



# 2025 Maryland Qualified Allocation Plan (QAP) & Multifamily Rental Financing Program Guide (Guide)

**Pre-Round Information Session for the  
2025 Spring/Summer Competitive Funding Round  
Deadline: Friday, May 16, 2025**

## Purpose of Today's Meeting

- Provide information about:
  - Resources available for the Round
  - Application and Administrative Processes
  - Threshold and Scoring Items
- Provide opportunity for questions and answers

# Pre-Application Meetings

- Pre-Application meetings are *optional*, except for Infill and Redevelopment Pool Applicants
- Opportunity to receive feedback on proposed project specifics
- To submit a meeting request, use the [Pre-Application Meeting Request Form](#) in the [Multifamily Library](#) on the DHCD website
- Meetings will generally be scheduled for 30 minutes

# Application Submission

- **Applications are due by 2 pm on Friday, May 16, 2025**
- **MUST** use New Application Submission Kit dated February 2025 and CDA Form 202 dated March 2025
- Submit one (1) hard copy and one (1) electronic copy of the complete application, including attachments and exhibits
- Submit Application into Multifamily Information System. Email [dhcd.rentalhousing@Maryland.gov](mailto:dhcd.rentalhousing@Maryland.gov) for login credentials
- Application fee of \$2,500 for each project must be submitted (under separate cover) at the same time as or before application submission to **Community Development Administration, Post Office Box 2524, Landover Hills, MD 20784**

**Incomplete applications will not be considered.**

# Application Submission

- Submit a full electronic application through DropBox
- Complete the [Electronic Application Request form](#) in the [Multifamily Library](#) on the DHCD website to request a DropBox folder for each project
- The DropBox folders are organized into subfolders to match the Application Submission Package
- All documents must be uploaded prior to the application deadline
- 202s must be uploaded as Excel files
- Access to the project folders will be revoked on Friday, May 16, 2025 at 2 PM

# Application & Administrative Information

## Waivers:

- In accordance with Section 5 of the Guide, waiver requests must be submitted *in writing* to the Director of Multifamily Housing via the [Waiver Request Form](#) in the [Multifamily Library](#) on the DHCD website
- Submit no later than **30 days** in advance of Round deadline
  - (i.e., by **Wednesday, April 16, 2025**)
- Applies only to Rental Housing Financing Program and State-imposed criteria for LIHTC and MBP
- Federal regulations affecting LIHTC, HOME and MBP may not be waived

# Waiver Request Form

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**Application Type \***

- 9% Competitive Round
- 4%/MBP
- Shelter/Transitional
- Other

**Project Name \***

**Developer/Applicant \***

**Contact Name \***

First Last

**Contact Email \***

**Contact Phone \***

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**Waiver Request # 1 \***

**Rationale \***

## 2025 QAP And Guide – Overview

### **The QAP and Guide are used to review:**

- Competitive Round Applications for 9% LIHTCs & RHFPs
- Bond Applications and 4% LIHTCs (non-competitive)

### **Basic Review Process:**

- Threshold Review
- Scoring



# Overview of Changes from Last Year

## QAP & Threshold Changes

- State 30% Basis Boost
- Infill & Redevelopment Pool
- Permanent Supportive Housing Set-Aside
- Tenant Selection Policies
- Units for Persons Experiencing Homelessness

## Scoring Changes

- TODs
- Income Targeting
- Targeted Populations
- Tenant Services
- Policy Incentives

## E.3 State 30% Basis Boost

- In addition to family projects located within Communities of Opportunity, projects located in an [ENOUGH Act census tract](#) that request competitive tax credits qualify for the State 30% Basis Boost without prior CDA approval

## F.2 Infill and Redevelopment Pool

- Raised LIHTC maximum award to \$500,000 per project
- Allowed no more than 25% interest in the general partner or managing member of the project owner of a project competing in the general pool

