

# Housing Innovation Pilot Program

# Application Submission Package

Due May 30, 2025 by 12 PM

Maryland Department of Housing and Community Development

Community Development Administration

7800 Harkins Road

Lanham, Maryland 20706

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Wes Moore, Governor

Aruna Miller, Lt. Governor

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## INSTRUCTIONS

### INTRODUCTION

The Maryland Department of Housing and Community Development (the “Department”) administers financing programs for the construction, acquisition, and rehabilitation of multifamily rental housing.

The Housing Innovation Pilot Program (HIPP) provides low- or no-interest loans to local housing authorities or to county governments partnering with housing developers. In addition, the Fund may be used for projects where a county, in conjunction with a local housing authority or a housing developer, acquires existing private-sector housing. to create opportunities for public housing authorities and county governments to increase the volume of housing production and reward counties pursuing innovative solutions to the problem of housing scarcity

### SUBMISSION REQUIREMENTS

All requests for funding must use this application form and are subject to the Department’s underwriting and construction reviews.

#### Submission Process:

HIPP will utilize a 2-step application process. All projects competing for HIPP funding must submit a full Application Submission Package prior to the application deadline. Projects that are awarded funding will be required to submit the Awardee Submission Package within ninety (90) days of being awarded funds.

#### Form of Submission:

One complete electronic application, including attachments and exhibits, along with an application fee must be submitted. Each section, attachment, and exhibit must be clearly tabbed so that a reviewer may easily find the necessary materials. Application forms should not be retyped, changed, or modified in any manner. All information on the application form must be completed or indicated that it is not applicable and all required exhibits must be included. The files should not be scanned versions of printed materials. Electronic signatures are accepted in the Application Submission Package. The electronic application must be submitted via Drop Box. Use the [Electronic Submission Package Request Form](https://dhcd.maryland.gov/HousingDevelopment/Pages/MF/ApplicationRequest.aspx) in the Multifamily Library to request an electronic application folder. DHCD reserves the right to require printed copies of the application upon request.

#### Application Fee:

The application fee for HIPP applications is $2,500.

The application fee must be sent directly to: Community Development Administration, Maryland Department of Housing and Community Development, Post Office Box 2524, Landover Hills, MD 20784. A copy of the check, payable to the “Community Development Administration,” should be included with the application submission.QUICK REFERENCE TABLE

|  |  |  |
| --- | --- | --- |
| **Scoring Summary Table** | **Maximum Possible Points** | **Exhibit(s)** |
| 1. **Project Readiness** | **6 Total Points** | **Exhibit D** |
| Housing Ready for occupancy now (if existing property) | 6 points |  |
| Housing Ready for occupancy within one (1) year of award selection date | 4 points |  |
| Housing Ready for occupancy within two (2) years of award selection date | 2 points |  |
| 1. **Location** | **6 Total Points** | **Exhibit E** |
| Within ¾ of a mile radius of a passenger boarding and alighting location of a planned or existing transit rail stop or station | 2 points |  |
| Within an ENOUGH Act approved award location | 2 points |  |
| Within a Community of Opportunity | 2 points |  |
| 1. **Preferences** | **16 Total Points** | **Exhibit F** |
| The project does not use low-income housing tax credit (LIHTC) equity or tax-exempt volume cap;  The specified affordable set-asides remain restricted at elected levels for at least 99 years;  The project remains in public ownership; **and**  The project includes a commitment to prevailing wage requirements. | 16 points |  |
| 1. **Innovation** | **10 Total Points** | **Exhibit G** |
| The innovative nature of the property, including design/ materials, unique population, leverage of private/ philanthropic funds, location, etc. | 10 points |  |
| 1. **Affordability - Percentage** | **12 Total Points** | **Exhibit H** |
| 1. **Percentage** |  |  |
| 10% over the required affordability | 2 points |  |
| 15% over the required affordability | 4 points |  |
| 20% or more over the required affordability | 6 points |  |
| 1. **Length** |  |  |
| The project remains affordable for 15 years | 2 points |  |
| The project remains affordable for 30 years | 4 points |  |
| The project remains affordable for 40 years | 6 points |  |
| 1. **Development Team Capacity** | **12 Total Points** | **Exhibit C** |
| Developer/Owner | 4 points |  |
| General Contractor | 4 points |  |
| Property Manager | 4 points |  |
| Total | **62 Total Points** |  |

## Part 1 : Application and Certifications Category

### APPLICATION AND CERTIFICATIONS

**ATTACHMENTS**

Housing Innovation Pilot Program Application (Attached)

CDA Form 202 Multifamily Rental Financing Application (Excel Document dated February 2025)

A CDA Form 202 Multifamily Rental Financing Application must be submitted which reflects all aspects of the project, including estimated development and operating budgets and pro forma.

NOTE: It is important that all applicants pay close attention to the CDA Form 202 Application Form Instructions.

