



DHCD Capital Updates

MA NAHRO Conference

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May 23, 2022

Agenda

01. ARPA Formula Funding

Application overview

02. ARPA Targeted Awards

Eligible components
Award selection process

03. Capital Project Process

Very high-level overview

04. DHCD Funds

Overview of DHCD funding sources and how to access

05. Admin Fees

Review of guidelines
How to access funds
What is eligible

06. Sustainability Update

Resiliency- how it fits into CIPs



ARPA Formula Funding

Award amounts?

Every eligible LHA has received an additional formula funding award equal to the amount of their last (FY25) award. You can find your award letter in CapHub ->

Does this replace my next FF award?

No. You will also receive your regularly scheduled FY26 award next November! These funds are meant to **supplement** your existing and future formula funding, not replace.

How should I use it?

Same rules apply to this award as your normal formula funding. It must be spent on eligible capital expenses. Because of the time frame restrictions (funds must be disbursed by end of 2024), we recommend putting these funds into already active (but not yet in construction) projects. This will free up regular Formula Funding for other uses, without time restrictions.

Project #001024: 2008 FF Master CFA
PROJECT ACTIVE

Planning Design Bidding Construction Schedule Invoicing Budget Documents Overview

Documents Expand All Collapse All

Add Documents
Select a category from the dropdown, choose a document type, and add documents. The documents will be added to the matching category sections below.

Misc Documents ▼

Drop file here to upload
or
[Browse Files](#)

[Upload File](#)

Document Type
☐ Internal Documents
☐ External Documents

Planning Documents ▲

Documents

File	Document Type	Date	Download	Delete
No documents available at this time				

Schedule Documents ▲

Documents

File	Date	Download
Classic Schedule 📄	—	Download

Misc Documents ▲

Internal Documents

File	Download	Delete
No documents available at this time		

External Documents

File	Download	Delete
FY22 ARPA Award Letter Abington-1 📄	Download	Delete
FY25 Formula Funding Award Letter - Abington 📄	Download	Delete
Abington FY24 Formula Funding Award Letter.docx 📄	Download	Delete

ARPA FF Plan: Page 1

Please complete a line for each project for which you are requesting to use your ARPA Formula Funding. The total in the ARPA FF column should not exceed the amount of your ARPA Formula Funding Award. Submit this application via DocuSign by **June 15, 2022**. Thank you.

This form is required to allocate your DHCD ARPA Formula Funding. Please fill out this request as indicated, return to your DHCD Project Manager via DocuSign. If you have any questions, please contact your DHCD Project Manager directly (contact information listed below).

Contact Information:

LHA Number:	123
LHA:	wellfleet Housing Authority
LHA Preparer Name:	
LHA Preparer Title:	
LHA Preparer Email:	

Glossary of terms:
CPS Project #: Project number in CPS
CapHub #: Project number in CapHub
Estimated Construction Costs (ECC): Total hard costs
Estimated Total Cost (TDC): Total hard and soft costs
ARPA FF Amount: Total ARPA funds allocated to this project
Other Funding Sources: Total amount of all non-ARPA funding
Est Days: Total estimated days project will be in construction

DHCD ARPA Formula Funding:

Total ARPA Formula Funding Allocated:	\$ 50,000
Total ARPA Formula Funding Requested:	\$ 0
Net Difference:	\$ 50,000
Total ARPA Formula Funding Approved:	\$

