

**CDA Memo: In-Place Rehabilitation Guidelines
August 8, 2024**

The Maryland Department of Housing and Community Development (“Department”) has established the following criteria for proposed projects that involve the rehabilitation of occupied housing. Based on feedback we received from industry stakeholders, these guidelines have been revised since the Multifamily Housing Notice on May 14, 2024, which initially addressed these criteria.

- All applications involving in-place rehabilitation must include a detailed plan and contingency in case of a major issue like mold or structural issues.
- Rehabilitation plans cannot require tenants to move to another bedroom within the unit while work is completed throughout the day; tenants must be physically out of the unit during rehabilitation.
- When residents return for the day, they must be able to cook, clean, and sleep; an exception may include a stipend for food between 1-2 days.
- Developers/Contractors must provide a schedule for when work starts and ends, and general work hours must be between 8:30 AM and 3 PM to accommodate school-age children, work schedules, and similar daily activities. The Department will consider approving in-place rehabilitation plans with work schedules that differ from these guidelines depending on the project type, such as for age-restricted projects.
- The plan must include details on accommodations made for residents during rehabilitations, including dayrooms and amenities such as desk for work and parking.
- Areas must be cleaned, tools and materials must be removed daily, and plans must include how developers/contractors address dust control.
- For tenant relocations (may be applicable for some in-place rehabs), applications should include a dedicated relocation specialist for resident communication.
- For 9% and 4% LIHTC projects requesting state funds, relocation plans must be submitted with the Viability or Combined Viability/Commitment Packages. For Tax Credit Only projects, relocation plans must be submitted at least ninety (90) days prior to closing.