

DHCD Public Housing: Large Project Guide

What kinds of projects fall under this guide?

Projects with an Estimated Construction Cost of above \$800,000 must have a Request for Services (RFS) and go through the formal Designer Selection Committee (DSC) process.

Usually, these types of projects contain special funding such as a **ModPHASE** or **HILAPP**.

Overview of Designer Selection Committee (DSC) Process

1. Project is set up in CapHub through CIP process (if predominantly formula funding) or CIP Revision (if competitive award)
2. DHCD Architect/Engineer (AE) coordinates with the LHA to review the scope of the project.
3. DHCD AE creates a Request for Services (RFS) and submits to his/her supervisor for review. Upon supervisor's approval, LHA receives a CapHub notification that an RFS is ready for its review and approval.
4. LHA reviews and comments on RFS within CapHub. If the LHA chooses, they can upload a version of the draft with comments directly on the draft, but comments in the comment box are also fine.
5. RFS is updated and completed by DHCD AE.
6. DHCD Project Manager (PM) is notified by CapHub that the RFS is finalized and the Designer Approval to Advertise letter can be prepared.
7. DHCD PM generates the Designer Approval to Advertise letter and the template Central Register (CR) Ad, saves as a PDF as an attachment to the RFS.
8. DHCD PM uploads RFS package as attachment in the Planning Tab and submits to Bureau Director for final Approval.
9. Upon Bureau Director's approval and signature, LHA is notified by Cap Hub that RFS has been approved and receives a timeline of important dates.
10. DHCD PM is responsible for placing the CR Ad.
11. LHA is responsible for placing ad in local newspaper that runs concurrent with the CR ad dates— 2 week minimum from the due date of the application.
12. LHA receives all designer applications, completes reference checks and submits information to the DSC.
13. LHA is invited, but not required, to attend DSC meeting.
14. At the DSC meeting, the Committee reviews and ranks the list of applicants, with input from the DHCD AE/PM and LHA if they are in attendance. The LHA may indicate preferences with justifiable reasons.
15. The LHA may opt to use a Local Screening Committee. Most do not do this, but the instructions for that procedure are located at: <https://www.mass.gov/files/documents/2016/08/qx/lsc.doc>
16. After the meeting, the DSC Coordinator will draft a Ranking Letter for the LHA with the ranked Designers. The Ranking Letter also contains the link to the Designer Contract. This is sent to the LHA via email and is uploaded into CapHub.
17. DSC Coordinator will add the ranked Designers to the CapHub Designer list.

18. LHA and Designer execute the Contract for Designer Services. LHA submits to DHCD PM.
19. DHCD Procurement Officer reviews contract, then Bureau Director can execute as final signer.
20. Bureau Director uploads RFS and contract to CapHub and selects the contracted Design Consultant.
21. Design process begins with the Designer reviewing the site conditions and then a Kick-Off meeting.
22. The Design process ends with the LHA uploading a filled out Designer Evaluation Form in the Documents tab in Cap Hub selecting Miscellaneous. [Click to link to Designer Evaluation Form.](#)

The Designer Selection Committee is comprised of 9 members, including: architects and engineers appointed by DHCD, a representative from the Boston Society of Architects, CHAPA, NAHRO, and a general contractor.

Temporary Relocation

Temporary relocation may occur if the construction work requires tenants to move from their unit temporarily. If the project will result in permanent displacement, please contact the DHCD Relocation Coordinator about requirements under MGL c. 79A and 760 CMR 27.00.

DHCD Guidelines

- ▶ If your project requires temporary relocation, please refer to the guidelines below.
 - <https://www.mass.gov/doc/guidelines-for-the-temporary-relocation-of-persons-from-residential-dwelling-units/download>
 - <https://www.mass.gov/doc/guidelines-for-tenant-in-place-rehabilitation/download>
- ▶ Early relocation planning, including coordination with the design and construction team on a phasing plan for contractor access to the units, is recommended.
- ▶ Temporary Relocation Plans voluntarily submitted for a project of any size will be reviewed by DHCD's Relocation Coordinator. The guidelines establish submittal of a Temporary Relocation Plan for a project involving the relocation of the occupants of 30 or more units.
- ▶ If the project includes federal funds, you should reach out to your HUD contact about the Uniform Relocation Act or other relocation requirements associated with the project funding source that may be applicable (for example, if using Moving to Work, CDBG or HOME funds).
- ▶ In complex relocation scenarios, it may benefit the LHA to hire a relocation consultant.

