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dhcd.maryland.gov



FY27 Community Investment Tax Credit Program

Application Training

Great Places **WIN**

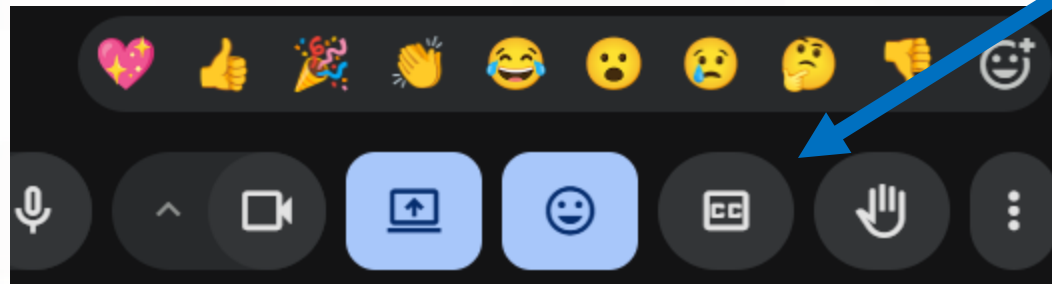


Meeting Recording Disclaimer

This meeting will be recorded for documentation and training purposes. Your participation in this session implies your consent to be recorded. The recording will be posted as a training resource on the MD DHCD website. If you do not want your image on screen, you are welcome to turn off your camera.

Webinar Housekeeping Items

- Presentation materials and the recording will be posted to the CITC Program Website.
- Please mute yourselves; video is optional
- For closed captioning click the button from the left with “cc.”



Question & Answer Information

- There will be a Question & Answer period at the end of the presentation. We will respond during the designated time. Please do not use the “Hand Raise” feature.
- To ask a question, click on “Meeting Tools” in the lower right corner of the screen, represented by nine dots in a square.
- Click on the “Question-and-Answer” feature.
- Click the “Ask a question” button. Then type your question and click “Post”.

Agenda

1. Community Investment Tax Credit Program Overview

- Program purpose
- Eligibility requirements
- Eligible projects and funding details
- FY27 application priorities

2. Application Requirements & Review Process

- Required documents
- Threshold requirements
- Scoring criteria
- Award timeline

3. Project Portal Application Walkthrough

- Accessing the application
- Organization information and uploads
- Application forms and narratives
- Budget, timeline, and attachments

4. Application Submission & Questions

- Authorization and submission process
- Common reminders
- Q&A

Community Investment Tax Credit Program Overview

Community Investment Tax Credit Program (CITC) Pg. 1

Community Investment Tax Credits (CITC) support 501(c)(3) nonprofit organizations by awarding allocations of Maryland State Tax Credits for use as incentives to attract contributions from individuals and businesses to benefit local projects and services.

As part of the annual, competitive application process, nonprofit organizations can apply for up to \$100,000 in Tax Credits to support a program or project that reflects Maryland's and the Organization's neighborhood revitalization, community, and economic development goals.

Community Investment Tax Credit Program (CITC) Pg. 2

CITC is a powerful fundraising tool for nonprofits in Maryland as they can use CITC allocations as incentives to cultivate new donors and increase charitable contributions of money, goods or real property from individuals and businesses.

Once awarded, the organization can leverage the Tax Credits to increase fundraising outcomes as Businesses and Individuals that donate \$500 or more to the Awarded organization's approved project can earn tax credits equal to 50% of the value of the money, goods or real property contribution.

The FY27 CITC application is open!

- Application Open: Tuesday, June 2, 2026 at 8:30 AM(EDT)
- Application Close: Tuesday, July 14, 2026 at 3:00 PM (EDT)
- Access the Application at [DHCD Project Portal \(IGX\)](#)

CITC Eligibility Requirements

- Eligible applicants must be a 501(c)3 nonprofit organization supporting initiatives in and/or serving Priority Funding Areas (PFA). The PFA can be located with the [Neighborhood Revitalization Mapper](#).
- Applicant organizations must be in good standing with the Maryland Department of Assessments and Taxation.
- Organizations must have a **current** registration with the Maryland Secretary of State's office as a Maryland charitable organization or be registered as an **exempt** organization.

Neighborhood Revitalization Mapper

Check if you are in a PFA, ENOUGH Area, or Just Community using the [Neighborhood Revitalization Mapper](#).

- PFA: light yellow
- ENOUGH: bright yellow
- JUST: Purple

The screenshot shows the Neighborhood Revitalization Mapper 4.0 interface. The map displays various colored zones in Baltimore, MD, including light yellow (PFA), bright yellow (ENOUGH), and purple (JUST). The legend on the left lists various categories, with 'Designated Just Communities (DHCD)' and 'ENOUGH Act Eligible Census Tracts (GOC)' checked. A search bar at the top shows the address '2 N Charles St, Baltimore, MD, 21201'. A callout box at the bottom right says 'Click print button to create a PDF' with an arrow pointing to the print icon.



CITC Eligible Projects

Programs/Projects can be capital and/or operating and may involve activities such as:

- Housing and Community Development
- Enhancing Neighborhoods and Business Districts
- Economic Development and Tourism Promotion
- Arts, Culture and Historic Preservation
- Technical Assistance and Capacity Building
- Job and Self-Sufficiency Training
- Education and Youth Services
- Services for At-Risk Populations

CITC Award Details

- Applicants may be awarded up to \$100,000 in Community Investment Tax Credits.
- The FY2027 two-year award period begins January 1, 2027, and ends on December 31, 2028.

Department Priorities

The Department strives for all Marylanders to live, work and prosper in communities that are affordable, lovable and just. Great places—lovable places—result from consistent targeted investment in locally-driven community reinvestment planning.