Certifications - A copy of the Certifications must be executed and included with the application (Attached)

Threshold Checklist (Attached)

Applicant Self-Scoring (Attached)

Organizational Chart – Current, if applicable, and Proposed (Sample Attached)

#### HOUSING INNOVATION PILOT PROGRAM APPLICATION

**PROGRAM REQUIREMENTS / ELIGIBILITY**

1. **To be eligible for a Housing Innovation Fund allocation from DHCD, the following criteria must be met:**

* Sponsors must be public housing authority; or county government partnering with a housing developer. YES  NO

OR

* Sponsor must be a county, in conjunction with a PHA or developer, to acquire existing housing YES  NO

1. **The dollar amount of Housing Innovation Funds requested, which cannot exceed $3,333,333.** How much are you requesting? Click or tap here to enter text.

What will the funds be used for?

New Construction

Existing housing with major Rehabilitation

Existing housing with no major rehabilitation

Other Click or tap here to enter text.

1. **A description of the proposed project**

Including:

1. Name and address;

Click or tap here to enter text.

1. Location by census tract

Click or tap here to enter text.

1. Total number of buildings

Click or tap here to enter text.

1. Please provide a description of the proposed project

Click or tap here to enter text.

1. **Proposed projects must be in Maryland, provide mixed-income, cross-subsidized new housing in which:**

* At least 20% of the units are set aside for households with a gross annual income of not more than 50% of the area median income for a household of a like size; or
* At least 40% of the units are set aside for households with a gross annual income of not more than 60% of the area median income for a household of like size.

Please provide total number of units: by AMI, bedroom size in each building, and proposed rent and utilities:

| **# of Bedrooms** | **Total units** | **# and %**  **At 60% or below AMI** | **# and %**  **At 50% or below AMI** | **$ Rent + Utilities** |
| --- | --- | --- | --- | --- |
| 1 bedroom | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 bedroom | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 bedroom | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| TOTAL | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | N/A |

#### CERTIFICATIONS

The undersigned hereby makes application to the Department for a loan pursuant to the Department’s Housing Innovation Pilot Program and certifies the following:

**LOAN REQUIREMENTS**

The undersigned acknowledges the loan may be secured by the lien on the property herein described and evidenced by a promissory note. The undersigned certifies that housing produced with the proceeds of the loan will be rented to income eligible households within the income limits set by the Department for the specific period.

**EQUAL OPPORTUNITY**

The applicant agrees that it will not discriminate on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, physical or mental disability, or age, except with regard to age as permitted under the federal Housing for Older Persons Act, as amended from time to time or other similar federal laws, in the leasing of or otherwise providing dwelling accommodations at the property or in any other aspect of the development, administration, operation, construction, repair or maintenance of the property or in any aspect of employment by the applicant.

The applicant agrees that it will comply with all applicable provisions of federal, State and local laws and the Department of Housing and Community Development policies regarding discrimination, equal opportunity in employment, housing and credit practices, and drug and alcohol free workplaces including, but not limited to: Title VI and VII of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968, as amended; the Fair Housing Act Amendments of 1988, as amended; Title 20 of the State Government Article of the Annotated Code of Maryland, as amended; State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces; the Secretary's Minority Business Enterprise Program, as amended; and the Americans with Disabilities Act of 1990, as amended.

**TENANT RELOCATION**

The undersigned certifies that no tenant living in any residential unit in the property to be rehabilitated has been forced to move by the applicant without cause in the twelve month period preceding the submission of this application and that no tenants will be forced to move without cause prior to loan closing except to rehabilitate the project in compliance with an approved relocation plan. The undersigned further agrees to comply with the relocation requirements of the Department if any residential tenant is required to be temporarily or permanently displaced as a result of the rehabilitation undertaken pursuant to this loan application.

**ACCESS TO PUBLIC ACT NOTICE AND WAIVER**

Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial or financial information, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Maryland Public Information Act, State General Provisions Article, Title 4 of the Annotated Code of Maryland. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that third party.

The information in this application will be disclosed to appropriate staff of the Department or the public officials for purposes directly connected with the administration of the programs for which its use is intended. Such information may be shared with State, Federal, or local government agencies that have a financial role on the project.

The Department intends to make available to the public certain information regarding projects submitting applications regardless of whether or not the project is recommended for reservation of funds by the Department. Some of this information may not be disclosed under Maryland’s Access to Public Records Act. By signing and delivering this application to the Department, you hereby AGREE TO WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: applicant’s and sponsor names; name and address of the project; loan and /or tax credit amounts and terms (requested and/or approved); amounts and sources of other financing; total project cost; waivers (requested and/or received); explanation of amount and reason for State Bonus Points received (if any); total number of units; population served (elderly or family); and number of units reserved for persons with disabilities or special needs.

