



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice 2015-25

To: Public Housing Authority Executive Directors
 From: Rick Brouillard, Developer of Capital Planning Programs
 Subject: Capital Software Systems Training & Support Services for FY 2016
 Date: October 5, 2015

Acronym Legend	
CIMS	Capital Improvements Management System
CIP	Capital Improvement Plan
CPS	Capital Planning System
DHCD	Department of Housing & Community Development
FY	Fiscal Year
LHA	Local Housing Authority

The purpose of this Public Housing Notice is to announce Capital Software Systems Training and Support Services for fiscal year 2016. The following services are being offered for DHCD FY2016:

1. Training classes for the CPS and the CIMS.
2. Support Services for ongoing CIMS CIP Revisions and Modifications.
3. Support Services for CPS: Entering new and editing existing projects and closing out projects & updating facility component inventory.

DHCD has once again retained the services of **CyberSense Training & Consulting** to offer these services for DHCD FY 2016.

CPS & CIMS Training Classes

DHCD is continuing to sponsor CPS training classes to help LHA's feel more comfortable when updating their CPS data. Ideally, your inventory and projects should be updated on an ongoing basis. These classes are perfect for new and existing Executive Directors, Modernization staff, and anyone who is responsible for the capital planning process. The classes are also beneficial as a refresher. There is no charge to your Authority to attend.

Some "remote" sessions are geared towards more experienced CPS users who have attended an in-person session during the past 3 years. Other "remote" sessions are an overview of the whole process. Brand New Users should attend the "remote" CIP Process Overview session and then attend "in-person" to the Introduction to CPS class.

Please see attached Enrollment packet for details, Enrollment form and instructions.

Training classes and sessions will start in October and run until January 21 for this first offering and there will be another schedule released in January, 2016.

As you know, the maintenance of CPS data is extremely important as your LHA's capital conditions change or as funded projects are completed. DHCD uses CPS data as the basis of calculation for LHA Formula Funding awards.

CPS Training sessions will be managed by Kathy Arnold of **CyberSense** and will be scheduled on a first come first serve basis, based on demand. The initial schedule through January 2016 is shown below:

<i>CIP, CPS and CIMS Overview Training</i> October 2015 - January 2016				
Date	Location	Class Name	Type	Class Hours
14-Oct	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
14-Oct	Remote	Creating Projects	Mini-session Via Web	12:30 - 2:30
21-Oct	Brockton	Introduction to CPS	In-person	9:30 - 4:00
26-Oct	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
26-Oct	Remote	Creating Projects	Mini-session Via Web	12:30 - 2:30
2-Nov	Remote	Updating Inventory, Closing etc.	Mini-session Via Web	9:30 - 11:30
2-Nov	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
4-Nov	Woburn	Introduction to CPS	In-person	9:30 - 4:00
16-Nov	Remote	Updating Inventory, Closing etc.	Mini-session Via Web	9:30 - 11:30
16-Nov	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
19-Nov	Holyoke	Introduction to CPS	In-person	9:30 - 4:00
3-Dec	Remote	Creating Projects	Mini-session Via Web	9:30 - 11:30
3-Dec	Remote	Updating Inventory, Closing etc.	Mini-session Via Web	12:30 - 2:30
11-Dec	Milford	Introduction to CPS	In-person	9:30 - 4:00
17-Dec	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
17-Dec	Remote	Updating Inventory, Closing etc.	Mini-session Via Web	12:30 - 2:30
5-Jan	Remote	Creating Projects	Mini-session Via Web	9:30 - 11:30
5-Jan	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
21-Jan	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
21-Jan	Remote	Updating Inventory, Closing etc.	Mini-session Via Web	12:30 - 2:30

Class dates are proposed until the minimum class counts are reached and then will be confirmed. Proposed classes may be cancelled if enrollment does not meet the minimum count.

To enroll: please refer to the attached Enrollment Packet.

CIMS and CPS Support Services

Continuing through DHCD FY 2016, **CyberSense Training & Consulting** will be further supporting all LHAs by providing assistance with the following:

1. Modifications and Revisions to their Annual CIP in the CIMS system
2. Updates to the LHAs CPS data (Inventory & Projects)

Each of these services will be offered on an as needed basis by scheduling an appointment with **CyberSense**. All appointments will be contingent upon the LHA being adequately prepared with the necessary project information and details to conduct the transaction.

To sign up for an appointment for one of these services please email Kathy Arnold at karnold@cybersensetraining.com

As always, if you have any questions or concerns please email me at Richard.brouillard@state.ma.us

Thank you.