To support the core objectives of DHCD, the Division of Neighborhood Revitalization will prioritize revitalization projects that are part of a strategic community plan to:

CITC Application Priorities

- **Increase the production of mixed-income, middle-market and affordable housing, particularly near transit.** DHCD is interested in supporting innovative development approaches—such as modular and off-site construction—to accelerate housing production.
- **Increase household and generational wealth building** through homeownership, legacy homeowner renovations, and small business development.
- **Accelerate the elimination of vacant properties, particularly in Baltimore City.**
- **Create safer, more appealing public spaces and community facilities** that expand access to community services and strengthen neighborhood cohesion.
- **Revitalize Maryland's diverse Main Streets, downtowns and commercial cores** through projects that: enhance their unique physical, visual, and historic character; improve economic vitality by supporting existing businesses and attracting new ones; and helping small businesses and entrepreneurs connect to resources.

CITC Application Additional Consideration

The Department will give additional consideration to projects that address the overarching priorities of the Moore-Miller Administration, including projects that:

- Invest in designated [Engaging Neighborhoods, Organizations, Unions, Governments and Households \(ENOUGH\)](#) areas, which represent rural, suburban and urban communities that have been historically impacted by barriers to economic mobility.
- Invest in designated [Just Communities](#) where all Marylanders, regardless of background, have access to fair housing and economic stability and opportunity, righting the wrongs of the past.

More details on the Moore-Miller administration priorities and community development revitalization programs can be found on: [The DHCD Community Development Landing Page](#).

Application Requirements & Review Process

Organization Required Documents Pg. 1

Upload the following documents to the Organization Uploads section of the applicant's Profile in the DHCD Project Portal:

- Annual Corporate Diversity Addendum for the current year
- Articles of Incorporation - including any amendments and name change documents
- Organization By-Laws including any amendments
- IRS Letter of Determination

Organization Required Documents Pg. 2

- Current Dated Board List on organization letterhead.
- Temporary evidence of good standing from the [Maryland Business Express Entity Search](#).
- Temporary evidence of charitable registration from the [Maryland Secretary of State Charities Public Registry Database](#).
- Current Year Operating Budget
- Most Recent Independent Financial Audit

CITC Application Required Documents

Upload the following documents into the online application forms:

- Program/Project Site Location Map
- Signed Corporate Resolution/Authorizing Officers document
- Evidence of Site Control for Capital Requests

CITC Application Threshold Requirements

For your Application to be reviewed, it must pass the threshold requirements:

- Applicants must be in full compliance with **all** existing DHCD Awards. This includes meeting all reporting deadlines and submitting all required final reports, Tax Credit Certification requests, and payment requests from prior awards.
- The application shall be complete and provide all required documentation.
- The proposed project or program shall be consistent with CITC's purpose and eligible under the regulations and guidelines.
- If you are a prior CITC awardee and have not submitted reports and certifications in the required timeframe, it may negatively affect your application.

Application Scoring Criteria

Application Scoring Rubric:

- Budget (20 pts)
- Program Design (15 pts)
- Implementation Plan & Timeline (20 pts)
- Outcomes & Impacts (10 pts)
- Fundraising Capacity (15 pts)
- Reinvestment Priorities (20 pts)

Priority Area Bonus Points are applied in addition to the overall application score and do not replace or override the evaluation of application quality.

- Projects located in **ENOUGH** Areas may receive up to 10 points
- Projects located in a **Just Community** will receive 10 points
- Projects submitted by a **Main Street** program/organization will receive 5 points

FY27 General Application Review & Award Timeline

- Application Period: Online Submissions due July 14, 2026, at 3:00 PM
- Review Period: Summer/Fall 2026
- Award Recommendations: Fall 2026
- Award Announcements: Fall 2026
- Award Agreement Drafting and Execution: Winter/Spring 2027
- Active Award Management: 2 Year Award Term, January 1, 2027- December 31, 2028

Project Portal Application Walkthrough

Very Important Reminders!

- There are instructions at the top of every section of the application. **Please carefully read all the instructions.**
- **Click save often** on every page as you will lose your work if the portal times out or the page changes.
- If you can't complete a document during the application period, upload a note with the reason for delay and the date it will be completed.

Project Portal Login Page

- Applications for the CITC Program are available via DHCD's online Project Portal: [DHCD Project Portal](#)
- You must be registered in the system to apply. If you are not registered, simply access the website and click on New User? to get started.
- For technical assistance with the project portal please contact nrsystemsupport.dhcd@maryland.gov
- **Last day to initiate a new application is July 7, 2026, at 4:59 pm**

MARYLAND
Department of Housing and
Community Development

NEIGHBORHOOD REVITALIZATION
DHCD Project Portal
GRANTS MANAGEMENT SYSTEM

Welcome to the State of Maryland's Department of Housing and Community Development Project Portal Grants Management System

The DHCD Project Portal is a grant management system used by local governments and nonprofit organizations for the submission of grant applications, requests for payment, and progress reports, supporting the funding programs offered by the Division of [Neighborhood Revitalization](#) (NR) and the Division of [Homeless Solutions](#) (HS). *Not all programs offered by the Department are managed in this portal.* Applicants and awardees are encouraged to contact Division staff with questions related to specific program schedules, eligibility, policies and procedures.

Individuals seeking direct housing assistance: DO NOT register for this Project Portal -- instead, visit DHCD's direct housing assistance website for contacts and information at <https://dhcd.maryland.gov/HomelessSolutions/Pages/default.aspx>

New Users can click the "New User?" link to register a new account for this website.

Returning Users can login to this site, using your account's username (not email address) and your password. If your credentials were forgotten or expired, click on the "Forgot Username/Password?" to reset your account.

Note: If your account has been "locked" due to 3 failed login attempts, the system will allow you to try again after 20 minutes.

Click here for information and instructions about [Registration and Login](#), or contact technical assistance at NRSysTemSupport.dhcd@maryland.gov

Login

Username
KTFrog

Password
.....