**GENERAL**

The undersigned hereby certifies that the development proposed in this application can be developed in accordance with the development budget set forth herein and operated in accordance with the operating budget set forth herein and further certifies that the information set forth herein and in any attachments in support hereof is true, correct, and complete to the best of his/ her knowledge and belief. The undersigned authorizes the Department to obtain credit information for the purpose of evaluating this application.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name of this \_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

Click or tap here to enter text.

(Full legal name of sponsor)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

#### THRESHOLD CHECKLIST

Projects applying for HIPP must meet the following threshold criteria established in the Multifamily Rental Financing Program Guide.

| **Meets Requirements** | **Threshold Requirements** |
| --- | --- |
|  | 3.1 Development Team Requirements  3.1.1 Previous Project Performance  3.1.2 Credit History |
|  | 3.2 Occupancy Requirements  3.2.1 Minimum Income and Rent Restrictions  3.2.4 Relocation and Displacement |
|  | 3.3 Marketing and Tenant Selection Policy Requirements  3.3.2 Affirmative Fair Housing Marketing  3.3.3 Tenant Selection Policies |
|  | 3.5 Persons With Disabilities (PWD) and Persons Experiencing Homelessness  3.5.1 Uniform Federal Accessibility Standards Requirements  3.5.2 Family Housing Developments – Units for Persons with Disabilities |
|  | 3.6 Other Financing Commitments |
|  | 3.9 Underwriting Standards  3.9.1 Maximum Rents  3.9.2 Vacancy  3.9.3 Operating Expenses  3.9.4 Reserves for Replacement  3.9.5 Operating Reserves  3.9.6 Trending  3.9.7 Debt Service Coverage Ratio  3.9.8 Development Costs And Fees  3.9.8.1 Acquisition  3.9.8.3 Professional Fees[[1]](#footnote-1) |
|  | 3.10 Readiness To Proceed and Financial Feasibility |
|  | 3.11 Site Requirements  3.11.1 Site Control  3.11.2 Utility Availability  3.11.3 Zoning  3.11.4 Environmental Assessments  3.11.5 Scattered Sites  3.11.6 Exceptions  3.11.7 New Construction - Priority Funding Areas (Smart Growth) |
|  | 3.13 Development Quality Thresholds[[2]](#footnote-2)  3.13.1 Criteria Applicable to All Projects  3.13.2 Additional Criteria Applicable Only to New Construction, Gut Rehabilitation, And Adaptive Re-Use  3.13.3 Additional Criteria Applicable Only to Substantial Renovation  3.13.4 Lead Hazard Elimination |

#### Applicant Self-Scoring

|  |  |  |  |
| --- | --- | --- | --- |
| **Scoring Summary Table** | **Maximum Possible Points** | **Applicant Self-Score** | **DHCD USE ONLY** |
| 1. **Project Readiness** | **6 Total Points** | **\_\_** |  |
| Housing Ready for occupancy now (if existing property) | 6 points | **\_\_** |  |
| Housing Ready for occupancy within one (1) year of award selection date | 4 points | **\_\_** |  |
| Housing Ready for occupancy within two (2) years of award selection date | 2 points | **\_\_** |  |
| 1. **Location** | **6 Total Points** | **\_\_** |  |
| Within ¾ of a mile radius of a passenger boarding and alighting location of a planned or existing transit rail stop or station | 2 points | **\_\_** |  |
| Within an ENOUGH Act approved award location | 2 points | **\_\_** |  |
| Within a Community of Opportunity | 2 points | **\_\_** |  |
| 1. **Preferences** | **16 Total Points** | **\_\_** |  |
| The project does not use low-income housing tax credit (LIHTC) equity or tax-exempt volume cap;  The specified affordable set-asides remain restricted at elected levels for at least 99 years;  The project remains in public ownership; **and**  The project includes a commitment to prevailing wage requirements. | 16 points | **\_\_** |  |
| 1. **Innovation** | **10 Total Points** | **\_\_** |  |
| The innovative nature of the property, including design/ materials, unique population, leverage of private/ philanthropic funds, location, etc. | 10 points | **\_\_** |  |
| 1. **Affordability** | **12 Total Points** | **\_\_** |  |
| 1. **Percentage** |  | **\_\_** |  |
| 10% over the required affordability | 2 points | **\_\_** |  |
| 15% over the required affordability | 4 points | **\_\_** |  |
| 20% or more over the required affordability | 6 points | **\_\_** |  |
| 1. **Length** |  | **\_\_** |  |
| The project remains affordable for 15 years | 2 points | **\_\_** |  |
| The project remains affordable for 30 years | 4 points | **\_\_** |  |
| The project remains affordable for 40 years | 6 points | **\_\_** |  |
| 1. **Development Team Capacity** | **12 Total Points** | **\_\_** |  |
| Developer/Owner | 4 points | **\_\_** |  |
| General Contractor | 4 points | **\_\_** |  |
| Property Manager | 4 points | **\_\_** |  |
| **Total** | **62 points** | **\_\_** |  |

#### Organization Chart

Submit an Organization Chart that illustrates the structure of the ownership entity (proposed or current). A sample Organization Chart is provided below.