## F.3 Permanent Supportive Housing (PSH) Set-Aside

- Up to \$3 million of LIHTC to fund two (2) PSH projects.
- 50% of total units must be identified as PSH units (30% of AMI/supportive services).
- Commitment at application for project-based rental subsidy with a term of at least fifteen (15) years for the PSH units.
- Letter of support from CoC
- Supportive Services Plan

## F.3 Permanent Supportive Housing (PSH) Set-Aside, continued

- Minimum scoring:
  - 4.1 Capacity of Development Team - 40 out of 74 possible points
  - 4.3 Transit Oriented Development - 4 out of 8 possible points
  - 4.6 Development Quality Standards - 20 out of 33 possible points
- Set-Aside will be awarded to the two (2) projects that meet with minimum criteria established in F.3 and receive the highest cumulative score
- Applications that do not receive an allocation from the PSH set-aside will be scored and considered for the general pool

## 3.4 Tenant Selection Policies

- Projects must certify at application that they will prepare, submit to DHCD for review, and post in their leasing office and website, a tenant selection policy that meets all the criteria established in the [CDA Memo dated August 5, 2024](#)

### 3.5.3 Units for Persons Experiencing Homelessness

- All projects competing in the 9% Competitive Funding Round must reserve a minimum of 15% of the affordable units for persons experiencing homelessness
- The set-aside units must be income- and rent-restricted at no more than 30% AMI
- Projects agree to provide notice of unit availability to and only accept tenant referrals from DHCD or a designated Continuum of Care
  - DHCD will establish the MOU between DHCD, the CoC, the property, and any supportive services providers prior to closing
- Projects with 100% HAP or PRAC contracts and projects competing in the Infill and Redevelopment Pool may request waivers of this requirement

## 4.3 Transit Oriented Development (8 maximum points)

- Expanded distance from rail stations and bus stops from  $\frac{1}{2}$  mi to  $\frac{3}{4}$  mi to align with the Housing Expansion and Affordability Act of 2024



## 4.4.1 Income Targeting (15 maximum points)

- Project-based voucher units, project-based rental assistance (PBRA) contracts, or equivalent federal rental assistance programs that serve households at or below 60% AMI with a term of fifteen (15) years or more, will be calculated as 30% AMI units in this section for the purposes of scoring

## 4.4.2 Targeted Populations (10 maximum points)

- Due to the addition of the threshold requirement for units for persons experiencing homelessness under Section 3.5.3, the targeted population scoring requirements have been reduced to a maximum of 10% of the affordable units in the property.
- Units set-aside under Section 3.5.3 may not be counted towards the 10% targeted population scoring

#### 4.4.4 Tenant Services (8 maximum points)

For applicants that indicated that they would achieve CORES designation for a project funded in a previous Round:

- **Project has not closed yet:** must submit proof of CORES certification, partnership with a CORES certified 3rd party, or a copy of the Pre-Screen Approval from CORES to demonstrate that they have initiated the application process and believe that they meet the threshold requirements.
- **Project closed and did not achieve CORES designation by initial closing:** must provide proof of CORES certification or partnership with a CORES certified 3rd party with subsequent application(s) in order to satisfy the requirements in this category utilizing CORES.

#### 4.4.6 Policy Incentives (4 maximum points)

- Two (2) points will be awarded to projects being developed under a joint development effort with MDOT for state-owned or WMATA for Metro-owned land adjacent to transit
- Points will only be awarded to projects that provide evidence of a MDOT or WMATA master development agreement and development plan

## Resources Available Per Project

### **Infill and Redevelopment Pool:**

LIHTC - \$500,000

RHFP - \$50,000 per unit up to \$1M

### **General Pool:**

LIHTC - \$30,000 per unit up to \$1.5M

RHFP - \$2M

**ROUND DEADLINE: May 16, 2025**

**QUESTIONS?**

[dhcd.gap@maryland.gov](mailto:dhcd.gap@maryland.gov)