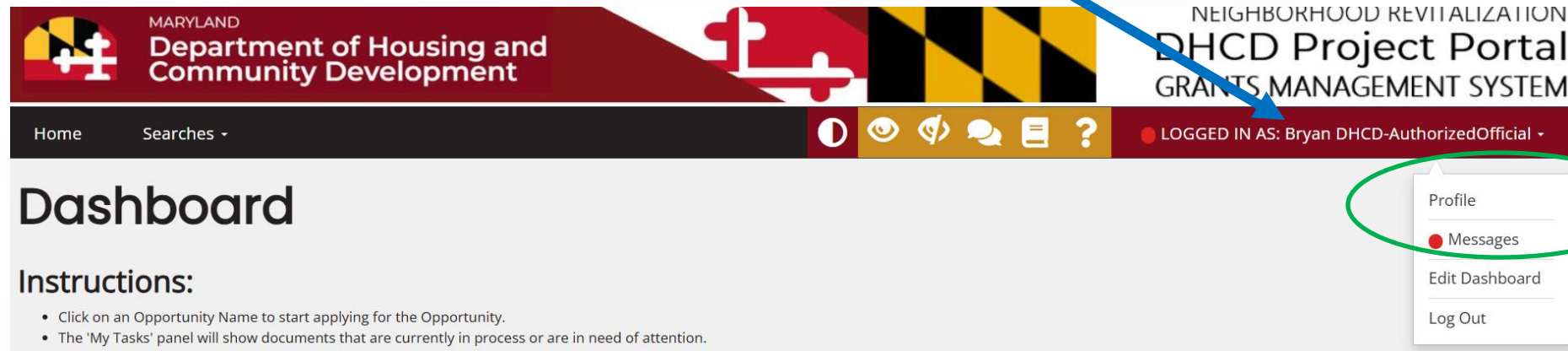
Log In

[Forgot Username/Password?](#)

[New User? Register Here.](#)

Organization Profile

Click on your **name** in the upper right corner and then click on “Profile” in the dropdown to access the required Organization Information forms: Organization Information, Organization Uploads, and Organization Demographics.



The screenshot shows the top navigation bar of the DHCD Project Portal. On the left, there is the Maryland Department of Housing and Community Development logo. The main title is "NEIGHBORHOOD REVITALIZATION DHCD Project Portal GRANTS MANAGEMENT SYSTEM". The user is logged in as "Bryan DHCD-AuthorizedOfficial". A dropdown menu is open, showing options: Profile, Messages, Edit Dashboard, and Log Out. A blue arrow points from the text above to the user's name, and a green circle highlights the "Profile" option in the dropdown.

Home Searches ▾

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

Organization Information & Members

Review and update Organization Information and Organization Members

- If you are unable to update information or an organization member has left, email request to nrsystemsupport.dhcd@maryland.gov
- After uploading, click “Save” in upper righthand corner.

The screenshot displays the DHCD Project Portal Grants Management System interface. The header includes the Maryland Department of Housing and Community Development logo and the text "NEIGHBORHOOD REVITALIZATION DHCD Project Portal GRANTS MANAGEMENT SYSTEM". The user is logged in as "Bryan DHCD-AuthorizedOfficial". The main content area is titled "Organization Information" and contains instructions for updating organization information. The instructions state: "Complete or edit the organization's General Information, Contact Information, Additional Information and Business Address. Required fields are marked with a red asterisk (*). To ensure accuracy and consistency with State vendor and payment systems, some fields can only be edited by DHCD staff. To request changes to legal names or federal identification, contact a system administrator at NRSysSupport.dhcd@maryland.gov and provide/attach supporting documentation." Below the instructions are form fields for "General Information" (Name, Legal Name) and "Business Address" (Mailing/Payment Address). A yellow arrow points to a "Save" button in the top right corner. A green circle highlights the "Organization Information" menu item in the left navigation menu.

Organization Uploads

- Upload **all** required organizational documents. Ensure that the Annual Corporate Diversity addendum, Board List, and evidence of Good Standing and Charitable Registration are current for this calendar and fiscal year.
- After uploading, click “Save” in upper righthand corner.

Home Searches ▾

LOGGED IN AS: Bryan DHCD-AuthorizedOfficial ▾

Last Saved 5/30/2025 2:23 PM Print | Save

Organization Uploads

Based on your Organization Type and DHCD Funding Program requirements, you can upload and maintain various organization-related documents, incorporated as Legal Exhibits for applications, award agreements, award amendments, and other submissions. These documents should be reviewed and replaced/updated at the time of application and award. Contact DHCD Program Staff if you require assistance.

ORGANIZATION TYPE DESCRIPTIONS:

This section is completed and maintained by DHCD staff. If the Organization Type information is incomplete or inaccurate, please contact your DHCD Funding Program Manager or contact NRSystemSupport.dhcd@maryland.gov for assistance in making changes to this detail.

Please select one to best describe your organization:

Government Organization Non-Profit Organization For-Profit Organization, Consultant or Contractor

Non-Profit Organization Sub-Type(s):

Organization Information

Organization Members

Organization Uploads

Organization Demographics

Organization Demographics Pg. 1

- Complete the **required** “Organization Demographics” page.
- **Note:** If you see an “attention” box, you must address the messages before moving forward. Click “Save” in upper righthand corner.

MARYLAND
Department of Housing and
Community Development

NEIGHBORHOOD REVITALIZATION
DHCD Project Portal
GRANTS MANAGEMENT SYSTEM

Home Searches Alyssa Clemons

Print | Save
Last Saved 4/14/2025 10:17 AM

Organization Demographics

Organization Information

OAG Test Organization

Organization Information

Organization Members

Organization Demographics

Applicant and awardee organizations are requested to provide and maintain the following race/ethnicity demographic information for Directors and Senior Staff.

Nonprofit Organizations are requested to provide both Board and Senior Staff, whereas **Government Organizations** are requested to provide only Senior Staff. Senior Staff is defined as staff with decision making authority and/or management responsibility within the organization.

ORGANIZATION TYPE:

Organization Type is completed and maintained by DHCD staff. If the Organization Type is incorrect or does not appear below, please contact your DHCD Funding Project Manager or contact NSystemSupport.dhcd@maryland.gov for assistance in making changes to this detail.

NONPROFIT ORGANIZATION

Attention

- The Sum Total of the Board column must be equal to 100% Correct your entries.
- The Sum Total of the Staff column must be equal to 100% Correct your entries.

Activate Windows
Go to Settings to activate Windows.