Relocation questions can be directed to Maggie Schmitt, DHCD's Relocation Coordinator. You can reach her at maggie.schmitt@mass.gov or 617-573-1408

Other Related Information

Creating Vacancies

If the LHA wishes to take units offline to lessen construction impacts on residents or to benefit the construction project, they need to request approval of the Bureau of Housing Management.

- ▶ Creating vacancies and transferring residents within your portfolio may be an option for the project.
- ▶ If you need to create vacancies in anticipation of a project, you should consider your average turnover rate in order to calculate how long it would take to accumulate the needed number of vacancies.
- ▶ Upon determining your timeline, begin requesting waivers for units as they become available using the waiver process noted below.

Waiver Process

- ▶ Request waiver in the vacancy reporting system as type 1 "Funded mod/rehab project" for each individual unit. Be sure to include the project number in the request.
- ▶ Waivers can be requested for up to 120 months.
- ▶ Waivers should be requested within 0-59 days of the vacancy occurring. If a unit has been vacant for 60 days with no waiver, the LHA will start incurring fees.
- ▶ If the design and construction timeframe is extended, the LHA can request an additional waiver upon expiration of the original waiver. If the existing waiver expires with no additional waiver in place for the extended timeframe, the LHA will incur fees.
- ▶ When there is a transfer to another nearby LHA due to construction, the tenant can use "Priority 2" status in CHAMP.

Questions on vacancies and waivers can be directed to the LHA's Housing Management Specialist.

Procurement

- ▶ Be aware that if you are going to procure supplies and services (e.g. using hotels or hire a moving company), you may be subject to MGL 30B procurement procedures. In general those are as follows:
 - For contracts <\$10,000: Use sound business practices
 - For contracts between \$10,000 to \$50,000: Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service.
 - For contracts >\$50,000: Sealed bids or proposals

Funding Gaps

Large projects can experience funding gaps for a variety of reasons: inclusion of new scope, high bids, or accidental exclusion of components when creating the CPS project. Here are a few ways we can work together to address funding gaps:

ModPHASE

- ▶ ModPHASE awards are made with an \$80,000 per unit limit. If your award is not yet at that maximum, there is the potential to increase it up to the max in order to fund the original scope.

HILAPP

- ▶ HILAPP awards are given with a 1:2.5 leverage. If your award is not yet at that maximum, there is the potential to increase it up to the max in order to fund the original scope.

Accessible Unit Initiative

- ▶ Accessible Unit awards are made with the following per unit limits:
 - A maximum of \$150,000 total development cost (TDC) per elderly unit
 - A maximum of \$300,000 TDC per family unit
 If your award is not yet at that maximum, there is the potential to increase it up to the max.

What if I am at my award maximum?

- ▶ If the project includes items which increase the energy efficiency or thermal performance of the project, you may be eligible for Sustainability funding.
- ▶ If the project includes asbestos or lead abatement, you may be eligible for Compliance Reserve funding.
- ▶ If the project requires unforeseen accessibility improvements to meet the requirements for MAAB, you may be eligible for Compliance Reserve funding.
- ▶ Otherwise, if you have available Formula Funding or Operating Reserves you may contribute those funds towards the project.
- ▶ Value engineer costly components out to reduce the overall cost by working with your DHCD PM, AE and Designer.
- ▶ In all instances, you should discuss the funding gap with your DHCD PM who will best be able to advise you on which route to take.

Special Requirements

Some DHCD competitive awards come with additional requirements as a condition of funding. These are spelled out in the letter awarding this funding. Examples include:

- ▶ **ModPHASE:** Reporting 1, 3, 5 years post-project completion on usage statistics for resident services leveraged by grants.
- ▶ **Accessible Units:** LHAs must have a Section 504/ADA plan by the time of approval to bid. See [this guidance on how to create a compliant 504 plan](#).
- ▶ **Comprehensive Sustainability Initiative:** LHA must commit to completing its monthly energy reports in HAFIS, and, if the development has tenant-paid utilities, submitting at least 3 tenant bills on a monthly basis.