



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

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

## **Public Housing Notice 2015-28**

To: Public Housing Authority Executive Directors  
From: Rick Brouillard, Developer of Capital Planning Programs  
Subject: Capital Planning System (CPS) Data Update Protocol  
Date: October 23, 2015

The purpose of this Public Housing Notice is to announce a new protocol for ensuring that the data contained within the CPS gets updated in a timely and consistent manner.

DHCD uses the data in the CPS on a regular basis to analyze the capital needs of the state-aided public housing portfolio and as the basis of annual Formula Funding (FF) calculations and subsequent FF Awards. Since the inception of CPS and after two statewide Facility Condition Assessments (FCA), it has become evident to DHCD that the best way to ensure good data is to work the update process into the larger overall project management process as a required milestone.

The most recent state-wide assessment is complete and has allowed DHCD to bring CPS fully up to date. Now that we have a clean and accurate inventory, DHCD plans to engage CyberSense Training & Consulting (CyberSense) to update CPS data at the end of every capital project. This way, LHAs will not be burdened with this task, and DHCD can be assured that all CPS inventory components get accurately updated and recorded in a timely manner.

To do this we are going to implement the following protocol which will only apply to projects > **\$25,000**:

- Step 1:** DHCD will send a “CPS Inventory Component Verification” form out to the LHA and the Project Designer in conjunction with the Low Bid Approval Letter. This form will have instructions and a list of all of the inventory components for all of the facilities at the subject development(s). The form will be sent in Microsoft Excel format so that it can be edited as required.
- Step 2:** At or just prior to Substantial Completion of the project, the LHA’s project Designer must complete the form, which must be signed by the DHCD Construction Advisor. This form is to be transmitted electronically to DHCD along with the Certificate of Substantial Completion (CSC).  
*Note: If the LHA opted to exclude this task from the Designer’s scope of work then the LHA must complete this task.*
- Step 3:** Once received at DHCD, if complete, we will forward the form to CyberSense to update the data based on the form and closeout and archive the CPS project(s). Once complete CyberSense will inform the LHA that the task has been completed.

For projects < **\$25,000**, the CPS Inventory Component verification, data updates, and project closeout process will continue to be the responsibility of the LHA. If the LHA needs assist for this task they should refer to the “CIMS and CPS Support Services” section of Public Housing Notice 2015-25 – Capital Software Systems Training & Support Services for FY 2016.

(<http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/15-25.pdf> )

This new protocol will be required starting as of the date of this Public Housing Notice.

For projects > **\$25,000** which are already in construction, you will receive an email with this new Excel form attached for your specific project(s).

For your information, attached is a sample of the new Excel Form that will be sent.

If you have any questions regarding this new protocol, feel free to email me at [Richard.brouillard@state.ma.us](mailto:Richard.brouillard@state.ma.us) .

Thank you.