryland Secretary of State – or Exemption Letter from the Secretary of State – To be saved to your account Profile - “Organization Uploads” page.
- Current-dated “screenshot” capture of your Maryland Department of Assessment & Taxation (SDAT) “Good Standing” status to be saved to your account Profile or to the application “Attachments and Authorization” page. Links to SDAT and instructions are found on both the Profile -Organization Uploads and the application’s Attachments pages. DO NOT purchase an official Good Standing certificate to submit your application.
- Executed Corporate Resolution/Authorized Officers – This document is included as a Word template in the application form. It will be found on and then uploaded to the application’s “Attachments and Authorization” page.
- A Priority Funding Area (PFA) map for every address where project work will occur or where project services will be delivered. You will find further information on the needed PFA map(s) and a link to the map tool to create these maps on the “Application Information” page of the application.
- If your request will seek any amount of funding for capital improvements, you must include evidence of site control in the form of a deed, title/real estate settlement documents, lease copy and lessor’s permission for needed construction, or similar evidence. After selecting that the project will provide support for any type of capital improvements on the “Application Information” page, you will provide information and documentation of site control on the “Application Budget” page of the application.
- Please be certain that all uploaded copies are saved and uploaded as an PDF format file. DO NOT name your fPDF files with any extra periods, dollar signs or other punctuation marks.
- Be certain that all uploaded files are complete, including signatures and dates where indicated.
- Be certain that your organization’s Articles of Incorporation and By Laws uplaoded to the

system include any or all amendments or updates and that theese are current and “in force” at the time of upload.

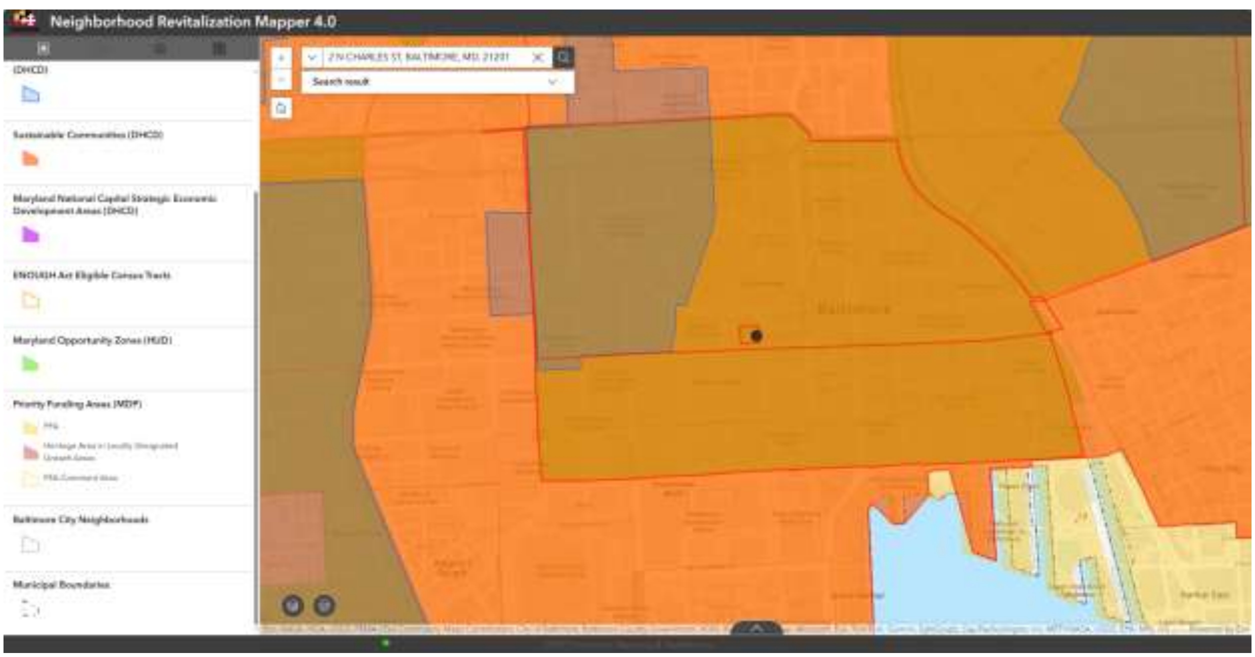
What information needs to be included on my submitted Priority Funding Area (PFA) maps?

You must provide a map screen capture, displaying address of each site where you will regularly operate your program or perform your capital construction work. The application’s “Application Information” page includes a direct link and instructions to use the Department’s Neighborhood Revitalization Mapper 4.0 geographic mapping tool.

After opening the map tool, enter each address to be searched in the field at the top of the white side bar and click search. The mapped address, represented by a red pin mark, will appear in the window. On the left sidebar will appear a list of “layers,” including the Priority Funding Area (PFA) layer. The map location of the address will be indicated by a black dot. The sidebar will list all State-recognized designations which apply to this address.

Print this display as PDF for attachment to your application.

Perform a search and produce a map PDF for each address included in your application. Each attachment can be uplaoded to the “Application Information”page.



What if our organziation or our project are not located in a PFA?

If your Primary Project Site Address is not located within a PFA boundary, you will not be eligible to apply for a capital project award.

You may be eligible to request an operating award if you can document that the clients you will serve reside within the boundary of a Priority Funding Area.

You will need to provide documentation of the PFA status for your clients' places of residence. You may verify the PFA status for each client address and provide a summary of the total numbers and percentage of clients residing within designated PFA area(s).

If your clients come from specific service areas or communities, you may follow a similar process for communities where the clients reside.

In all cases, you will need to document the total numbers of clients and percentage of PFA-residing clients you will be serving with the project. Be certain to retain your records prior to application; and should the project be awarded, maintian and retain the records throughout the two-year award period and for the required retention period of seven years following the completion of the award.

AWARD NOTIFICATION AND AWARD PERIOD

When will award decisions be announced?

Award announcements will be made in Fall 2025.

When may we begin offering tax credits to donors or accept donations towards our project?

The FY2026 award agreement contract period will begin on January 1, 2026 and will end on December 31, 2027.

You may not accept any donations prior to January 1, 2026. OR prior to your award agreement being fully executed, whichever occurs last.

After being notified of an FY2026 CITC award, you may announce that tax credits will be available to donors starting in January 2026. You may reserve awarded credits for donors pledging to make eligible donations during calendar year 2026.

What reporting and administration requirements are required for a CITC award?

Using the DHCD Project Portal website, you will be required to submit an electronic Tax Credit Certification Request with the required supporting documents to verify each eligible donation. The submission of each Certification must be made within 30 days of receiving the donation.

You will be required to submit a total of four Semi-Annual Reports during the two-year life of the award. The reports are due on the 10th of July and the 10th of January throughout the award period. You must submit your last semi-annual report as your Final Report on January 10th (2028) following the December 31st end of the award period.

Your organization will be required to maintain your annual charitable registration with the Secretary of

State and maintain its good standing status with Maryland Department of Assessments and Taxation during the award period.

You must maintain your organization's uploaded records for amendments to bylaws and articles of incorporation and current lists of your board of directors throughout the award period.

Your organization must maintain records related to your CITC award and supporting donors, donations, application records, etc. for a period of seven years.

CITC CONTACT

For general information and assistance, please contact Karen Forbes, CITC, at citc.nr@maryland.gov.

To schedule a meeting with Karen, please use this link: https://calendly.com/karen-forbes.