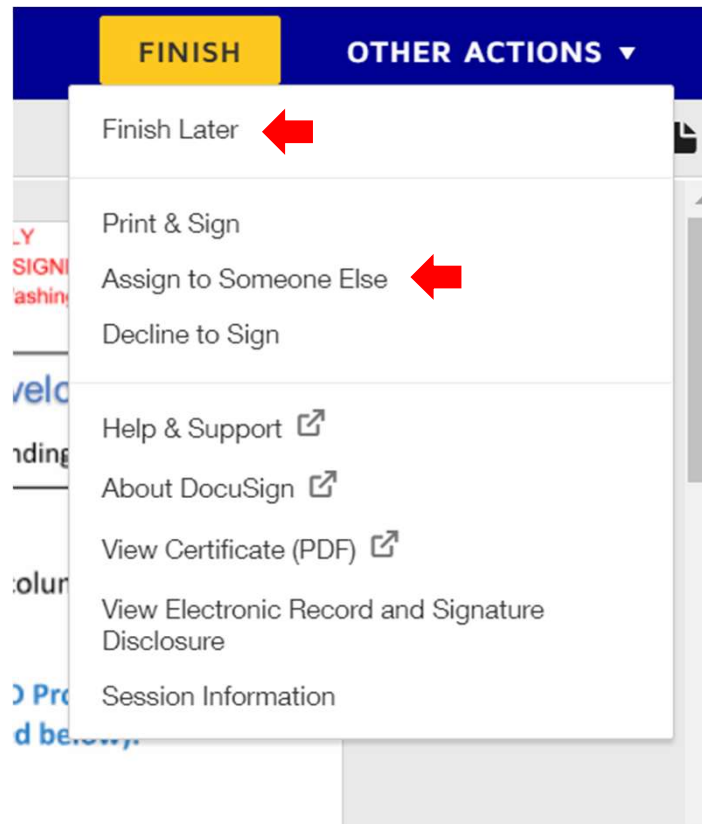


5/17/2022

www.ck12.org

Example listed below in first row

ARPA FF Plan: Helpful Tips



Targeted Awards



What are “Targeted Awards”?

This is a new process that DHCD is using to assess the entire portfolio for the condition of particular components. The assessment allows us to catalogue the conditions, identify and prioritize the developments where the condition is most critical, and make direct funding award to address the component.

Has this been done before?

Yes! We piloted this approach with our Septic System program last year. It allowed us to identify 19 septic systems that were on the verge of failure, which we were then able to repair or replace before complete failure.

What components will be targeted?

- Fire alarm systems
- Federal Pacific electrical panels
- Elevator repairs
- Accessible unit conversions

How do I access these funds?

DHCD will be assessing the portfolio and prioritizing developments based on available information. We will be using:

- CPS
- Federal Pacific Survey

We expect to finalize this assessment by mid-June. LHAs do not need to do anything, DHCD will reach out directly with next steps.

Capital Project Process: Overview

1

CPS: Create projects!

CPS is an inventory of all state aided public housing building components. Create new projects within CPS by selecting relevant components.

3

CapHub: Project Lifespan

Approved projects are assigned CapHub Project Numbers. The planning, design, invoices, phase approvals, and construction processes are all managed within CapHub. We will dive into more detail on this in the next slide.

2

CIMS: Create and submit your CIP

Select projects from CPS within CIMS to compile a capital plan based on available funding. Submit for DHCD review and approval

4

CPS: Update components

Once projects are completed, the relevant components should be updated by either the designer or RCAT. The LHA should verify this update.

Project Lifespan: An Overview

Planning and Design

- Once a project has been approved within a CIP, it is transferred to **CapHub** and assigned a project #.
- Depending on the size of the project, either the RCAT or DHCD AE is assigned, along with a pre-procured House Doctor.
- AE creates Work Order or RCAT creates the Scope of Services
- House Doctor submits design sets which are reviewed by AEs

Bidding

- Once Approval to Bid has been received, the project will be loaded into Project Dog or Bid Docs for bidding by the designer.
- Upon receipt of bids, DHCD Director of Procurement, Dave McClave reviews the lowest bidder for completeness and accuracy.
- Once the Low Bid Approval is reviewed and approved, DHCD begins routing the construction contract for signature to LHA, Contractor and DHCD.

Construction

- DHCD emails the fully executed construction documents, and only after that can the designer schedule the pre-construction kickoff meeting.
- The NTP is set at the pre-construction meeting.
- Construction is monitored on a periodic basis by either the RCAT or DHCD CA

DHCD Funding Sources:

These can be requested within your CIP

Formula Funding

- Formula Funding is an LHA's share of DHCD's bond cap, allocated on an annual basis.
- The amount of Formula Funding that an LHA receives is based on their need and portfolio size. Need is determined based on the LHA's expired components in CPS as compared to total expired components across the state.

Emergency Funds

- Available when an LHA has depleted their formula funding, but an emergency situation arises that cannot wait for their next year's formula funding allocation.

Compliance Reserve

- Used for projects required to comply with laws, codes or regulations. For example: projects relating to reasonable accommodation requests or asbestos and lead remediation. CR funds may also be used to fund compliance with requirements of the Mass. Architectural Access Board (MAAB), or the Americans with Disabilities Act (ADA).

Vacant Unit

- \$65/unit maximum award
- Available when an LHA has depleted their formula funding but has amassed vacancies which require capital work in order to turnover.

Sustainability

- Available for projects falling into three categories:
 1. Reducing greenhouse gas emissions and utility consumption
 2. Improving the resiliency of a development
 3. Improving Indoor Air Quality (IAQ)

Admin Fees

How much?