Organization Demographics Pg. 2

APPLICANT PROFILE - ORGANIZATION DEMOGRAPHICS

Review the reported Organization Demographics of your Board and Senior Staff

Beginning in FY2026, applicants and awardees are requested to provide race/ethnicity demographic information for your organization's Board of Directors and Senior Staff. This data is entered and stored on **your account Profile's "Organization Demographics" page**, and is displayed in the table below for submission with this application.

Note: State, County or Municipal Government Organizations who do not have Boards of Directors are requested to provide only Senior Staff demographics. Edits to this data must be entered and saved on your account's Organization Demographics page prior to submission of the application. In order to submit this application, this table must be filled-out so that both columns Total to 100%.

Race/Ethnicity	Board Composition (%)	Senior Staff Composition (%)
White	25%	25%
Black or African American	25%	5%
Hispanic or Latino	0%	5%
American Indian	0%	0%
Native Alaskan	0%	0%
Native Hawaiian	0%	0%
Other Pacific Islander	0%	0%
Asian - Indian	0%	5%
Asian - Chinese	0%	0%
Asian - Other	0%	5%
Other - Single Race	0%	0%
Other - Multi-racial	0%	0%
Unknown/Decline to State	50%	55%
TOTAL	100%	100%

- Make sure the Total Row displays “100%”, else leave the application and complete this table in your account’s Profile, Organization Demographics page before proceeding or submitting your application.
- If the Totals row does not display “100%” per column, error-checks may prevent your application submission.

Initiate an Application

- In “My Opportunities” click on Community Investment Tax Credit Application FY2027.
- In the pop-up window select “Proceed”.
- If you do not see the “My Opportunities Window” email nrsystems@dhcd.maryland.gov

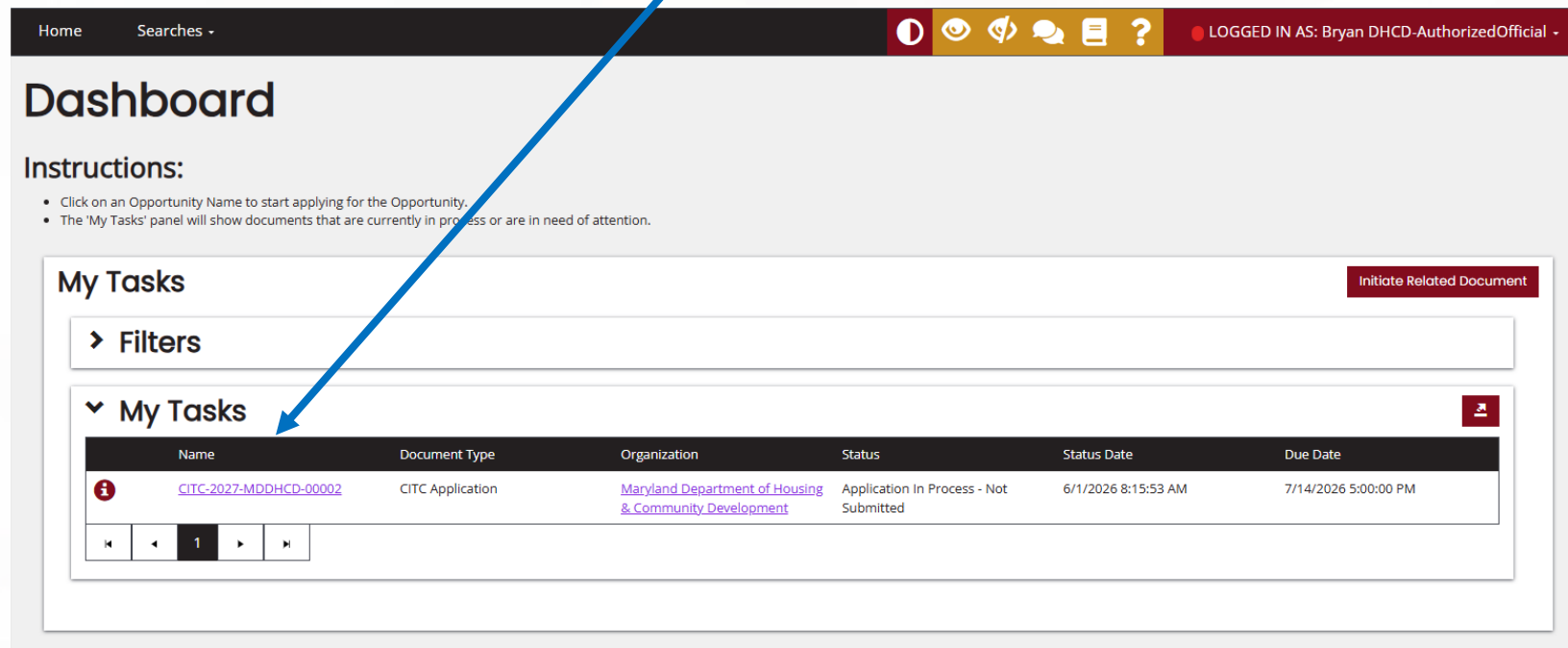
The screenshot displays the 'DHCD Project Portal GRANTS MANAGEMENT SYSTEM' dashboard. At the top, the Maryland Department of Housing and Community Development logo is visible. The dashboard includes a 'Home' link and a search bar. The main content area is divided into three sections: 'My Tasks', 'Announcements', and 'My Opportunities'. The 'My Tasks' section shows 'There are no Tasks available.' The 'Announcements' section shows 'There are no Announcements at this time.' The 'My Opportunities' section contains a table with the following data:

Name	Provider	Availability	Description
Community Investment Tax Credit Application FY2027	Maryland Department of Housing & Community Development	6/2/2026 9:00:00 AM - 7/14/2026 5:00:00 PM	

A green circle highlights the 'Community Investment Tax Credit Application FY2027' entry, and an orange arrow points from the 'My Tasks' section down to it.

