


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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gomstein, Undersecretary

Public Housing Notice 2012-06

**Memorandum**

To: LHA Executive Directors  
 From: Lizbeth Heyer, Associate Director,   
 Division of Public Housing and Rental Assistance  
 Subject: Capital Software Systems Bulletins—Bulletin # 2012-01  
 Date: June 18, 2012

Over the past ten years, DHCD and the LHAs have invested a great deal of time and energy into the design, development and implementation of both the Capital Planning System (CPS) and the Capital Improvements Management System (CIMS). These two software systems are the foundation of the Formula Funding program and will need to be utilized regularly and consistently by each and every LHA to ensure the continued success of the program. DHCD is excited that all LHAs have submitted their first electronic Capital Improvement Plan (CIP) using CPS and CIMS and is hard at work with all LHAs to implement these CIPs.

As we move forward with Formula Funding, and both program policy and software systems evolve, it will be important for DHCD to keep all LHAs apprised of any changes, enhancements or new features that are made to the software applications. To do this DHCD will send out capital software systems bulletins. These bulletins will be in the form of a memorandum and address specific subject matters. In the body of each bulletin will be a “Software Systems Updates” table like the one below that will contain details about the change, enhancement or new feature.

<b>Capital Software Systems Updates—Bulletin # 2012-XX (Example)</b>			
<u>Item Name/Description</u>	<u>New Feature or Feature Change/Enhancement</u>	<u>Explanation</u>	<u>Date in effect</u>
Sample description	New Feature	Sample explanation	6-15-12
Sample description	Feature Enhancement	Sample explanation	6-15-12
Sample description	Feature Change	Sample explanation	6-15-12
Etc.	Etc.	Etc.	Etc.

We hope that this ongoing communication method will help to increase awareness of CPS and CIMS and facilitate increased use of both software systems.

To start us off, I would like to take this time to announce a new feature to CPS and to provide an update to the ongoing development of CIMS:

<b>Capital Software Systems Updates—Bulletin # 2012-01</b>			
<u>Item Name/Description</u>	<u>New Feature or Feature Change/Enhancement</u>	<u>Explanation</u>	<u>Date in effect</u>
Project Closeout Wizard	New Feature to CPS	The Project Closeout Wizard is a feature that will allow CPS users with LHA Administrator or Read/Write access to close-out and archive a Capital Improvement Project in CPS. The wizard will systematically walk the user through a series of steps to update all of the CPS data that is related to the completed Project—including inventory components. The wizard functionality will save the user from having to go to multiple areas within the CPS to update the project related data. The new Project Closeout Wizard can be accessed from the <b>Project Management</b> tab in the <b>Projects</b> section of CPS. If you have any questions please contact Rick Brouillard at <a href="mailto:Richard.brouillard@state.ma.us">Richard.brouillard@state.ma.us</a>	5-29-12
CIMS version 1.1	New Features	DHCD has been working with software developers for the past year to design, develop and implement the functionality in CIMS to: #1- allow the Financial Information System for Housing (FISH) and Capital Improvements Management System (CIMS) to communicate with each other. This will make it easier for LHAs and DHCD to implement Formula Funding by assessing the status of active projects compared to the LHA's Capital Improvement Plan (CIP). #2- allow the LHAs to modify and/or revise their CIPs if and as necessary throughout the year as warranted by funding and spending constraints. #3-provide more on-line training materials and support.	Expected Date: 9/2012

On behalf of all of us here at DHCD, we thank you for your hard work in making Formula Funding a success and look forward to a continued partnership in maintaining that success.

If you have any questions, concerns or suggestions, please contact Rick Brouillard at [Richard.brouillard@state.ma.us](mailto:Richard.brouillard@state.ma.us) .