



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

July 18, 2008

Public Housing Notice # 2008-03 (9 pages including attachments)

Subject: Capital Planning System Implementation, Chapter 200 & 667 Properties  
Update on 2008 Bond Bill Funding Allocation Process

To: All Executive Directors of all Local Housing Authorities

Dear Executive Director,

The purpose of this letter is to ask for your cooperation in completing the Capital Needs Assessments (CNAs); re: the Capital Planning System (CPS), for the entire state-assisted portfolio. We have now officially completed Phase 1 of the CNAs and are ready to launch Phase 2. As we explain below, you can now access the Phase 1 data for your developments, and we need your help in conducting the Phase 2 CNAs. The CPS is a critical tool for us to understand, document and plan repairs for all state-aided public housing properties, and we're excited about completing it. We believe you will find it supremely useful as well!

**Chapter 200 & 667 Capital Planning System (CPS) Assessments (Phase 2)**

Phase 2 begins this month and will involve collecting data on all Chapter 200 and 667 properties. We are very pleased that Rick Brouillard, who has led DHCD's CPS work for five years, will oversee this process. DHCD has hired Diversified Intelligence Services ([www.telligence.net](http://www.telligence.net)) to conduct the CNAs—they will be contacting you shortly to set up an initial meeting. To prepare for this kickoff meeting to begin the CNA process for your properties, we are asking you to assemble critical information for the consultants who will be surveying your properties (detailed in Attachment A). We expect to complete the entire conditions assessment inventory by July 2009. We also encourage you to read the attached CPS materials and call Rick at 671-573-1193 with any questions.

**Phase 1, Chapter 167, 689 and 705 properties**

Phase 1 of the CPS consisting of the CNA and development of Capital Improvement Plans (CIPs) for the Chapter 167, 689 and 705 properties is complete and all of this data resides in CPS.

If you would like to access your LHA's data, please send Rick Brouillard an e-mail request at [Richard.brouillard@ocd.state.ma.us](mailto:Richard.brouillard@ocd.state.ma.us) and Rick will send you an e-mail containing your User ID, Password and brief instructions on how to access the CPS.

### **Brief Explanation of CPS and Capital Allocations**

The CPS is a web-based tool for LHAs to develop long-range Capital Improvement Plans for the ongoing modernization and preservation of their state-assisted public housing. It allows LHAs to inventory and assess building conditions and develop and schedule capital projects. A more detailed summary of the Capital Planning System is attached. This will become increasingly important to you, as DHCD transitions from the current competitive CAR/limited emergency award system to a CPS-based allocation system, as we previewed at Sea Crest.

We firmly believe that CPS-based allocations, which will ultimately distribute modernization funding in predictable increments to all developments based on documented need, will set us directly on course to fulfill Governor Patrick's mandate to restore our entire state public housing portfolio. We are developing a transition plan to launch the CPS-funding allocation system effectively. We are in the process of designing the transition plan, working closely with a NAHRO committee, and will announce the transition funding allocation programs in September.

### **CPS Training**

Beginning in late August, 2008, two training sessions will be held each month in different regions of the state. As mentioned above, since CPS data will be used by DHCD to allocate future capital funding, it is very important that you learn how to use the system. The training will teach you how to navigate CPS, prepare long-range capital plans, update your assessments and create, modify and close out projects. Please watch your e-mail or call Rick for the training schedule.

On behalf of everyone at DHCD, we are very excited to continue our partnership to revitalize all of our state's public housing. We believe the CPS will be an amazing and invaluable tool and we thank you for your patience, assistance and your continued support of this important project.

Sincerely,

**Amy Schectman**

Associate Director, Division of Public Housing and Rental Assistance

**Ray Frieden**

Director, Bureau of Housing Development and Construction

CC: Tom Connelly, NAHRO  
All DHCD public housing staff

*DHCD contact for questions and/or concerns:*

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# Capital Planning System Summary

## Capital Planning System



### What is the Capital Planning System (CPS)?

1. The CPS is a web-based tool for LHAs to develop long-range Capital Improvement Plans for the ongoing modernization and preservation of their state-assisted public housing. Because it's web-based, CPS can be accessed from practically anywhere, including in the field.
2. It is a data based and reference tool that allows LHAs to: inventory and assess building conditions; develop and schedule proposed capital projects; maintain up to date capital needs for modernization/preservation funding applications.