Dashboard Navigation

In the “Name” column click on the link CITC-2027-org name-#### to open your Application form



The screenshot shows a dashboard interface with a navigation bar at the top containing 'Home', 'Searches', and a user profile 'LOGGED IN AS: Bryan DHCD-AuthorizedOfficial'. Below the navigation bar is a 'Dashboard' section with 'Instructions:' and a 'My Tasks' panel. The 'My Tasks' panel includes a table with the following data:

Name	Document Type	Organization	Status	Status Date	Due Date
CITC-2027-MDDHCD-00002	CITC Application	Maryland Department of Housing & Community Development	Application In Process - Not Submitted	6/1/2026 8:15:53 AM	7/14/2026 5:00:00 PM

A blue arrow points to the link in the 'Name' column of the table. The table also includes a pagination control at the bottom showing '1'.

Document Landing Page

Provides key Application/Document information for locating the application and tracking the status.

Home Searches ▾

LOGGED IN AS: Bryan DHCD-AuthorizedOfficial ▾

CITC-2027-MDDHCD-00002

Document Landing Page

Instructions:
View document details.

Template Community Investment Tax Credit Application FY2027	Instance Community Investment Tax Credit Application FY2027	Process CITC Application
Document Name CITC-2027-MDDHCD-00002	Document Status Application In Process - Not Submitted	
Organization Maryland Department of Housing & Community Development	Your Role Authorized Official	Period Date 6/1/2026 7:00:00 AM 6/1/2026 9:00:00 AM
		Due Date 7/14/2026 5:00:00 PM

Task Bar

- Use the left side **Task Bar** to navigate between your different application form pages. You must complete all the Application Forms.
- When your application is complete, scroll down the Task Bar to “Status Options” and click on “Submit This Application”.

The screenshot displays a web application interface. On the left is a vertical 'Task Bar' with a dark background and white text. It includes a search bar at the top, followed by a red header with the text 'CITC-2027-MDDHCD-00002'. Below this are several menu items: 'Forms', 'Application Resource Links', 'CITC Application Training Document', 'DHCD Website (for Program Information)', 'Application Forms' (highlighted with a green circle), 'Application Information', 'Application Proposed Budget', 'Application Proposed Timeline', 'Application Narrative Questions', 'Application Organization Demographics', 'Application Attachments and Authorization', 'Tools', and 'Status Options' (highlighted with a green circle). Under 'Status Options', there are three buttons: 'SUBMIT THIS APPLICATION' (highlighted with a yellow arrow), 'CANCEL OR WITHDRAW THIS APPLICATION', and another partially visible button. On the right is the 'Document Landing' page, which has a white background and a dark header. It displays the document title 'Document Landing', instructions to 'View document details', and a 'Template' section with the text 'Community Investment Tax Credit Application FY2027'. Below this is the 'Document Name' 'CITC-2027-MDDHCD-00002' and the 'Organization' 'Maryland Department of Housing & Community Development'.

Application Information Pg. 1

Application Information

Please visit the [Community Investment Tax Credits Program](#) page of the DHCD website for specific funding program information, including eligibility, additional required documents, training opportunities. Required fields are marked with a red asterisk (*)

APPLICATION PROJECT IDENTIFICATION

Before continuing to any other application question, select Community Investment Tax Credits (CITC) under the DHCD Funding Program for this proposed program or project and enter a short "Project Name" for this application.

Click the "Save" button before moving on to the next section.

Required fields are marked with a red asterisk (*)

Select Community Investment Tax Credit for this application: *

Community Investment Tax Credits

Enter a short, identifying "Project Name" for this application (max 100 characters limit): *

Project Name

12 of 100

In the first section of this page, provide a short "Project Name" for this application (maximum 100 letters).

In the second section of this page, review your Organization Information. If this information is incorrect, return to your Profile to make edits or contact nrsystemssupport.dhcd@maryland.gov for assistance.

APPLICANT ORGANIZATION INFORMATION REVIEW

The information displayed below is stored on your account's "Profile", Organization General Information page.

If this information is incomplete or incorrect, please review and update your organization's Profile and update the information.

Note: in some cases, to remain consistent with State systems, legally identifying information such as Federal ID (EIN) and Legal Name can only be edited by System Administrator nrsystemssupport.dhcd@maryland.gov with legal change requests and provide evidence of the legal changes.

Organization Legal Name: *	Maryland Department of Housing & Community Development
Organization Name: *	Maryland Department of Housing & Community Development
Federal ID/EIN #: *	52-6002033
Federal SAM/UEID #:	
Organization Address - Street: *	7800 Harkins Road
Organization Address - City, State, ZIP: *	Lanham, MD 20706
Organization Address - County: *	Prince George's County
Is the organization address listed above the same as the mailing address? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Organization Web Address: *	https://dhcd.maryland.gov
Organization Donation Website URL: *	https://dhcd.maryland.gov

Application Information Pg. 2

APPLICATION DETAILS: PROPOSAL DESCRIPTION, REQUEST TYPE AND AMOUNTS

In this section, provide a brief "Program/Project Description" for this application (limited to 250 characters) to summarize the program or project supported by this proposal and request.

Enter a brief, summarized Program/Project Description for this application: *

This is a test CITC Application Project Description. This is a test CITC Application Project Description.

105 of 250

Please select one of the following to best describes the primary type or purpose served by the program/project: *

Economic Development Services

Does this application support a Program or a Project? *

Program Project

Program/Project Subsequent Phase?

Check the box if this application represents a subsequent Phase of a program or project, previously-funded through the Community Investment Tax Credits Program?

Phase

- Provide a one or two sentence **Project Description**
- Select a category that best describes the **Type** of project or program for this application
- Select if the proposal is a **Program** (multiple activities at multiple sites) or a **Project** (a single-site, single purpose activity)
- Mark if the program or project is a **Phase**, representing the continuation of previously-funded activities

Application Information Pg. 3

APPLICATION DETAILS: REQUEST TYPE AND AMOUNTS

In this section, select the type of funding requested in this application - Capital, Operating, or Both.

➤ Attention

Then enter the Requested Amount(s) and the Total Project Cost -- the SUM of the Total Requested Amount (x2), plus any additional applicant or other funding that will be applied to the project/program budget.

Details of the program/project budget will be entered on the next page and must match the amounts entered in this section.

Note: the Total Amount Requested cannot exceed \$50,000.