Project Name

Organization Chart: Owner, GP, & LP

## Part 2: Mandatory Exhibits Category

### EXHIBIT A: PROJECT INFORMATION

**Other Project Financing**

Letters of intent to provide financing must be furnished for all construction and permanent funding sources (loans, grants, and equity) identified in the application. At a minimum, letters of intent must be specific to the project and detailed concerning terms and conditions. Refer to Section 3.6 of the Guide for more information regarding this requirement.

**ATTACHMENTS**

Other Project Financing - Letters of Intent or Commitment Letters for Other Loans, Equity, and Grant

### EXHIBIT B: THRESHOLD CERTIFICATION

Projects competing for HIPP funds are required to meet the Threshold Criteria from the Multifamily Rental Financing Program Guide listed below. To address these criteria, the Sponsor/Owner Certification included at the end of this exhibit must be completed.

**HIPP Threshold Requirements:**

* 3.1 Development Team Requirements
  + 3.1.1 Previous Project Performance
  + 3.1.2 Credit History
* 3.2 Occupancy Requirements
  + 3.2.1 Minimum Income and Rent Restrictions
  + 3.2.4 Relocation and Displacement
* 3.3 Marketing and Tenant Selection Policy Requirements
  + 3.3.2 Affirmative Fair Housing Marketing
  + 3.3.3 Tenant Selection Policies
* 3.5 Persons With Disabilities (PWD) and Persons Experiencing Homelessness
  + 3.5.1 Uniform Federal Accessibility Standards Requirements
  + 3.5.2 Family Housing Developments – Units for Persons with Disabilities
* 3.6 Other Financing Commitments
* 3.9 Underwriting Standards
  + 3.9.1 Maximum Rents
  + 3.9.2 Vacancy
  + 3.9.3 Operating Expenses
  + 3.9.4 Reserves for Replacement
  + 3.9.5 Operating Reserves
  + 3.9.6 Trending
  + 3.9.7 Debt Service Coverage Ratio
  + 3.9.8 Development Costs And Fees
    - 3.9.8.1 Acquisition
    - 3.9.8.3 Professional Fees[[3]](#footnote-3)
* 3.10 Readiness To Proceed and Financial Feasibility
* 3.11 Site Requirements
  + 3.11.1 Site Control
  + 3.11.2 Utility Availability
  + 3.11.3 Zoning
  + 3.11.4 Environmental Assessments
  + 3.11.5 Scattered Sites
  + 3.11.6 Exceptions
  + 3.11.7 New Construction - Priority Funding Areas (Smart Growth)
* 3.13 Development Quality Thresholds[[4]](#footnote-4)
  + 3.13.1 Criteria Applicable to All Projects
  + 3.13.2 Additional Criteria Applicable Only to New Construction, Gut Rehabilitation, And Adaptive Re-Use
  + 3.13.3 Additional Criteria Applicable Only to Substantial Renovation
  + 3.13.4 Lead Hazard Elimination

**ATTACHMENTS**

Threshold Owner/Sponsor Certification (attached)

#### THRESHOLD CERTIFICATIONS

Maryland Department of Housing & Community Development

Owner/Sponsor Certifications

(Submit under Exhibit B in Application)

Project Name: Click or tap here to enter text.

The Maryland Department of Housing & Community Development (DHCD) requires all projects meet the following Threshold requirements. As the Owner/Developer I hereby certify that the above referenced project will meet the standards established in the following sections of the Multifamily Rental Financing Program Guide:

* 3.1 Development Team Requirements
  + 3.1.1 Previous Project Performance
  + 3.1.2 Credit History
* 3.2 Occupancy Requirements
  + 3.2.1 Minimum Income and Rent Restrictions
  + 3.2.4 Relocation and Displacement
* 3.3 Marketing and Tenant Selection Policy Requirements
  + 3.3.2 Affirmative Fair Housing Marketing
  + 3.3.3 Tenant Selection Policies
* 3.5 Persons With Disabilities (PWD) and Persons Experiencing Homelessness
  + 3.5.1 Uniform Federal Accessibility Standards Requirements
  + 3.5.2 Family Housing Developments – Units for Persons with Disabilities
* 3.6 Other Financing Commitments
* 3.9 Underwriting Standards
  + 3.9.1 Maximum Rents
  + 3.9.2 Vacancy
  + 3.9.3 Operating Expenses
  + 3.9.4 Reserves for Replacement
  + 3.9.5 Operating Reserves
  + 3.9.6 Trending
  + 3.9.7 Debt Service Coverage Ratio
  + 3.9.8 Development Costs And Fees
    - 3.9.8.1 Acquisition
    - 3.9.8.3 Professional Fees[[5]](#footnote-5)
* 3.10 Readiness To Proceed and Financial Feasibility
* 3.11 Site Requirements
  + 3.11.1 Site Control
  + 3.11.2 Utility Availability
  + 3.11.3 Zoning
  + 3.11.4 Environmental Assessments
  + 3.11.5 Scattered Sites
  + 3.11.6 Exceptions
  + 3.11.7 New Construction - Priority Funding Areas (Smart Growth)
* 3.13 Development Quality Thresholds[[6]](#footnote-6)
  + 3.13.1 Criteria Applicable to All Projects
  + 3.13.2 Additional Criteria Applicable Only to New Construction, Gut Rehabilitation, And Adaptive Re-Use
  + 3.13.3 Additional Criteria Applicable Only to Substantial Renovation
  + 3.13.4 Lead Hazard Elimination

