

Multifamily Housing Notice 25-13

September 17, 2025

To: Developers, Sponsors and Local Housing Contacts
From: Alvin Lawson, Director, Multifamily Operations
Re: *Upcoming Trainings in October: Procorem; Tenant Selection Plans*

October 1: ProLink Software Training - Using Procorem

This summer, the Maryland Department of Housing and Community Development's Community Development Administration (CDA) and Division of Credit Assurance (DCA) went live with ProLink HFA and Procorem, both systems under ProLink Solutions, an underwriting and asset management software system.

ProLink HFA is an intake and project management system that will be utilized by CDA staff for all of its underwriting, project management, and construction finance functions. Procorem is an external file sharing and communication tool that will allow registered users – including project owners, management companies, and service providers – to download and upload documents, receive updates, track submissions, and communicate with CDA.

Effective August 8, 2025, CDA only accepts multifamily applications and related documentation that are submitted through Procorem. If you have not received an invitation by the end of the week to a Procorem WorkCenter for projects currently in our underwriting pipeline, you can email dhcd.rentalhousing@maryland.gov. Projects currently under construction will receive invitations for Procorem WorkCenters to submit draw requests and final closing packages by the end of the month. CDA will continue to accept draw requests and final closing packages via email until the Procorem WorkCenter invitations are sent.

[Step-by-step instructions for accessing Procorem](#) are available in the [Multifamily Library](#).



MULTIFAMILY HOUSING UPDATES

CDA will be offering a virtual training session for developers to learn how to use Procorem. This session will take place on October 1, 2025, from 12-1 pm EST. You can join the pre-round information session using the [video call link](#) or call in using the information below:

PHONE: +1 219-706-2346

PIN: 903 781 182#

If you have any questions at this time, please contact dhcd.rentalhousing@maryland.gov.

October 9: Implementing Tenant Selection Plans with the Vera Institute

In August 2024, CDA implemented a new policy for housing providers receiving CDA funding, requiring that they utilize CDA's tenant selection policy and screening criteria. To help owners/managers implement this policy, CDA is hosting a virtual training session about the criminal record screening procedures with the Vera Institute of Justice. This training will cover the basics of the criminal record screening requirements, how the policy interacts with Fair Housing Act standards, and how to navigate the Individualized Assessment process.

The training will take place on Thursday, October 9, 2025 from 12:30-1:30 pm EST. Please [RSVP](#) to receive the training link.

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IMPORTANT NOTICE REGARDING EMAILING OF MULTIFAMILY NOTICES

Multifamily Housing issues periodic notices (such as the one above) to announce new initiatives, provide important news, announce funding round deadlines, significant application changes, bond program amendments, and other key dates and facts on our website and by email only. [Subscribe](#) to this mailing list.

Multifamily Housing Notices from 2006 through to the present can be downloaded from [our website](#).