- 10% of construction costs, excluding Change Orders or Permit costs on FF projects
- Sliding scale on other funded projects:
 - up to 10% of the first \$500,000
 - 5% of the second \$500,000, and
 - up to 2.5% of all costs in excess of \$1,000,000

What can admin fees be used for?

- Reimbursement for staff time
 - It may supplement a part-time ED's salary up to what would be equivalent to a fulltime salary (may not exceed).
 - Increase the hours of other part-time staff
 - Pay for part of the fulltime salary (but not supplement) of LHA staff members
- Direct costs related to LHA operations
- Reinvestment back into other capital projects

How to request and document?

- Discuss the amount of fee you'll be requesting with your DHCD PM early in the project so they can ensure it is built into the budget.
- Submit invoices in accordance with project progress
- LHA board must approve admin fee requests
- If fee is being used as reimbursement for staff time, timesheets showing hours worked on project must be submitted as backup.

Admin Fees: contin.



What is not acceptable?

- Admin fee cannot fund salary increases or bonuses for full-time executive directors.
- Cannot be used for pension expenses.
- Admin fee will not be paid out after Certificate of Final Completion (CFC).



Link to Guidance

- <https://www.mass.gov/doc/lha-administrative-and-overhead-expenses-guidelines/download>

Capital Sustainability Overview

1

CPS: Create projects!

CPS is an inventory of all state aided public housing building components. Create new projects within CPS by selecting relevant components.

3

CapHub: Project Lifespan

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CIMS: Create and submit your CIP

Select projects from CPS within CIMS to compile a capital plan based on available funding. Submit for DHCD review and approval

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CPS: Update components

Once projects are completed, the relevant components should be updated by either the designer or RCAT. The LHA should verify this update.

As a Reminder

Sustainability funding can:

- Fund projects which reduce greenhouse gas emissions
- Fund projects which make developments more resilient to climate-induced weather hazards (we'll focus on this today)
- Fund projects which improve indoor air quality in developments
- Please see DHCD's Sustainability website for eligible project criteria

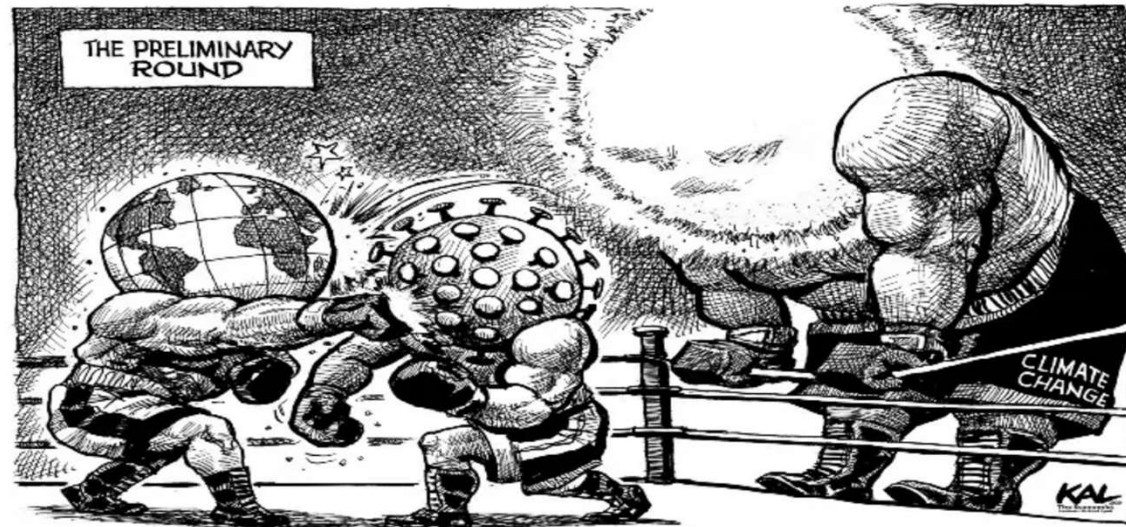
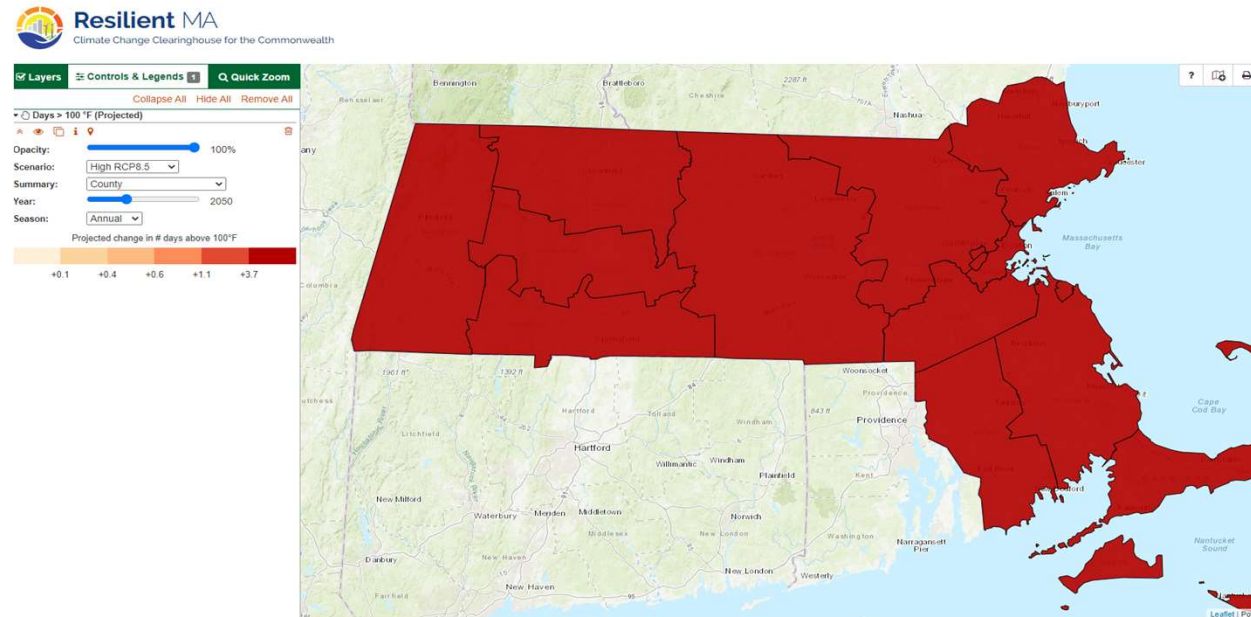