OWNER/SPONSOR:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

Printed Name and Title: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

### EXHIBIT C: DEVELOPMENT TEAM INFORMATION

#### Exhibit C.1 DEVELOPMENT TEAM INFORMATION - DEVELOPER AND SPONSOR/OWNER

Staff will evaluate the members of the Development Team based on their record of accomplishment with projects that are similar to the proposed project. In this exhibit, documentation should be submitted for the **Developer and Sponsor/Owner**. If the Developer and Sponsor/Owner are unrelated to one another, information should be submitted for each entity.

The documentation required with this exhibit should address the experience and qualifications of Developer and Sponsor/Owner entity. The applicant should provide where he/she has acted in a comparable capacity along with information on experience with other projects of similar type, scale, and complexity and in a similar capacity. For scattered site projects, submit evidence of prior experience completing similar scattered site rental projects.

In addition, developer and sponsor/owner team members should carefully review the Previous Project Performance Threshold Criteria in Section 3.1.1 of the Guide and the Development Team Evaluation Criteria in Section 4.1 of the Guide for more information regarding the Department’s review of development team members.

**ATTACHMENTS**

**Developer Information**

Form 203—Developer’s and Sponsor/Owner’s Qualifications and Current Workload. A copy of Form 203 may be downloaded from the [Multifamily Library](file:///C:\Users\waterman.DHCD.006\Downloads\o%09http:\dhcd.maryland.gov\HousingDevelopment\Pages\MFLibrary.aspx) on the DHCD website.

References- a minimum of 3 references should be provided

Firm Resume

Examples of previous scattered site experience (if applicable)

#### EXHIBIT C.2: DEVELOPMENT TEAM INFORMATION - GENERAL CONTRACTOR

Staff will evaluate the members of the Development Team based on their record of accomplishment with projects that are similar to the proposed project. In this exhibit, documentation should be submitted for the **General Contractor**.

The documentation required with this exhibit should address the experience and qualifications of the general contractor. The General Contractor should provide where he/she has acted in a comparable capacity along with information on experience with other projects of similar type, scale, and complexity and in a similar capacity. For scattered site projects, submit evidence of prior experience completing similar scattered site rental projects.

In addition, development team members should carefully review the Previous Project Performance Threshold Criteria in Section 3.1.1 of the Guide and the Development Team Evaluation Criteria in Section 4.1 of the Guide for more information regarding the Department’s review of development team members.

**ATTACHMENTS**

**General Contractor Information**

AIA Document A305—Contractor's Qualification Statement

Supplement to the AIA Document A305—Contractor’s Qualification Statement (attached)

Firm Resume

Examples of previous scattered site experience (if applicable)

##### SUPPLEMENT TO THE AIA DOCUMENT A305—CONTRACTOR’S QUALIFICATION STATEMENT

**SUPPLEMENTAL INFORMATION**

1. List which trades, if any, will be performed directly by the Firm’s own personnel or by identity of interest subcontractors, and not by outside subcontractors, in the construction of the proposed housing development. If none, so state.

Click or tap here to enter text.

1. Neither the contractor nor any director, stockholder, officer, employee or agent associated with the contractor nor any person, firm or corporation has any financial interest in said property, and has not received nor will receive any benefit from the acquisition of said property, including but not limited to rebate, refunds, commissions or fees, except as hereunder disclosed. If none, so state.

Click or tap here to enter text.

1. The undersigned hereby certifies that neither the Firm nor any partner, director, stockholder, officer, employee or agent associated with the Firm nor any person, firm or corporation having a financial interest in the affairs of the Firm, has agreed, or will agree, directly or indirectly, or with the Firm’s knowledge and consent, to give to any other party any payment or thing of value, profit or fee, or commission as an inducement for the granting of this contract, except as hereunder disclosed. If none, so state.

Click or tap here to enter text.

1. Has the Firm, under its present name or any previously used name, or any of its principals, ever commenced construction of a project that it has not completed, except those currently under construction? If yes, provide details. Use extra sheets if necessary.

