



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

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Janelle Chan, Undersecretary

Public Housing Notice 2019-25

To: LHA Executive Directors
From: Amy Stitely, Associate Director, Division of Public Housing
Subject: AIMM Program Rules and Application
Date: October 17, 2019

With this Public Housing Notice, DHCD is alerting all Local Housing Authorities (LHAs) that the Accelerated Independent Modernization and Management (AIMM) program is now open for applications.

Previously designated AIMM LHAs must reapply to the program for a continued enrollment and should send in application materials by November 30, 2019 to avoid any break in the receipt of AIMM benefits (up to 13% administration fee on projects). DHCD will accept new AIMM applications on a rolling basis for all other LHAs.

ACCELERATED INDEPENDENT MODERNIZATION AND MANAGEMENT (AIMM) APPLICATION

PROGRAM DESCRIPTION:

DHCD's Accelerated Independent Modernization and Management (AIMM) Program provides eligible Local Housing Authorities (LHA) greater flexibility and autonomy in undertaking capital planning and capital project implementation. AIMM LHAs take full responsibility for capital improvement planning and modernization process including compliance with all statutory and regulatory requirements.

EACH AIMM LHA MUST PERFORM THE FOLLOWING FUNCTIONS INDEPENDENTLY AND UP TO DHCD'S STANDARDS:

- Create, revise, and update the LHA's 5-year Capital Improvement Plan, without assistance from DHCD, and submit it on time.

- Maintain CPS without assistance from DHCD. This includes updating CPS at project completion and to reflect changes to component conditions, adding or removing inventory components in the system as a result of renovation or new construction, maintaining the data base on accessible units, maintaining the data base on hazardous material reports and projects, and maintaining future data bases on sustainability and resiliency.
- Draft all Scopes of Services and execute all projects under \$50,000 in compliance with M.G.L. chapters 7C, 30 section 39M, 30B, and 149, without assistance from DHCD. This includes using the Cap Hub project management tool for schedules, budgets and invoicing.
- Draft all Work Orders for projects \$50,000- \$500,000 in estimated construction costs, and submit in Cap Hub to DHCD for processing and DHCD design staff awareness of work order and upcoming milestones. NOTE: this limit will be increased to \$800,000, with design fees less than \$100,000, on or around June 30, 2020. All work orders are to be processed by the House Doctor Administrator for dispersal to House Doctors via Cap Hub.
- Draft all Requests for Services and submit in Cap Hub to DHCD for review and approval for projects more than \$500,000 in estimated construction costs. NOTE: this limit will be increased to \$800,000 on or around June 30, 2020.

EACH AIMM LHA WILL RECEIVE FROM DHCD:

- Limited project management involvement: supports necessary to process invoices and for budget and phase approvals.
- Simplified and time-bound architectural and engineering review by DHCD:
 - Review of Requests for Services that AIMM LHA drafts;
 - Administrative processing in Cap Hub of Work Orders that AIMM LHAs draft;
 - 1 review at schematic design; and
 - 1 review at 100% construction documents (CD) to check for adherence to DHCD's guidelines and standards and procurement rules based on LHA review in some cases, DHCD may elect to conduct a post completion audit review following construction completion, as well as attend the Warranty Walk-thru.
- An AIMM LHA may allocate up to 13% of their formula funding and/or other capital resources for documented capital project related implementation costs (the non-AIMM limit is 10%).
- Training in the use of Cap Hub specifics related to AIMM authorities.

AIMM ELIGIBILITY CRITERIA:

Only LHAs with 500 or more state-aided units or with waivers from participating in the Regional Capital Assistance Team (RCAT) program are eligible for the AIMM program. In order to qualify for AIMM, an LHA must meet all of the following threshold criteria:

1. Staff Capacity:
 - a. LHA has an appointed **licensed** design professional on staff to perform modernization services.

- b. LHA has an appointed Chief Procurement Officer who has already obtained Massachusetts Certified Public Purchasing Official (MCPPO) certification.
 - c. LHA has a designated full-time Modernization Director qualified to oversee design and construction projects.
2. Management Capacity:
- a. The LHA's PMR and AUP ratings reveal no significant management deficiencies.

In addition, DHCD will also take into consideration: (1) recent changes in staffing and (2) the LHA's past demonstrated ability to complete projects on schedule and in compliance with procurement laws.

APPLICATION PROCESS:

1. Interested LHAs should notify Fatima Razzaq, Director of Project Management, via email at Fatima.Razzaq@mass.gov of their desire to obtain AIMM status. The letter should include the following attachments:
 - a. Resume of LHA's Chief Procurement Officer and copy of his/her Massachusetts Certified Public Purchasing Official (MCPPO) certificate
 - b. Resume of appointed licensed design professional to perform modernization services, or narrative describing feasible plan for acquiring these services.
 - c. Resume of full-time staff person responsible for capital planning and construction project oversight.
 - d. A narrative describing why the LHA is seeking AIMM status (no more than 2 pages).
2. LHAs will then be notified in writing within 30 calendar days of their AIMM status.

AIMM DURATION AND CONDITIONS:

AIMM designation will be granted for a term of 5 years. DHCD may rescind an AIMM designation in the following situations:

1. LHA has a change in Executive Director, or no longer has a licensed design professional performing modernization services.
2. LHA falls below the 3-year, 80% Formula Funding spending threshold.
3. LHA neglects to submit CIP on time.
4. A DHCD PMR site visit or Agreed Upon Procedures financial review indicates that an LHA would benefit from some assistance in the areas of property maintenance, unit occupancy, and/or procurement.

The LHA may reapply for AIMM designation at the end of the 5 year period, and should send materials into DHCD two months before the end of their term.