### Why use the Capital Planning System (CPS)

1. CPS helps LHAs regularly assess the condition of your portfolio and develop and prioritize proposed Capital Improvement projects with cost estimates and schedules.
2. CPS gives DHCD a conditions-based indication of your need which will be required to obtain modernization funding.
3. CPS generates report that can help with ongoing maintenance and capital planning.
4. The system-wide inventory of needs will help DHCD identify the funding necessary to eliminate the backlog of deferred repairs and replacement.
5. CPS data can help you apply for other types of grant funding such as Community Preservation Act (CPA) funding, etc.

6. CPS has links to a “Best Practices” resource page containing DHCD websites, professional organizations, manufacturer and supplier websites, and many other related industry resources.
7. If you have Federal or other non public housing properties, you can enter data for these properties in CPS separately.

### **How do I get access and use CPS?**

1. You can get access to the CPS by contacting Rick Brouillard at DHCD via E-Mail.
2. There are three types of access to the CPS that LHAs can have. They are as follows:
  - a. [Local Administrator](#)--able to add, edit and delete data and users for their LHA only.
  - b. [Read/Write](#)--able to add, edit and delete all data only for their LHA only.
  - c. [Read-Only](#)—able to read all data only for their LHA only.
3. Rick will only give access to Executive Directors or individuals that the Executive Directors deem authorized to have access.
4. CPS is currently available to LHAs in read-only fashion. Once you attend one of DHCD’s upcoming training sessions, you will be granted [Local Administrator](#) access.
5. To access the Internet, type in the Capital Planning System Internet Link:  
<https://ciip.massdhcd.com> , and type in your User ID and initial Password. This will log you on to the CPS Main Screen.
6. To change your password, click the [Utilities Tab](#) and click [Change Password](#). Enter a new Password of your choosing and confirm it. The system is case sensitive.
7. In order to understand the CPS, the first thing you should do is click on the [Help](#) section which will aid you in understanding and navigating the CPS.

### **What if I have questions regarding the CPS and my data?**

1. If you have any questions regarding the CPS or your specific data, please call Rick Brouillard at DHCD. Rick is the the CPS Administrator and is the primary contact for CPS information.
2. Rick Brouillard  
DHCD Construction Analyst and CPS Administrator  
Tel.: 617-573-1193  
Fax: 617-573-1345  
E-Mail: [Richard.brouillard@ocd.state.ma.us](mailto:Richard.brouillard@ocd.state.ma.us)

# How to prepare for your CPS Site Assessment

The Diversified Intelligence Team will send out a Pre-Assessment communication and call you to schedule a “Kickoff” meeting to begin the assessment of your 200 and 667 properties. To prepare for this meeting and the assessment, please use the following list as a guide to assemble the necessary information that will help expedite the capital assessment process.

## **LHA Preparation List for CPS Assessments**

1. Put together a **complete list of all of your 200 and 667 properties** for review with the consultant. This is critical so that we do not miss any properties.
2. Put together a **list of any Chapter 167, 689 and 705 properties that may have been missed or were not accounted for** in the **Phase 1** implementation of CPS. These properties will be added to the scope of Phase 2 to ensure each LHA has a complete set of data in CPS.
3. Locate and organize any **As-built drawings, Specifications and Operations & Maintenance documentation** that apply to these properties for consultant use. Consultant may use these for background information and to help derive quantities of building components for cost estimates that will be entered into the CPS.
4. Put together a **list of Development Manager and/or Development Supervisor names and contact numbers**. Consultant will enter these into the CPS.
5. Put together a **Modernization History narrative** for each development listing all DHCD and Operating Reserve funded Maintenance and Capital Improvement projects including projects presently underway and/or committed. ***(See example format--Attachment A-1)***
6. If available, put together a **list of Utility meter numbers** for Gas meters. Electric Meters and Water meters. Consultant will enter this data into the CPS so that DHCD can use the data in its ongoing sustainability and energy savings efforts.
7. Prepare a **Current Problem/Issues Narrative** of all current problems/issues as appropriate. Assemble any photographs you may have to help communicate the respective problems/issues. ***(See example format--Attachment A-2)***
8. Prepare a **Unit Breakdown** identifying and listing all types of units and special spaces for each development. Special spaces include but are not limited to any spaces, rooms or areas that are used for purposes other than tenant use. ***(See example format--Attachment A-3)***
9. Identify and list 10 % of the Dwelling units that you feel are most representative of the physical condition of all units and that you feel should be assessed.
10. Put together a **List of LHA staff and tenant concerns**.
11. **Notify staff and tenants of the pending work of when the on-site visits will occur.**