Click or tap here to enter text.

1. In answering the following questions, the term “Principal” (as listed in paragraph 2 above) also includes any other Firm in which such person participated as a Principal.
   1. Have any of the Principals ever filed a petition of bankruptcy?

Yes No

* 1. Has there ever been a petition of bankruptcy filed against the Firm or any of the Principals?

Yes No

* 1. Has the Firm or any of the Principals ever made an assignment for the benefit of creditors?

Yes No

* 1. Are there any unsatisfied judgments or liens against the Firm or any of the Principals?

Yes No

* 1. Has the Firm or any of the Principals been a party to any litigation within the last five years?

Yes No

If the answer to any of the questions in paragraph 5 is yes, give details. Use additional sheets if necessary.

Click or tap here to enter text.

1. Has the Firm, or any of the Principals, ever been convicted of a crime? If yes, give details including the name of the entity or person, when and where convicted, and the crime or offense involved.

Click or tap here to enter text.

1. Can the Firm obtain 100% payment and performance bonds for constructing the subject development?

Click or tap here to enter text.

**CERTIFICATION**

The undersigned hereby certifies that the information set forth in this certificate, and in any attachments in support thereof, is true, correct and complete to the best of his or her knowledge and belief.

***NOTICE:*** *Section 2-207, Article 83B, Annotated Code of Maryland provides in part: A person who knowingly makes or causes false statements for the purpose of influencing the action of the Administration “…is subject to a fine not exceeding $50,000 or imprisonment not exceeding five years, or both.”*

IN WITNESS WHEREOF, the General Contractor has caused this certificate to be duly executed in its name on this \_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

NAME OF FIRM Click or tap here to enter text.

By:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

#### EXHIBIT C.3: DEVELOPMENT TEAM INFORMATION- ARCHITECT

Staff will evaluate the members of the Development Team based on their record of accomplishment with projects that are similar to the proposed project. In this exhibit, documentation should be submitted for the **Architect**. CDA requires that the Design Architect directly provides construction administration services.

The documentation required with this exhibit should address the experience and qualifications of the architect. The Architect should provide where he/she has acted in a comparable capacity along with information on experience with other projects of similar type, scale, and complexity and in a similar capacity. For scattered site projects, submit evidence of prior experience completing similar scattered site rental projects.

In addition, development team members should carefully review the Previous Project Performance Threshold Criteria in Section 3.1.1 of the Guide and the Development Team Evaluation Criteria in Section 4.1 of the Guide for more information regarding the Department’s review of development team members.

**ATTACHMENTS**

**Architect Information**

AIA Document B305—Architect's Qualification Statement

Firm Resume

Examples of previous scattered site experience (if applicable)

#### EXHIBIT C.4: DEVELOPMENT TEAM INFORMATION - MANAGEMENT AGENT

Staff will evaluate the members of the Development Team based on their record of accomplishment with projects that are similar to the proposed project. In this exhibit, documentation should be submitted for the **Management Agent**.

The documentation required with this exhibit should address the experience and qualifications of the management agent. The Management Agent should provide where he/she has acted in a comparable capacity along with information on experience with other projects of similar type, scale, and complexity and in a similar capacity. For scattered site projects, submit evidence of prior experience completing similar scattered site rental projects.

In addition, development team members should carefully review the Previous Project Performance Threshold Criteria in Section 3.1.1 of the Guide and the Development Team Evaluation Criteria in Section 4.1 of the Guide for more information regarding the Department’s review of development team members.

**ATTACHMENTS**

**Management Agent Information**

Form 209 – Management Agent’s Qualifications and Apartment Management Experience. A copy of Form 209 may be downloaded from the [Multifamily Library](file:///C:\Users\waterman.DHCD.006\Downloads\o%09http:\dhcd.maryland.gov\HousingDevelopment\Pages\MFLibrary.aspx) on the DHCD website.

Firm Resume

References- a minimum of 3 references should be provided

Examples of previous scattered site experience (if applicable)

#### EXHIBIT C.5: DEBARMENT AFFIDAVITS

Members of the development team must not have a limited denial of participation from the U. S. Department of Housing and Urban Development (HUD) or be debarred, suspended, or voluntarily excluded from participation in any federal or State program. All members of the development team (including any ownership interest except for limited partners or non-managing members, developers, general contractors, architects, and management agents) must certify on the required form that, among other things, they are not debarred from doing business with the State of Maryland. Failure to disclose required information on the application may subject the applicant to penalties under Maryland law.

**ATTACHMENTS**

**Debarment Affidavits (attached)**

Owner(s), including any ownership interest except limited partners or non-managing members

Developer

General Contractor

Architect

Management Agent

Project Name: Click or tap here to enter text.

Project No.: Click or tap here to enter text.

