



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Gregory Bialecki, Secretary, EOHEd

PUBLIC HOUSING NOTICE 2011-16

To: All Local Housing Authority Executive Directors
From: Lizbeth Heyer, Associate Director, Division of Public Housing & Rental Assistance
Subject: Completing Capital Improvement Plans
Date: December 20, 2011

Holiday greetings from DHCD! Congratulations and thank you for all your hard work on your Capital Improvement Plans (CIP). 112 housing authorities have submitted to date, and we're down to about 100 calendar days before the **March 31, 2012** deadline for submitting all the plans.

If your CIP isn't in yet, we encourage you to submit it as soon as possible, so that you can take advantage of the FY 12 cap share available to you by completing some of your smaller projects by June 30. For larger jobs that will require outside designers, we want to see design work underway this winter, so that the construction can begin before the snow flies next winter.

If you're one of the 50+ LHAs that have completed Field Assistance, and you would like help entering your plan into CIMS software, please speak with your Project Manager about scheduling some time in December or early January to work with DHCD staff. You can arrange to meet in-person or by phone & computer using the easy-to-activate "JoinMe" website that lets you and DHCD staff work together on your CPS and CIMS account, but from separate computers. Please set Board and tenant meeting dates for the required review of the CIP if you haven't done so yet.

If you still need to pick the projects for your plan, please plan to spend a few hours in December to connect with your key staff to make some progress before year end. DHCD is available to assist. Please let us know if you'd like help so we can plan our schedule to include you. Now is the right time to make a clear schedule for early 2012 to accomplish Board and tenant meetings for CIP review, and to enter the plan into CIMS.

Please refer again to Public Housing Notice 2011-14 that summarizes the extensive technical assistance resources you can use to succeed, including 1) extra compensation to Part-Time Directors for additional work related to CIP preparation, and 2) the hiring of consultants with Formula Funding Administration funds, which typically ranges from \$500-1800 in the plans already approved. Here's the link:

<http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/11-14.pdf> An army of DHCD "elves" (project managers, engineers, architects, construction advisors and housing management specialists) are all standing by to help you to make progress!

DHCD's New Year's Resolution is that all housing authorities get their CIPs done, and well ahead of the March 31 deadline. We're looking forward to a very busy 2012, working together to implement projects for long-needed improvements at your properties. Thank you for your effort, your support and commitment to preserve state-aided public housing.