



**State of Maryland**  
**Department of Housing and Community Development (DHCD)**

**Request for Proposals**



**MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
7800 HARKINS RD • LANHAM, MD 20706 • [DHCD.MARYLAND.GOV](http://DHCD.MARYLAND.GOV)  
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# **Request for Proposals Housing Innovation Pilot Program**

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## **Request for Proposals Notice Housing Innovation Pilot Program**

The Department of Housing and Community Development (“DHCD” or “the Department”) seeks proposals from qualified applicants to receive an allocation of its Housing Innovation Fund (the “Fund”) through the Housing Innovation Pilot Program (“HIPP”). The statutory authority and requirements for the program are codified in §4-512 and §§4-3001 – 4-3005 of the Housing and Community Development Article. The purpose of this program is to provide 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. Funds will be awarded on a competitive basis to sponsors of eligible housing projects. Awards will be based on criteria to be developed by the Department.

All program information, including the scoring criteria and other information regarding the application process is available in the [Multifamily Library](#) on the DHCD website.

There will be a [virtual information session](#) for questions about the program on March 24, 2025 at 12pm.

All applications for the Housing Innovation Pilot Program are due no later than **12 p.m. on May 30, 2025**.

If you have questions, please contact Robyne Chaconas at [dhcd.cda@maryland.gov](mailto:dhcd.cda@maryland.gov); Maryland Department of Housing and Community Development, Multifamily Housing Programs, 7800 Harkins Road, Lanham, Maryland 20706; 301.429.7759 or 1.800.543.4505.



## **Program Description**

### **Housing Innovation Pilot Program**

#### **Overview**

DHCD requests local housing authorities or county governments partnering with housing developers to apply for the Housing Innovation Pilot Program (“Proposals”). DHCD will select the most qualified of those Proposals based on the scoring criteria outlined below.

Proposals from interested parties are due into DHCD by **Friday, May 30th, at 12:00 p.m.** At all times, Proposals are subject to the requirements of §4-512 and §§4-3001 – 4-3005 of the Housing and Community Development Article.

#### **Budget and Award Requirements**

\$10 million FY 25 funds  
\$3.33 million maximum award per project  
Maximum of one (1) award selection per jurisdiction

#### **Application Process**

DHCD will utilize a 2-step application process for the Housing Innovation Pilot Program.

Proposals due on May 30, 2025 will include an Application Submission Package that DHCD will use to award funds.

Awards will be conditional on the submission of an Awardee Submission Package within ninety (90) days of the award notification.

#### **Application Fee**

The application fee for HIPP is \$2,500. Loans will follow DHCD’s [Multifamily Fee Schedule](#).

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.

#### **Due Date**

Proposals must be received by DHCD no later than **12:00 p.m. on May 30, 2025**. Proposals will be date-stamped to verify receipt by the submission deadline. Proposals must be submitted via email to [dhcd.cda@maryland.gov](mailto:dhcd.cda@maryland.gov).



Applicants may submit requests for waivers of Project Threshold Criteria or Competitive Criteria. Requests for waivers should be submitted through the [Waiver Request Form](#) on the DHCD website according to the procedures outlined in Section 5.0 of the Guide (Waivers) at least fifteen (15) days prior to the application deadline.

The Application, including the scoring criteria and other information regarding the application process, is available in the [Multifamily Library](#) on the DHCD website.

## **Selection Process**

DHCD will employ the following process to determine which Proposal will be selected.

- DHCD staff will review each Proposal to ensure that it is complete. Incomplete submissions will be returned and will not be processed further by DHCD. Complete Proposals will be submitted for scoring.
- A scoring committee convened by DHCD will score all complete Proposals. DHCD may invite other State and local government agencies to participate in the review process.
- All Proposals will be ranked according to their score. The highest-scored Proposal will be recommended and submitted to the CDA Director for approval. Upon approval of the CDA Director, the recommendation will be submitted to the Secretary for final approval and allocation.
- DHCD may only select one project per jurisdiction. Any jurisdiction with two competing applications will be ranked within their jurisdiction for the number of elements and total points achieved, with number of units being the tiebreaker.