##### Debarment Affidavit

1. **Authorized Representative**

**I Hereby Affirm That:**

I am the Click or tap here to enter text. and the duly authorized representative of Click or tap here to enter text. and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

1. **Certification of Registration and Tax Payment**

**I Further Affirm That:**

* 1. The business named above is a [corporation] Click or tap here to enter text. formed in [Click or tap here to enter text., Maryland] [(other state: Click or tap here to enter text.)] and registered in accordance with the Corporations and Associations Article, *Annotated Code of Maryland*, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:
     1. Name: Click or tap here to enter text.
     2. Address: Click or tap here to enter text.

(if not a corporation, state so)

* 1. Except as validly contested, the business has paid, or has arranged for payment of, all taxes due all government entities including the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation (DLLR), and all other taxing authorities, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

**OR**

* 1. The applicant named above is a housing authority organized pursuant to Division II of the Housing and Community Development Article of the Annotated Code of Maryland, and that it is in good standing and has filed all reports, together with filing fees, with the Maryland Secretary of State, and that the name and address of its custodian of records filed with the Secretary of State is:
     1. Name: Click or tap here to enter text.
     2. Address: Click or tap here to enter text.
  2. (2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland, and filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, the Secretary of State, the Department of Housing and Community Development (DHCD), as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

1. **Affirmation Regarding Bribery Convictions**

**I Further Affirm That:**

Neither I nor, to the best of my knowledge, information and belief, the above business (as defined in §16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners or any of its employees directly involved in obtaining contracts with the public bodies (as defined in §16- 101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Section 6-220 of the Criminal Procedure Article of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of bribery, attempted bribery, conspiracy to bribe in violation of Maryland law, or the law of any other state or federal law , except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business]:

Click or tap here to enter text.

1. **Affirmation Regarding Other Convictions**

**I Further Affirm That:**

* 1. Neither I nor, to the best of my knowledge, information and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:
  2. been convicted under the state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
  3. been convicted of any criminal violation of a state or federal antitrust statute;
  4. been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. §1341 et seq, for acts arising out of the submission of bids or proposals for a public or private contract;
  5. been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland:
  6. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (a), (b), (c) or (d) above;
  7. has been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
  8. admitted in writing or under oath, during the course of an official investigation or other proceeding, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current positions and responsibilities with the business, and the status of any debarment]:

Click or tap here to enter text.

1. **Affirmation Regarding Debarment**

**I Further Affirm That**

Neither I, nor to the best of my knowledge, information and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows: [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds for the debarment or suspension, the details of each person's involvement in any activity that formed the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

Click or tap here to enter text.

1. **Affirmation Regarding Debarment of Related Entities**

**I Further Affirm That**

* 1. The business was not established and does not operate in a manner designed to evade the application or defeat the purpose of debarment pursuant to Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland; and
  2. The business is not a successor, assignee, subsidiary or affiliate of a suspended or debarred business, except as follows [indicate the reason(s) why the affirmation cannot be given without qualification]:

Click or tap here to enter text.

1. **Sub-Contract Affirmation**

**I Further Affirm That:**

Neither I nor, to the best of my knowledge, information and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property or construction.

1. **Acknowledgment**

**I ACKNOWLEDGE THAT** this Affidavit is to be furnished to the Department of Housing and Community Development and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to the applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any agreement resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify , or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with regard to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract and (3) other affidavits comprising part of the contract.

***I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENAL TIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.***

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

## Part 3: Optional Scoring Documentation

**OPTIONAL SCORING EXHIBIT**

### EXHIBIT D: PROJECT READINESS

Points will be awarded to projects based on how soon they will be ready for occupancy. .

**ATTACHMENTS**

Project Timeline (Anticipated Development Schedule on General Tab of CDA Form 202 – Multifamily Rental Financing Application)

**OPTIONAL SCORING EXHIBIT**

### EXHIBIT E: LOCATION

DHCD will award points to projects in certain geographic areas.

Projects seeking points for being located within three-quarters (3/4) of a mile radius of a passenger boarding and alighting location of a planned or existing transit rail stop or station must provide evidence of proximity to the rail stop or station.

Projects seeking points for being within an ENOUGH Initiative eligible census tracts must be family projects.

Projects seeking points as a Community of Opportunity Project must be a family project with reasonable access to jobs, quality schools, and other economic and social benefits, as demonstrated by meeting at least one (1) of the two (2) criteria outlined in Section 4.2.2 of the Guide.

**ATTACHMENTS**

Project Location Owner/Sponsor Certification (attached)

**Proximity to Rail Stations**

Copies of transit route map(s)

Documentation of distance from project to transit

**ENOUGH Initiative Eligible Census Tract**

Documentation property is located in an ENOUGH Act eligible census tract, as shown on the [ENOUGH Initiative Community Eligibility Map](https://bit.ly/ENOUGHMap)

**Community of Opportunity**

Documentation property is located in a Community of Opportunity as shown on the [Multifamily Mapper](http://www.dhcd.state.md.us/GIS/multifamily/index.html) posted to the DHCD website.

