



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

Deval L. Patrick, Governor ◆ Timothy P. Murray, Lt. Governor ◆ Tina Brooks, Undersecretary

**Public Housing Notice: 2011-02**

**Memorandum**

To: Executive Directors, All Local Housing Authorities  
From: Lizbeth Heyer, Acting Associate Director for Public Housing & Rental Assistance  
Subject: Public Housing Notice DHCD 2011-02, Capital Planning System (CPS) and  
Capital Improvements Management System (CIMS) training  
Date: February 18, 2011

As one of the integral components of successfully moving to our new Formula Funding Program, DHCD has developed a new web based software application called the Capital Improvements Management System (CIMS). CIMS, in conjunction with the Capital Planning System (CPS), will allow LHAs to plan and manage their identified capital improvement projects undertaken through the Formula Funding Program. We are pleased to announce that we have completed the testing phase of the system development, modified the system based on your colleagues' comments and are now ready to begin implementation of CIMS. To assist you in this transition, we will be providing regional hands-on training sessions for both systems. Attendance at these training sessions, both the CPS training and the CIMS training, is required for each LHA. We have and will continue to work to accommodate your travel and schedule needs, by scheduling sessions regionally and frequently. Anticipated training locations will be in Woburn, Worcester, Holyoke or Springfield, Quincy and Brockton. We are working to identify suitable (Internet -ready) Cape Cod and North Shore locations.

CPS Training. Beginning the week of March 21, 2011, ongoing CPS training sessions will be held in different regions of the state. Since the Department will be using CPS data to allocate future capital funding, it is very important that you learn how to use the CPS system well. The CPS training will focus on how to update your facility component inventory data and create, modify and close out projects.

CIMS Training. Beginning the week of March 28, 2011, ongoing CIMS training sessions will be held in different regions of the state. Since CIMS will be the tool that DHCD uses to manage the use of annual Bond Cap, it will be necessary for all LHAs to use CIMS to submit a Capital Improvement Plan (CIP) for review and approval in order for the LHA to be able to spend its award.

**Who should attend?**

It is required that at least one senior manager from each LHA attend.

It is recommended that the LHA staff most closely involved with capital planning and project management attend. The attendance of the executive director is recommended but not necessary. It is not required that all representatives of an LHA attend a session together, however, when schedules can be coordinated to allow for this, attending the same session is the preferred situation.

**What are the details of the training?**

DHCD has engaged the firm, CyberSense Training and Consulting ("CyberSense") to conduct the CPS and CIMS training. CyberSense has previously provided training to LHAs on various DHCD software programs very successfully. Each training session will be conducted at various LHAs throughout the state. Training sessions will be conducted on an as needed basis depending on enrollment and will be ongoing at least until all LHAs have been trained. Each training session will be limited based on the capacity of the training facility. There is no cost to the LHA for this training. Training for both CPS & CIMS will be on a first come first served basis. LHAs can enroll and attend a training session in any one of the locations and can take the training more than once. The schedule for the first round of training sessions will be released within the next 2 weeks. Additional training session schedules will be released on a regular basis to accommodate demand. These schedules will be communicated via email to the LHAs by DHCD and CyberSense.

On behalf of everyone at DHCD, we are very excited to continue our partnership to revitalize all of our state-aided public housing. We believe CPS and CIMS will be amazing and invaluable tools and we thank you for your patience, assistance and your continued support in making the Formula Funding Program a success.

If you have any questions regarding the CPS/CIMS training program please contact Rick Brouillard at [Richard.brouillard@state.ma.us](mailto:Richard.brouillard@state.ma.us).