Image courtesy of Kevin KAL Kallaughner, The Economist, prints available at Kaltoons.com

DHCD CHARM

- Study completed in 2020
- Identified which LHA developments are vulnerable to sea-level rise/storm surge, rainfall flooding, and extreme heat
- Study is forward-looking
- Data is now incorporated into CPS
- Capital investments last decades = can't miss opportunities!



Resiliency in CIPs

1

CPS: Create projects!

- CPS has important Resiliency Data
 - SLR/SS
 - Rainfall flooding
 - Extreme heat
- When designing projects, must take risk into account!

The screenshot displays the Capital Planning System (CPS) interface. At the top, the title "Capital Planning System" is followed by a "Facilities" sub-header. A navigation bar includes links for Main Menu, Facilities, Inventory, Projects, Reports, Utilities, Find, and Help. Below this, there are dropdown menus for LHA (set to ARLINGTON HOUSING AUTHORITY), Development (Please select a Development), and Facility (Please select a Facility). A secondary navigation bar highlights the "Resiliency" tab among others like LHA Info, Development Info, Facility Info, Unit Info, Accessibility Info, HazMat, and Resiliency. A red message states "One or more Developments have Resiliency vulnerabilities". Below this, three circular icons represent different vulnerability types: Flood (3), Rainfall (8), and Extreme Heat (10). The form fields include: LHA (ARLINGTON HOUSING AUTHORITY), Address 1 (4 Winslow St.), Address 2 (empty), City (Arlington), State (MA), Zip (02474-3062), LHA type (Greater than 500 Units), Date (1/18/2017), and a large text area for DHCD Notes.

Capital Planning System

Facilities

Main Menu Facilities Inventory Projects Reports Utilities Find Help

LHA: ARLINGTON HOUSING AUTHORITY

Development: Please select a Development

Facility: Please select a Facility

LHA Info Development Info Facility Info Unit Info Accessibility Info HazMat Resiliency

One or more Developments have Resiliency vulnerabilities

Edit

LHA: ARLINGTON HOUSING AUTHORITY

Address 1: 4 Winslow St.

Address 2:

City: Arlington State: MA Zip: 02474-3062

LHA type: (State assisted portfolio only) Greater than 500 Units

Date: 1/18/2017

DHCD Notes:

Resiliency in CIPs

1

CPS: Create projects!

