Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

Date: January 27, 2026 **PHN 2026-02**
To: All Executive Directors, RCAT Program Directors
From: Robert Garrett, Director of Capital Planning
Re: Facilities Condition Assessment

The Executive Office of Housing and Livable Communities (EOHLC) will be conducting a comprehensive Facilities Condition Assessment (FCA) at all developments within the MA state-aided public housing portfolio. *Please review this notice carefully, as LHA action is required.*

Background
Every five (5) years the Executive Office of Housing and Livable Communities (EOHLC) contracts with a specialized consulting firm to catalog and assess all existing building and site components in state-aided public housing at Local Housing Authorities (LHAs). This project is referred to as the Facilities Condition Assessment (FCA) and results in a refreshed and up to date inventory of all building and site components, which, in turn, informs capital component lifecycle information and subsequent formula funding levels for all state-aided public housing facilities. This data is collected and input into the EOHLC Capital Planning System (CPS) and the information obtained from these assessments is used to equitably allocate your LHA's annual Formula Funding award and help guide future capital planning efforts, initiatives, and award programs.

EOHLC is excited to engage with Bureau Veritas, LLC to conduct this work on the MA state-aided public housing portfolio. Bureau Veritas, LLC is a highly experienced firm dedicated to conducting thorough assessments of public housing and multi-family properties and have successfully completed thousands of assessments across the country at smaller multi-family properties and larger, more complex developments at the New York City, Chicago, and Philadelphia Housing Authorities.

Objective
There are five (5) goals of the 2025 Facilities Condition Assessment:

1. Confirm and update all existing Capital Planning System (CPS) inventory;
2. Assess condition and remaining shelf life of all existing CPS components;
3. Add new components to CPS and assess condition of any inventory not captured during previous assessments;
4. Assess feasibility of future electrification projects and;
5. Update CPS inventory accordingly.

Scope of Work
Contractors will responsible for evaluating:

1. All site components at all individual sites and developments;
2. All exterior components of every building;
3. All interior common areas and associated components (non-dwelling units);
4. All building and mechanical system components of every building and;

5. A representative sample of interior dwelling unit components as follows:
    - For developments with fewer than one-hundred (100) units, the Contractor will sample a minimum of seven (7) dwelling units or ten (10) percent of all dwelling units, whichever is higher.
    - For developments with 100-200 units, the Contractor will sample a minimum of ten (10) dwelling units.
    - For developments with greater than two-hundred (200) units, the Contractor will sample a minimum of 5% of dwelling units.

Assessment for Future Electrification Efforts

Additionally, the Contractor will conduct an assessment at all state-aided public housing developments to determine whether the electric capacity exists to electrify all building systems and major appliances (stoves, cooktops, dryers) that currently operate on fossil fuels. For building systems and major appliances that are assessed and determined not to possess the necessary electric capacity, the assessment will identify the barriers to electrification, and the estimated cost to mitigate them.

LHA Requirements

- Communicate with contractor and establish agreed upon schedule;
- Provide access to the contractor, as needed, for the duration of the FCA;
- Ensure staff are consistently available that have a strong understanding of LHA properties, systems, and other associated components;
- Provide access to attics, utility closets, mechanical rooms, access panels, and crawl spaces;
- Make available any blueprints and/or "as-built" drawings;
- Be prepared to provide a rent roll and confirm total number of dwelling units;
- Confirm that all dwelling units selected by the contractor for inspection are a fair representation of the overall condition for *all* units, for *each* development;
- Notify *all* residents of the upcoming FCA and inform them that access to their unit may be required;
- Once a site visit is confirmed and sample units are identified for inspection, provide each resident a minimum of forty-eight hours (48) hours advance notice of entry and;
- Confirm accuracy of assessment and approve transmission of data to EOHLC for updating in CPS.

What to Expect:

- Your LHA and RCAT Project Manager will be contacted by the Bureau Veritas, LLC team to determine a site visit date and setup a kickoff meeting;
- Once the kickoff meeting is confirmed, your LHA should ensure staff are available to attend that have a strong understanding of LHA properties, systems, and other associated components and;
- Be prepared to discuss any capital improvements made at your LHA over the past ten (10) years and identify any other conditions requiring special attention or assessment.

For questions about the FCA, please contact:

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