



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

Deval L. Patrick, Governor

◆ Timothy P. Murray, Lt. Governor

◆ Gregory Bialecki, Secretary, EOHED

PUBLIC HOUSING NOTICE 2011-14

To: All Local Housing Authority Executive Directors
From: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance
Subject: Administrative Resources for CIP
Date: September 26, 2011

Greetings from DHCD! LHAs and DHCD have been working diligently together all summer long transitioning over to formula funding. We have accomplished so much over the last few months: 17 Capital Improvement Plans (CIPs) have been approved; 22 CIPs are currently under review; over 100 LHAs have completed DHCD's Field Assistance Program, and as of mid-September, all Housing Authorities will have completed Capital Planning System (CPS) and Capital Improvements Management System (CIMS) software training. Congratulations and thank you for all your hard work this summer!

There is still much to do however. While we have given LHAs until March 2012 to submit CIPs, we know that many LHAs are anxious to start implementing CIPs now. Also, DHCD is eager to get as many projects in the pipeline as soon as possible so we can meet our FY12 and FY13 bond caps.

Additionally, DHCD has heard that LHAs need more assistance in developing and submitting CIPs in CIMS, and we've developed the following menu of additional resources:

- **Field Assistance** – it's not too late to sign up for a one (1) day capital planning session held at your LHA with a team of DHCD staff. At the end of the day you'll have a draft plan ready to be entered into CIMS. To sign up for Field Assistance, call Gail Cassarino at 617-573-1164 or email at Gail.Cassarino@MassMail.State.MA.US.
Note: For LHAs that complete Field Assistance, you can start the design phase of one high priority project from your CIP before your CIP is approved by DHCD. The Executive Director determines whether board notification or approval is required to start the one project, based on LHA protocol.
- **CIMS & CPS Help Line** – any time you get stuck during a CIMS or CPS work session, give us a call at 617-573-1227 and we'll get back to you the same day to answer a question or help resolve the situation.
- **CIMS & CPS training.** Contact Rick Brouillard at 617-573-1193.
- **CIP Working Sessions enhanced by Collaboration Software (such as, "GoToMeeting" & "Join Me")** – LHA and DHCD staff on a conference call accessible to their computers can simultaneously look at the LHA's CIMS account loaded with CPS data and then manipulate it in real time to create a CIP plan.

No need to travel, and sessions are easy to schedule at a time that works for you. DHCD has been hearing great reviews from a number of LHA's that have already used these tools. For assistance, please call your Project Manager.

- **DHCD Regional District Hours** – DHCD staff will be hosting Regional District Hours with hands-on, individualized assistance in preparing your plan online in CIMS. These dedicated district hours will be held at centrally located LHAs having either computer learning and or training centers or wireless internet access. **Information will be sent on dates and location under separate cover. Included with that mailing will be links to reserve a time slot for individualized assistance.**
- **Use of Consultants and Formula Funding Admin** - In order to jump start the progress of CIP submissions, DHCD is pleased to announce that the administrative portion of your formula funding award may be used to hire a consultant to assist any LHA with developing and submitting its CIP in CIMS. This expense must be paid from the administrative portion of your formula funding grant (normally intended for capital project oversight). Please be advised that general administrative expenses are not to exceed 10% of the total award amount. This includes both the LHA-wide administrative costs such as preparation of the CIP, and specific project-related administrative expenses, which should not exceed 10% of a project's construction costs. For AIMM LHAs, the general administrative cap is 13%. DHCD approval for payment of consultant services will only be issued after the CIP has received final approval by DHCD.

* Please be advised that the use of admin funds for CIP planning and preparation may be a reasonable expenditure for the LHA given its staff resources, but note that this will reduce the amount of funds available for project-related admin costs. With that in mind, we want to make sure that you are aware that DHCD staff is also available to assist you in CIP preparation.

- **Part-time Directors and Formula Funding Admin** – in addition to hiring a consultant, any part-time LHA executive director (less than 37.5 hours per week for purposes of this policy), with his or her Board's approval, can receive extra compensation for up to 37.5 hours of additional work directly related to CIP preparation. Eligible activities include:
 - training taken in CPS and CIMS software
 - meeting with DHCD Field Assistance staff
 - updating CPS
 - creating the CIP
 - entering the CIP in CIMS, and
 - presenting the CIP plan to tenants and Boards

Unlike LHAs that hire a consultant, part-time executive directors do not have to use formula funding admin funds to cover this additional expense. DHCD will provide a supplemental award to LHAs with part-time directors to fund this cost.

Part-time executive directors may not bill for additional time to cover CIP-related activities that are already a requirement of the executive director's job, such as submitting up-to-date energy, vacancy and financial reports. Executive directors seeking this funding should keep track of both the actual hours worked and type of CIP work performed for submission and approval to their board and their Project

Manager at DHCD. DHCD approval for payment of these hours will only be issued after the CIP has received final approval by DHCD.

Remember - the only way to start spending your formula funding and get started on your projects is by submitting a CIP. If we are to be successful in meeting our Formula Funding bond cap of \$23m in FY12 and \$43m in FY13, we need to start as many projects as quickly as possible. There are only 9 months left in FY12, so it's really important that you submit your CIP as soon as possible.

We know that CIPs and Formula Funding may seem overwhelming but together we can do this. Thank you for your continued support and commitment to preserve state-aided public housing.