What type of funds are you requesting? *

Operating/Non-Capital

Capital

Both

Operating/Non-Capital Amount Requested: * Required if "Operating/Non-Capital" or "Both" is selected

Capital Amount Requested: * Required if "Capital" or "Both" is selected

Total Amount Requested: \$50,000.00

Donor Contribution Amount: (Total Request Amount x 2) \$100,000.00

Total Program/Project Cost: (Request + Donor + Other Amounts) *

Leverage: \$150,000.00

- Request Type can be Operating, Capital or Both.
- The Total Request Amount can not be greater than \$100,000.
- Total Project Cost =
 - The total request amount from CITC
 - Door Contribution Amount
 - Other sources/expenditures being applied to the Program or Project for this application.
- Mark if the program or project is a Phase, representing the continuation of previously-funded activities.

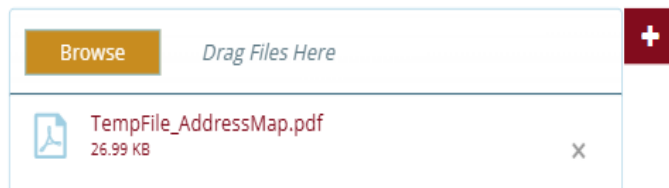
Application Information Pg. 4

PROGRAM/PROJECT ADDRESS MAP UPLOADS

Using the "Neighborhood Revitalization Mapper" tool at <https://portal.dhcd.state.md.us/GIS/revitalize/index.html> enter your project's primary address; Save/Print the results screen as a PDF file to confirm and verify the address or served residents are located within a PFA; and then upload your file(s) in the space provided below.

- Click here for the [DHCD Mapper Tool Instructional Guide/Manual](#)
- If your project will provide **regular services** at any location(s) other than your primary project address, you must provide maps of every site where your program will operate.
- Your maps must show both the system-generated search address and the system generated address-point symbol.
- CITC Projects with **Capital Requests** **MUST be located** in a Priority Funding Area.
- CITC Projects with **Operating Amounts** **MUST either be located** in a Priority Funding Area, **or the majority of persons served** by the project must reside in one or more **Priority Funding Areas**.

Upload the Program/Project Site Location Map: *



The screenshot shows a file upload interface. At the top, there is a 'Browse' button and a 'Drag Files Here' area. To the right of the 'Drag Files Here' area is a red square button with a white plus sign. Below this, a file named 'TempFile_AddressMap.pdf' is shown, with a size of '26.99 KB' and a close button (an 'x' in a square) to its right.

- Use the [Neighborhood Revitalization Mapper](#) to create a PDF **Site Location Map**
- Show the address-point for the Primary Site and the layer(s) of Priority Funding Areas (PFA) or other relevant State Designations
- Instructions available on the [Mapper Tool Instructions](#)
- If your program or project will provide regular services at location(s) other than your primary address, you must provide maps of every site. Click the plus (+) to add another upload
- Capital Requests must be in a PFA
- Operating Requests must either be in a PFA, or most persons served by the project must reside in one or more PFAs

Application Proposed Budget

APPLICATION PROGRAM/PROJECT BUDGET TABLE

Complete program/project Budget table by Activity/Use of Funds, entering request amounts and other funding sources that will be applied to the total cost of the program or project.

The Total Amounts -- by column and by row -- are calculated on page save.

Total Request Amounts and Total Project Cost must match the Amounts entered on page 1, Application General Information. If there is a mismatch and error, correct the amount in the Budget table or return to page 1 and revise the Request or Total Cost amounts.

Under "Activity/Use of Funds" column, provide a short name or description of the activity, use, or expenditure supported in this request. Try to restrict these entries to 2 or 3 words (maximum 100 characters)

Under the "CITC Requested Amount(s)" columns, labeled "Operating/Non-Capital Amount" and "Capital Amount," provide the requested amount for that Activity or Use of Funds row.

Reminder - the total requested Operating Amount + Capital Amount cannot exceed \$50,000.00

Under the "Applicant or Other Sources of Funds" columns, provide the Other Amount and a brief description or "Other Source Name" for that Activity or Use of Funds row. These amounts may be sourced from by your organization or from another government program or commercial funding source.

Appearing above the budget table are the Capital and/or Operating Request Amounts and the Total Project Cost you entered on the "Application Information," page 1. The sum Totals of these columns in the table must match the amounts entered on page 1. Adjust the amounts on this Budget table or on Application Information until no error checks are visible.

Operating/Non-Capital Request Amount: \$20,000.00

Capital Request Amount: \$30,000.00

Total Amount Requested: \$50,000.00

Total Program/Project Cost: \$200,000.00

- Read the Instructions about how to fill-out the Application Proposed Budget Table.
- Note: the Operating and/or Capital Request Amounts, Total Request Amount, and Total Project Cost you entered on Page 1 are displayed here.
- When completing the table, these amounts must match what you entered on Page 1. If the totals do not match, edit the Budget Table or return to Page 1 to edit those numbers and clear any error-checks.

Application Proposed Budget Guidance

ACTIVITY/USE OF FUNDS	CITC Requested Amount(s)		Donor's Contribution/ Required Amount	APPLICANT OR OTHER SOURCES OF FUNDS		Total Cost By Activity/ Use of Funds
	Operating/ Non-Capital Amount	Capital Amount		Other Amount	Other Source Name	
Activity A 10 of 150	\$ 5,000.00	\$ 30,000.00	\$70,000.00	\$ 75,000.00	Other Funding A 15 of 150	\$145,000.00
Activity B 10 of 150	\$ 1,000.00	\$ 0.00	\$2,000.00	\$ 1,000.00	Other Funding B 15 of 150	\$3,000.00
Activity C 10 of 150	\$ 1,500.00	\$ 0.00	\$3,000.00	\$ 1,000.00	Other Funding C 15 of 150	\$4,000.00
Activity D 10 of 150	\$ 7,500.00	\$ 0.00	\$15,000.00	\$ 3,000.00	Other Funding D 15 of 150	\$18,000.00
Activity E 10 of 150	\$ 5,000.00	\$ 0.00	\$10,000.00	\$ 20,000.00	Other Funding E 15 of 150	\$30,000.00
TOTALS BY SOURCES OF FUNDS	\$20,000.00	\$30,000.00	\$100,000.00	\$100,000.00		\$200,000.00