- Even the inventory reminds you!
- Check our Design Guidelines for suggestions
 - <https://www.mass.gov/doc/the-complete-climate-resilience-design-guidelines/download>

	Class	Subclass	Component Description	Quantity	Unit Cost	Unit	Year Installed	Life Span	Adjust Lifespan	Exp Year	Design & Construction Guidelines & Standards	Unit #	Proj. #	Note	Resiliency
Delete	Exterior Specialties	Ramp, Stair and Railing Assemblies 2	Exterior Canopy	120	\$111.00	SF	2008	30	0	2038	2	ALL			Edit
Delete	Exterior Specialties	Ramp, Stair and Railing Assemblies 2	Exterior Railing, Metal	120	\$225.00	LF	2008	30	0	2038	2	ALL			Edit Share Print Download
Delete	Exterior Specialties	Ramp, Stair and Railing Assemblies 2	Steps, Cast-in-Place Concrete or Masonry	60	\$1,000.00	STEP	1950	40	0	1990	2	ALL			Edit Share Print Download
Delete	Structural	Chimney Assemblies 2	Brick Chimney, Single Flue	90	\$433.97	VLF	1950	75	0	2025	2	ALL			Edit
Delete	Structural	Foundations 2	Foundation Walls, Cast-in-Place Concrete	244	\$556.98	LF	1950	100	30	2080	2	ALL			Edit
Delete	Structural	Foundations 2	Slab on Grade	2,760	\$15.58	SF	1950	100	30	2080	2	ALL			Edit
Delete	Structural	Structural Roof Assemblies 2	Pitched Roof	3,120	\$21.43	SF	1950	75	75	2100	2	ALL			Edit
Delete	Building Envelope	Exterior Doors 2	Exterior Single Door, Unit	12	\$2,900.00	EACH	2008	30	0	2038	2	ALL			Edit Share Print Download
Delete	Building Envelope	Exterior Doors 2	Storm/Screen Door	12	\$800.00	EACH	2008	20	0	2028	2	ALL			Edit Share Print Download

Resiliency in CIPs

How to Pay for Resiliency Improvements?

- Resiliency Add-On funds
- Very brief application available online
- Can pay for cost difference
 - Ex- roof replacement = \$100k
 - Roof replacement with light-colored materials = \$130k
 - Resiliency funds can pay for \$30k

Why Bother?

- As climate change accelerates, weather becomes less predictable and more extreme
- Building components last longer
- Residents are better protected

Resiliency in CIPs

- Eligibility for Resiliency-focused funding:
 - Must complete and submit an Emergency Preparedness Plan
 - Available here: <https://www.mass.gov/service-details/resiliency-initiatives>
 - Must complete Rapid RVA

Rapid RVA

LHA Info Development Info Facility Info Unit Info Accessibility Info HazMat **Resiliency**

Rapid RVA

Risk and Vulnerability Assessment | CHARM

Massachusetts Department of Housing and Community Development

[Download Strategies Legend Report](#)

[Download Blank Excel RVA Form](#)

[Download Blank PDF RVA Form](#)

New RVA

INSTRUCTIONS

This tool is intended to educate and guide LHA users in planning more resilient developments. Please use the following questions to gather information about a given development by walking the site and in conversation with site managers and staff. For "NO" answers, see applicable resilience strategies to consider in the column to the right. Refer to the Resilience Strategies page to identify and explore potential strategies. Related hazards are identified as follows: "EP" = emergency preparedness, "P/SLRSS" = precipitation/sea level rise and storm surge, "H" = extreme heat, "W" = wind. Each "YES" answer receives a score of 3, each "NO" answer receives a score of 0. Total scores for all questions to derive development Resilience Score.

RESILIENCE SCORE

Scores are out of 100 points, with 100 being most resilient

9

Property Name: Test
Assessment Completed By: Rich Simpson
Date: 3/01/2021

ASSESSMENT QUESTIONS

PROPERTY MANAGEMENT	Yes/No	HAZARD(s)	COMMENTS	APPLICABLE RESILIENCE STRATEGIES	SCORE
Does the development have an emergency management plan covering staff, residents, and business operations continuity?	<input type="button" value="Yes"/>	EP	Yes	22	3
Is the emergency management plan referenced by the municipal emergency plan? Check with municipal officials to confirm.	<input type="button" value="No"/>	EP	No	22	0

Rapid RVA, Cont.