# **What will the CPS Site Assessment consist of?**

## **Step 1**

A team from Diversified Intelligence will conduct physical condition assessments of sites, building exteriors and common areas and a representative sample of 10% of the units and enter the assessment data into the CPS.

## **Step 2**

Based on the assessments, Diversified Intelligence will develop a Capital Improvement Plan (CIP) for each 200 and 667 property. These plans will be submitted to the LHA and DHCD for a 2-week review and comment period.

Preparation of a CIP using the CPS consists of:

- A. Conducting the inventory of site, building and unit components, assemblies and/or systems of each development.
- B. Uniformly assessing and recording the condition of each component, assembly and/or system.
- C. Identifying capital improvement needs based on the uniform condition assessments.
- D. Describing construction projects to address these needs with estimated costs and priorities.
- E. Creating a schedule for the recommended work based on the priorities.

## **Step 3**

Diversified Intelligence will revise the CIP based on LHA and DHCD comments and finalize the plan. This plan will then be used to make funding awards and guide capital projects.

# **Attachment A-1**

## **Example Modernization History**

- ⇒ Include projects that have awards or approved budget lines (operating reserves or other confirmed sources of funds). If project has begun, its status is the most recently approved milestone.

<b>Development</b>	<b>Year Complete or Status</b>	<b>Project Scope description</b>
200-1	1986	Kitchens & Baths
200-2	2000	Roofs
667-1	Awarded	Boilers
667-1	NTP	Roofs
667-1	1998	Boilers
667-1	2000	Fire Alm. Upgrade
667-1	Schematic Design	Windows & Doors
667-2	1984	Windows & Doors
667-2	2000	Siding
667-2	Construction Documents	Fire Sprinklers
667-2	Approval to Bid	Septic

## **Attachment A-2**

### **Example Current Problem/Issues Narrative**

<b>Development</b>	<b>Deficiency</b>	<b>Notes</b>
667-1—All buildings & site	Windows leak on South side. Parking lot has many potholes and cracks and there have been several reports of trip incidents. Boilers have been experiencing many issues such as pilots going out, units shutting down, pumps failing etc. Clapboard Siding on South façade is starting to cup and crack.	Any other applicable staff comments or notes regarding the deficiencies
200-1---Building 1 only	Roofs windows and doors leak throughout the development. Boilers have not been dependable the past year and have cost the LHA twice the normal maintenance cost to keep up. Fire alarm systems are not up to code.	Any other applicable staff comments or notes regarding the deficiencies
667-2—Building B	Windows and doors are rotting and leaky. Siding is cupping, cracking and falling off in many areas. Septic leach field is showing signs of saturation and odors are more frequent.	Any other applicable staff comments or notes regarding the deficiencies



## **Attachment A-3**

### **Example Unit Breakdown**

<b>Dev./Bldg</b>	<b>Unit/Space Type/Special Spaces</b>	<b>Notes</b>
<b><u>667-1</u></b>		Type A & B have different layouts. Type A has a balcony and Type B does not.
Bldg 1	2-1BR-Type A, 2-2BR, 1 Community rm.	
Bldg 2	2-1BR-Type A, 2-2BR, 1 LHA office	
Bldg 3	2-1BR-Type B, 2-2BR, 1 Maint. office	
Bldg 4	2-1BR-Type B, 2-2BR, 1 Laundry rm.	
<b><u>667-2</u></b>		
Bldg 1	2-1BR, 2-2BR, 1 Maint. office	
Bldg 2	2-1BR, 2-2BR, 1 Community Lobby	
<b><u>200-1</u></b>		
Bldg A	2-1BR, 2-2BR, 1 Maint. office	
Bldg B	2-1BR, 2-2BR	
Bldg B	Finished Basement	Used during the day for Community Service programs.