- Complete the Budget Table based only on the proposed project or program for the 2-year award period
- **DO NOT** provide your Organization's entire annual operating budget
- Make sure that your Budget Table line items reflect clear expenses that correspond with your timeline and program/project activities
- Be certain to clearly label your budget items
- Your Project Description, Budget Table, Budget Narrative, and Timeline should create a clear picture of the proposed items and activities in this application



Application Proposed Budget Totals

ACTIVITY/USE OF FUNDS	CITC Requested Amount(s)		Donor's Contribution/ Required Amount	APPLICANT OR OTHER SOURCES OF FUNDS		Total Cost By Activity/ Use of Funds
	Operating/ Non-Capital Amount	Capital Amount		Other Amount	Other Source Name	
Activity A 10 of 150	\$ 5,000.00	\$ 30,000.00	\$70,000.00	\$ 75,000.00	Other Funding A 15 of 150	\$145,000.00
Activity B 10 of 150	\$ 1,000.00	\$ 0.00	\$2,000.00	\$ 1,000.00	Other Funding B 15 of 150	\$3,000.00
Activity C 10 of 150	\$ 1,500.00	\$ 0.00	\$3,000.00	\$ 1,000.00	Other Funding C 15 of 150	\$4,000.00
Activity D 10 of 150	\$ 7,500.00	\$ 0.00	\$15,000.00	\$ 3,000.00	Other Funding D 15 of 150	\$18,000.00
Activity E 10 of 150	\$ 5,000.00	\$ 0.00	\$10,000.00	\$ 20,000.00	Other Funding E 15 of 150	\$30,000.00
TOTALS BY SOURCES OF FUNDS	\$20,000.00	\$30,000.00	\$100,000.00	\$100,000.00		\$200,000.00

- When filling in the Budget Table, click the Save button to recalculate and clear page errors.
- In the “Totals by Sources of Funds” row at the bottom, Operating and/or Capital and Total Cost must match the values appearing above the table, as entered on page 1.
- Click the plus (+) button to add another budget row (limit of 10 rows)

Application Proposed Budget Narrative

Be specific - **WHAT** are we paying for?

- Provide a brief explanation for every line item in the project budget table.
- Include the basis for all costs (e.g., vendor estimates, consultant proposals, staff time, or historical data).
- Focus on specific estimated or actual costs and amounts rather than program impacts or outcomes (e.g., \$20,000 for a .3FTE project manager, \$1,500 for workshop food costs, or \$8,000 for 800 windows).
- Demonstrate how the budget items support the program/project as described in the application and that the costs are realistic, reasonable, and achievable.

Site Control

APPLICATION PROPERTY SITE CONTROL DOCUMENTS (Deed, Lease, MOU or other Formal Agreement)

Capital programs/projects require evidence of site control. Upload copies of evidence, such as a deed, lease, Memorandum Of Understanding (MOU) or a formal agreement with the legal nexus property owner.

Site control is defined as a documented connection between the owner of the property and the entity applying for award funds. Examples include a deed, lease, Memorandum of Understanding, or a formal agreement with the legal nexus. Capital programs/projects require evidence of site control for each property involved.

Click the "plus" (+) button to add another attachment row.

Site Control Evidence - File Upload **Site Control Evidence - Address and/or File Description**

Browse Drag Files Here

Describe any zoning, building code, or any other regulatory review issues that may affect the program/project readiness.

Response is required and limited to 2,000 characters, or approximately 1/2 page of text.

If no issues affecting readiness can be identified, answer "Not Applicable."

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- This next section, SITE CONTROL, only appears if the Budget table's Capital Request Amount column totals more than \$0.00.
- Where applicable, upload evidence of Site Control for each property address included in the Capital program or project; and enter a short file description for each attachment.
- Site Control may be evidenced with a copy of the Deed, Lease, MOU or other kind of formal agreement with the legal nexus property owner.
- Click the "plus" (+) button to add another attachment row.

- Describe any zoning, building code, or any other regulatory review issues that may affect the program/project readiness. If no issues affecting readiness can be identified, answer "Not Applicable."
- This narrative is limited to approximately 1/2 page of text.

Other Funds

APPLICANT AND OTHER SOURCES OF FUNDS:
➤ Attention

Based on the "Other Amounts" (Applicant or Other) entered in the budget table above, describe the Source(s) and Status of the Contributions that have been identified -- secured, committed, or being pursued -- as part of the total program/project cost, which may include other grants, corporate or governmental financing. *

For Applicant or Other Source Amounts, please describe the funding source and the current status of the funds -- have they been committed?, applied for? etc.
If committed, in the attachment rows below, please upload the commitment letters on the source organization's letterhead, or other form of official notification, etc.

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Where available, for each "Other Source of Funds" entered in budget table, upload supporting documentation, select the current Status of this source, and provide a short file description.
Secured or confirmed funding sources should be evidenced by attaching copies of the Award or Commitment Letter.
Click the "plus" (+) button to add another attachment row.

Upload Other Source of Funds Document	Status of Source	File Description
Browse Drag Files Here	<div style="border-bottom: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border-bottom: 1px solid #ccc; flex-grow: 1;"></div> <div style="background-color: #800000; color: white; padding: 2px 5px; margin-left: 5px; font-size: x-small;">+</div>

- This next section only appears if the Budget table's Other Sources column totals more than \$0.00.
- For Applicant or Other Source Amounts, describe the funding source and the current status of the funds – have they been committed?, applied for? etc.

- Where available, for each "Other Source of Funds" entered in budget table, upload supporting documentation, select the current "Status of Source", and provide a short file description. Secured or confirmed funding sources can be evidenced with award/commitment letters, contracts, or other relevant documents
- Click the "plus" (+) button to add another attachment row.