INTERIOR - COMMON AREAS	Yes/No	HAZARD(s)	COMMENTS	APPLICABLE RESILIENCE STRATEGIES	SCORE
If you have a basement or crawlspace below-grade, do they remain dry during heavy rain?	<input type="text" value="v"/>	P/SLRSS	<input type="text"/>	1, 2, 6, 7, 12	0
Is emergency egress signage in place and highly visible?	<input type="text" value="v"/>	EP	<input type="text"/>	25	0
Does the development have a community room that meets the DHCD Emergency Preparedness Plan guidance to serve as a Resilience Hub?	<input type="text" value="v"/>	EP	<input type="text"/>	26, 27	0
If the development has a community room, it is above grade or not susceptible to flooding?	<input type="text" value="v"/>	P/SLRSS	<input type="text"/>	2, 26, 27	0
If the development does not currently have a community room, does it have an unoccupied space or a space that can be repurposed as a community room?	<input type="text" value="v"/>	EP	<input type="text"/>	27	0
Is there a continual structural load path connecting from foundation to sill, framing, and roof?	<input type="text" value="v"/>	W	<input type="text"/>	9	0
Are there backflow preventers on the floor drains and/or sewer connections?	<input type="text" value="v"/>	P/SLRSS	<input type="text"/>	6, 7	0

Rapid RVA, Cont.

Rapid RVA History

	Property Name	Completed By	Completed Date	Score	Comment	
Delete	Test	Rich Simpson	3/01/2021	9		Edit Download Select

Resiliency Reports

File	Description
2015SurfinSanta.jpg	Test
16-week-Advanced-Half-Marathon-v1.5m.pdf	
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

Resiliency Glossary

Term	Description
1% Annual Chance Flood	Also known as the 100-Year Flood and the Base Flood, this is defined by FEMA as a flood with a 1% annual chance of occurring or being exceeded. FEMA Flood Insurance Rate Maps delineate the extent of the Base Flood, along with its corresponding Base Flood Elevations.
100-Year Floodplain	This is the extent of a flood that has a 1% annual chance of occurring or being exceeded. Also referred to as Special Flood Hazard Areas (SFHA) on FEMA Flood Insurance Rate Maps (FIRM). On Flood Insurance Rate Maps, SFHAs are labeled as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30. Moderate flood hazard areas, labeled Zone B or Zone X (shaded) are also shown on the FIRM, and are the areas between the limits of the base flood and the 0.2-percent-annual-chance (or 500-year) flood. The areas of minimal flood hazard, which are the areas outside the SFHA and higher than the elevation of the 0.2-percent-annual-chance flood, are labeled Zone C or Zone X (unshaded). See more in-depth descriptions of zones below.
Adaptation	Adaptation refers to changes that respond to anticipated environmental risks.
Base Flood Elevation (BFE)	This is defined by FEMA as the top of water elevation projected for the base flood. BFEs listed on FEMA Flood Insurance Rate Maps are based on the 1% Annual Chance Flood.
Boston Harbor Flood Risk Model (BH-FRM)	This is a flood risk model which was created as part of the Massachusetts Department of Transportation (MassDOT) and Federal Highway Administration (FHWA) Resilience Pilot Project. It was developed by UMass Boston, Woods Hole Group, Inc. and the University of New Hampshire. It uses climate projections to simulate flooding from extreme weather and sea level rise, in order to plan for future resilience.
Design Flood Elevation (DFE)	The Design Flood Elevation is the elevation of the highest flood (generally the BFE plus freeboard) that a retrofitting method is designed to protect against. Also referred to as Flood Protection Elevation.
Dry Floodproofing	Dry floodproofing is the practice of sealing a space or a building up to the level of the DFE or higher, in order to keep water from entering. When dry floodproofing, property owners must strengthen structural members in anticipation of the hydrostatic and hydrodynamic pressure caused by floodwaters. In buildings located in areas with FEMA Flood Insurance Rate Maps (FIRMs), dry floodproofing can only be used for non-residential spaces in A Zones.
Federal Emergency Management Agency (FEMA)	FEMA manages the federal government's response to natural and manmade disasters. FEMA also manages the NFIP and produces Flood Insurance Rate Maps (FIRM).
FEMA Flood Zone	This is the geographic area that FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area. Note that this is different from the Sea Level Rise—Flood Hazard Area (SLR-FHA) which delineates the extent of flooding projected in 2070.
FEMA Zones A, AE	Defined by FEMA as areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage based on Flood Insurance Rate Maps (FIRM). These zones are included in Boston's Article 25. Note that this is different from the Sea Level Rise—Flood Hazard Area (SLR-FHA) which delineates the extent of flooding projected in 2070.

“

Any Questions?