## **Construction, Rehabilitation, and Ongoing Monitoring**

Projects will be required to adhere and certify to DHCD Multifamily Policies regarding construction standards, individual unit health and safety requirements, and agree to ongoing compliance, asset management, and inspections. Please see applicable requirements and certifications in the Housing Innovation Pilot Program Application and Awardee Submission Packages Kit.

## **Housing Registry**

Applicants will be required to provide all information required by DHCD and Emphasys to list affordable rental units on [DHCD's Housing Registry Website](#), MDHousingSearch.org.

## **Fair Housing and Equal Opportunity**

The Applicant shall comply with applicable Federal and State laws, executive orders, and regulations pertaining to fair housing and equal housing opportunity, including without limitation, Title VI of the Civil Rights Act of 1964, as amended (42 USC § 2000d et seq., 24 CFR Part 1), The Fair Housing Act, as amended (42 USC § 3601 et seq., 24 CFR Part 100-115), Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), Age



Discrimination Act of 1975, as amended (42 USC § 6101 et seq., 24 CFR Part 146). Applicants are cautioned to be aware of the potential applicability of provisions of the Americans with Disabilities Act, federal Fair Housing legislation, and Section 504 of the Rehabilitation Act of 1973 to any housing proposed for funding. Procedures for the selection of residents, conditions of residency, and rules regarding termination may fall within the scope of this legislation. Providers must make reasonable accommodations of rules, policies, and procedures and may be required to allow reasonable structural modifications of buildings to be made, if necessary, to allow an individual with disabilities equal access to housing.

### **DHCD Non-Discrimination Notice**

DHCD does not discriminate based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, familial status in the admission or access to or treatment or employment in its program's activities. DHCD will provide appropriate communication auxiliary aids and services upon sufficient notice. DHCD will also provide this document in alternative formats upon sufficient notice. DHCD has designated the following person responsible for coordinating compliance with applicable Federal and State nondiscrimination requirements and addressing grievances:

Allegra Hollins, Fair Practices, [allegra.hollins@maryland.gov](mailto:allegra.hollins@maryland.gov).

### **Right to Cancel**

DHCD reserves the right to reject or cease processing any Proposal for the Housing Innovation Pilot Program.

### **Submission Requirements**

- Completed Application Submission Kit, including CDA Form 202 Worksheet.

### **Additional Terms and Conditions**

- DHCD expressly reserves the right to modify or withdraw this Request for Proposals at any time, whether before or after any responses have been submitted or received.
- DHCD reserves the right to adjust the timetable for this Request for Proposals as deemed necessary.
- DHCD reserves the right to reject any or all respondents and not award a contract pursuant to this Request for Proposals or to terminate the Request for Proposals process at any time if deemed to be in its best interest.
- If the respondent selected does not enter the required contract described in this Proposal, DHCD reserves the right to reject the respondent and offer the award to another respondent.
- In no event will any obligations of any kind be enforceable against DHCD unless and until a written contract is entered.
- DHCD reserves the right to waive informalities and minor irregularities in Proposals received.



- DHCD reserves the right to reject and not consider any or all respondents who do not meet this Proposal's requirements, including but not limited to incomplete responses and/or responses offering alternate or non-requested services.
- Each respondent agrees to bear all costs and expenses of its response. There will be no reimbursement for any costs and expenses relating to preparing responses submitted or for any costs or expenses incurred during any negotiations.



## **Program Overview**

### **Housing Innovation Pilot Program**

#### **Eligibility**

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

1. Eligible entity:
  - Sponsors must be
    - public housing authorities; or
    - county governments partnering with a housing developer

OR

  - The sponsor must be a county, in conjunction with a PHA or developer, to acquire existing housing,
2. Proposed projects must be in Maryland, provide mixed-income, cross-subsidized housing in which:
  1. 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
  2. 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.

#### **Preferences and Scoring**

1. Project Readiness (6 Points)
2. Location of project (4 Points)
3. Statutory Preferences (16 points)
4. Innovation (10 points)
5. Affordability (12 points)
6. Development Team Expertise (12 points)

#### **Project Type**

Certain sections of the application have different requirements, dependent on the type of project:

1. Acquisition of land/new construction
  2. Existing property with major rehabilitation;
- OR
3. Existing Multifamily properties, no major rehabilitation.