Application Proposed Timeline

Program/Project Milestone or Activity Description	Start Date	End Date
Program/Project Commencement Date	01/01/2026	01/01/2026
Activity 1	MM/DD/YY...	MM/DD/Y...
Activity 2	MM/DD/YY...	MM/DD/Y...
Activity 3	MM/DD/YY...	MM/DD/Y...
Activity 4	MM/DD/YY...	MM/DD/Y...
Activity 5	MM/DD/YY...	MM/DD/Y...
Program/Project Completion Date	12/31/2027	12/31/2027
Final Report Due Date	01/15/2028	01/15/2028

- Cover the full 2-year duration of the proposed project.
- Minimum of 3 activities – Max of 18
- For each timeline row, include a milestone or activity description, start date, and end date.
- Align tasks and timeframes with your Project Description, Budget Table, and Budget Narrative.
- Click the plus (+) button to add up to 10 timeline rows.
- Milestones and activities must fall between the fixed Commencement, Completion, and Final Report dates.

Application Narrative

- There are six narrative sections each limited to 2,000 characters.
- Each section has clear instructions for what should be included in your responses. **Please read the instructions.**
- Your Responses should be clear and concise so that it can be easily understood exactly what the need is and how you are proposing to address it.
- Bullets are acceptable – even encouraged. Clear content is the primary concern; we will not be scoring your applications on grammar or wording.

Application Narrative Questions A-E

- A. Community Needs:** Describe the target community, address specific investment needs, and provide supporting data.
- B. Program/Project Description:** Detail the strategy, measurable goals, objectives, and specific activities that support them.
- C. Implementation Plan:** Outline the execution approach with specific, measurable implementation activities.
- D. Outputs & Success Measures:** Define expected outputs and metrics for success.
- E. Outcomes & Impacts:** List anticipated outcomes and long-term impacts, ensuring alignment with identified community needs.

Tax Credit Fundraising and Marketing Strategies (Narrative Question F)

Describe the specific strategies and activities that you will use to attract Community Investment Tax Credit contributions. Including:

- Your organization's experience with fundraising and marketing for individual and corporate donations
- Examples of how you would engage current and potential donors around CITC (i.e. social media, email campaigns, direct outreach, events, etc.)
- Please describe any potential donors you may already have engaged for CITC (not required)
- If applicable, past use of Tax credits

Application Narrative - Reinvestment Priorities

MARYLAND STATE AND DEPARTMENT REINVESTMENT PRIORITIES

The Department strives for all Marylanders to live, work and prosper in communities that are affordable, lovable and just. Great places-lovable places—result from consistent targeted investment in locally-driven community reinvestment planning.

The Department will give additional consideration to projects that address the overarching priorities of the Moore-Miller Administration, including projects that address one or more of following Reinvestment Priorities.

Select the Reinvestment Priorities below that apply to your program or project:

- Increase the production of mixed-income, middle-market and affordable housing, particularly near transit. DHCD is interested in supporting innovative development approaches—such as modular and off-site construction—to accelerate housing production.
- Increase household and generational wealth building, such as through homeownership, legacy homeowner renovations, and small business development.
- Accelerated elimination of vacant properties, particularly in Baltimore City.
- Create Loveable Communities:
 - Create safer, more appealing public spaces and community facilities that expand access to community services and strengthen neighborhood cohesion.
 - This may include revitalizing Maryland's diverse Main Streets, downtowns and commercial cores through projects that: enhance their unique physical, visual, and historic character; improve economic vitality by supporting existing businesses and attracting new ones; and helping small businesses and entrepreneurs connect to resources.
- Invest in key designated areas:
 - [Engaging Neighborhoods, Organizations, Unions, Governments and Households \(ENOUGH\)](#) areas, which represent rural, suburban and urban communities that have been historically impacted by barriers to economic mobility.
 - [Just Communities](#) where all Marylanders, regardless of background, have access to fair housing and economic stability and opportunity, righting the wrongs of the past.
 - Use the [Neighborhood Revitalization Mapper](#) website to identify if your Program/Project is in a designated ENOUGH or Just Communities Area.

- As the CITC program has become significantly more competitive, priority will be given to applications that address one or more of the Reinvestment Priorities.
- Clearly explain how your program addresses the priorities.

Application Attachments and Authorization

Attachments:

- Ensure all required documentation is uploaded to avoid an incomplete application.
- If any of these linked documents is missing or out of date, go to your account Profile, Organization Uploads page to attach a replacement.
- Provide **PDFs of temporary evidence** for Charitable Registration and Good Standing via the application links; **do not submit the Charitable Registration letter or buy a Certificate of Good Standing.**
- If the Corporate Resolution cannot be finalized before the deadline, upload a memo indicating the scheduled date of the Board Meeting when it will be addressed.
- Include any further relevant supporting materials.
- **Click “Save”**

Application Submission & Questions

Application Attachments and Authorization

Submit the Application!

- **Application Authorization:** Insert name and title of person authorized to submit the application then **Click “Save”**
- **Submit Application:** In the left side task bar under Status Options click “Submit This Application” and in the pop-up click “OK”
- **Note:** If submitted correctly, the application should no longer be in the “My Tasks” section on the Dashboard.

The screenshot displays the 'Application Attachments and Authorization' sidebar on the left, which includes a 'Tools' section with options like 'Landing Page', 'Add/Edit People', 'Document Validation', 'Print Document', and 'Document Messages', and a 'Status Options' section with 'SUBMIT THIS APPLICATION' and 'CANCEL OR WITHDRAW THIS APPLICATION'. A yellow arrow points to the 'SUBMIT THIS APPLICATION' button. The main content area is titled 'APPLICATION AUTHORIZATION' and contains a red header bar, a review instruction, a red warning box stating 'CLICK THE "SAVE" BUTTON PRIOR TO CHANGING THE STATUS TO SUBMIT THE APPLICATION', and two input fields for 'Authorizing Signature Name' and 'Authorizing Signature Title'. A green arrow points to a green button labeled 'CLICK THE "SUBMIT" STATUS OPTION LINK TO SUBMIT THIS APPLICATION'.

QUESTIONS?

Contact Information

Rachel Elliott

Project Manager, Tax Credit Programs

For programmatic questions email citc.nr@maryland.gov

For technical application support email:
nrsystemsupport.dhcd@maryland.gov

For more details on the CITC program please check out:

[The Community Investment Tax Credits Program Page](#)