Documentation property is located in geographic areas defined by applicable law as a Community of Opportunity for affordable housing or identified as such by an order or consent decree entered by a federal or State court of competent jurisdiction or by a settlement agreement to which DHCD or a local government in Maryland is a party.

**Maryland Department of Housing and Community Development**

#### OWNER/SPONSOR CERTIFICATION OF PROJECT LOCATION

(Submit under Exhibit E in Application)

Project Name: Click or tap here to enter text.

The Maryland Department of Housing & Community Development (DHCD) provides for additional competitive scoring incentives to projects which meet the following criteria:

I certify that the above-referenced project is (select all that apply):

Located within three-quarters (3/4) of amile radius of a passenger boarding and alighting location of a planned or existing transit rail stop or station.

Is located within an ENOUGH Initiative eligible census tract

Is located within a Community of Opportunity by meeting at least one (1) of the two (2) criteria outlined in Section 4.2.2 of the Guide.

As the Owner/Developer I hereby certify that the above-referenced project meets the criteria selected above.

OWNER/SPONSOR

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

Printed Name and Title: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

**OPTIONAL SCORING EXHIBIT**

### EXHIBIT F: PREFERENCES

As established in §4-3003 of the Housing and Community Development Article, the Department prioritizes funding for HIPP projects that:

* Do not use low-income housing tax credit equity or tax-exempt volume cap;
* Maintain the affordable set-asides at elected levels for at least 99 years;
* Remain in public ownership; **and**
* Include a commitment to prevailing wage requirement

**ATTACHMENTS**

Owner/Sponsor Certification of Preferences (attached)

**Maryland Department of Housing and Community Development**

#### OWNER/SPONSOR CERTIFICATION OF PREFERENCES

(Submit under Exhibit F in Application)

Project Name: Click or tap here to enter text.

The Maryland Department of Housing & Community Development (DHCD) provides for additional competitive scoring incentives to projects which meet the following criteria:

I certify that the above-referenced project:

* Does not use low-income housing tax credit equity or tax-exempt volume cap;
* Will maintain the affordable set-asides at elected levels for at least 99 years;
* Will remain in public ownership; **and**
* Will include a commitment to prevailing wage requirement

As the Owner/Developer I hereby certify that the above-referenced project meets the criteria selected above.

OWNER/SPONSOR

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

Printed Name and Title: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

**OPTIONAL SCORING EXHIBIT**

### EXHIBIT G: INNOVATION

The Housing Innovation Pilot Program was designed to create opportunities for public housing authorities and county governments to increase the volume of housing production and reward counties pursuing innovative solutions to the problem of housing scarcity.

A narrative must be provided that describes the innovative nature of the project. Innovations may include, but are not limited to, design/materials, targeted population/purpose, leveraging private/philanthropic funds, energy efficiency, project location, etc.

**ATTACHMENTS**

Innovation Narrative

**OPTIONAL SCORING EXHIBIT**

### EXHIBIT H: AFFORDABILITY

All HIPP applicants must commit to rent at least 20% of units to households at or below 50% of area median income or at least 40% of units to households with incomes at or below 60% of the area median income. To encourage sponsors to income-restrict additional units, DHCD will award points for income targeting in excess of these minimum requirements.

A project will receive points if at least 10% over the required affordability. Points will also be awarded to projects based on the number of years of affordability.

**ATTACHMENTS**

Owner/Sponsor Certification of Affordability (attached)

**Maryland Department of Housing and Community Development**

#### OWNER/SPONSOR CERTIFICATION OF AFFORDABILITY

(Submit under Exhibit H in Application)

Project Name: Click or tap here to enter text.

The Maryland Department of Housing & Community Development (DHCD) provides for additional competitive scoring incentives to projects which meet the following criteria:

I certify that the above-referenced project will maintain the affordable units for:

15 years;

30 years;

40 years; or

99 years

As the Owner/Developer I hereby certify that the above-referenced project meets the criteria selected above.

OWNER/SPONSOR

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

Printed Name and Title: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

1. Only new construction and substantial renovation projects are eligible for developer’s fees, as described in 3.9.8.3 of the Guide**.** [↑](#footnote-ref-1)
2. Only applicable to new construction and substantial renovation projects [↑](#footnote-ref-2)
3. Only new construction and substantial renovation projects are eligible for developer’s fees, as described in 3.9.8.3 of the Guide**.** [↑](#footnote-ref-3)
4. Only applicable to new construction and substantial renovation projects [↑](#footnote-ref-4)
5. Only new construction and substantial renovation projects are eligible for developer’s fees, as described in 3.9.8.3 of the Guide**.** [↑](#footnote-ref-5)
6. Only applicable to new construction and substantial renovation projects [↑](#footnote-ref-6)