Detailed loan terms will be provided at a later date, but will fall into one of two categories:

1. Short term, three to five years
  - Low-interest loan, around 4% interest rate
2. Longer term, seven to ten years
  - Low-interest loan, around 5.5% interest rate





## Scoring Criteria

### Housing Innovation Pilot Program

#### 1. Project Readiness (up to 6 points)

Project meets one of the following:

- Housing ready for occupancy now (if existing property) (6 points) OR
- Housing ready for occupancy within one (1) year of award selection date (4 points) OR
- Housing ready for occupancy within two (2) years of award selection date (2 points)

#### 2. Location (up to 6 points, 2 points each)

Project is located

- within  $\frac{3}{4}$  of a mile from rail station
- within an [ENOUGH ACT census tract](#)
- within [Community of Opportunity](#)

#### 3. Preferences (16 points)

Project meets the following criteria:

- Project does not use low-income housing tax credit (LIHTC) equity or tax-exempt volume cap;
- Specified affordable set-asides remains restricted at elected levels for at least 99 years;
- Project remains in public ownership; **and**
- Project includes a commitment to prevailing wage requirements.

#### 4. Innovation (up to 10 points)

Projects should describe the innovative nature of the property and your plan for it. Projects will be scored and ranked, based on # of total units and uniqueness of the project, or model used to complete the project. Examples of innovations could include the following criteria:

- Design/materials
- Unique population
- Leverage - private/philanthropic
- Location
- Other

#### 5. Affordability (up to 12 points)

##### Number of affordable units

The minimum threshold for eligibility is to set aside

- 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.

Additional points will be awarded for every 10% OVER this requirement:

- 10% over the required affordability (2 points)
- 15% over the required affordability (4 points)
- 20% or more above the required affordability (6 points)

#### **Length of time of affordability**

Projects will receive points based on the number of years of affordability.

- 15 years (2 points)
- 30 years (4 points)
- 40 years (6 points)

#### **6. Developer/Owner/Partner Capacity (up to 12 points)**

Projects will score for development team capacity based on two scenarios:

1. New construction or Substantial Rehabilitation **OR**
2. Purchase of existing property with no substantial rehabilitation

#### **New Construction/Substantial Rehabilitation**

<b>Criteria</b>	<b>Developer</b>	<b>General Contractor</b>	<b>Property Manager</b>
The entity has a consistent and successful track record during the past five (5) years with projects that are similar to the proposed project and has shown the ability to remedy problems.	<b>4 Points</b>	<b>4 Points</b>	<b>4 Points</b>
The entity has an overall successful track record during the past five years (5) but may not have sufficient experience, may not have always promptly addressed problems, or may not have sufficient experience with similar projects.	<b>3 Points</b>	<b>3 Points</b>	<b>3 Points</b>
The entity has an inconsistent track record during the past five years (5), may not have sufficient experience, may not have promptly addressed some problems, or may not have sufficient experience with similar projects.	<b>2 Points</b>	<b>2 Points</b>	<b>2 Points</b>
The entity has limited or no experience, has a record of problems that were not promptly addressed, or has limited or no experience with similar projects.	<b>1 Point</b>	<b>1 Point</b>	<b>1 Point</b>



### Existing Property with No Substantial Rehabilitation

Criteria	Sponsor	General Contractor (if rehab is occurring)	Property Manager
The entity has a consistent and successful track record during the past five (5) years with projects that are similar to the proposed project and has shown the ability to remedy problems.	4 Points	4 Points	4 Points
The entity has an overall successful track record during the past five years (5) but may not have sufficient experience, may not have always promptly addressed problems, or may not have sufficient experience with similar projects.	3 Points	3 Points	3 Points
The entity has an inconsistent track record during the past five years (5), may not have sufficient experience, may not have promptly addressed some problems, or may not have sufficient experience with similar projects.	2 Points	2 Points	2 Points
The entity has limited or no experience, has a record of problems that were not promptly addressed, or has limited or no experience with similar projects.	1 Point	1 Point	1 Point

### Documents to be provided:

- A. Housing Innovation Pilot Program Application Submission Package
- B. Housing Innovation Pilot Program Awardee Submission Package
- C. CDA Form 202

