



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

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

Memorandum

To: LHA Executive Directors
 From: Rick Brouillard, Capital Planning Program Developer **RB**
 Division of Public Housing and Rental Assistance
 Subject: Capital Software Systems Bulletins—**Bulletin # 2012-02**
 Date: June 26, 2012

As a follow up to Public Housing Notice # 2012-06, Capital Software Systems Bulletins, this bulletin is to inform you of some recent new features, changes and enhancements to the Capital Planning System (CPS). Please see the table below for explanations:

Capital Software Systems Updates—Bulletin # 2012-02			
<u>Item Name/Description</u>	<u>New Feature or Feature Change/Enhancement</u>	<u>Explanation</u>	<u>Date in effect</u>
DHCD Design & Construction Guidelines & Standards Links	New Feature to CPS	The DHCD Design & Construction Guidelines & Standards Links feature is a series of links that directs the user to best practices information for each subclass of building components. The best practices information is intended to aid the LHA and/or designer of DHCD-funded projects to quickly develop acceptable solutions to the design challenges they face by showing them what has and has not worked (generally) for DHCD and the LHAs in the past. The new <i>Design & Construction Guidelines & Standards Links</i> feature can be accessed from the <i>Inventory</i> section of CPS by clicking on the blue question marks (?) in the <i>Design & Construction Guidelines & Standards</i> column. If you have any questions please contact Rick Brouillard at Richard.brouillard@state.ma.us	6-27-12

LHA Info tab in the Facilities section of CPS	2 New Features and 1 change	<p>Added the following new fields of information to be filled out and kept current by the LHA:</p> <ol style="list-style-type: none"> 1. Executive Director e-mail 2. LHA Website 3. Board of Directors Chairperson 4. Board Chairperson e-mail <p>Added a Grid in the LHA Info Tab called "Login History". Grid/History will refresh annually and Archive the records for historical reference. All fields will prepopulate upon Login/logout. On LHA Info page, changed Number of Dwelling Units to "Total Number of Dwelling Units" and delete the number of Non-Dwelling Units and the Total Units lines.</p>	6-27-12
Development Info tab in the Facilities section of CPS	Feature changes/enhancements	<p>Can you change Res. to "Resident" and BF to "Accessible" DONE</p> <p>Eliminated the G/F/P/F % (Good/Fair/Poor/Failed) column in the Existing Conditions Narrative section at the bottom of the Development Info. page as it was obsolete.</p> <p>In Development Info tab in Improvement History section, increased character length from 50 to 100 characters.</p>	6-27-12
Facility Info tab in the Facilities section of CPS	Feature changes/enhancements	<p>Changed the name of the Major Revisions section of the Facility Info tab to "Data Revisions Log"</p> <p>Made the Description Field to Data Revisions Log 500 characters.</p> <p>Changed Total Units calculation on Facility info page to read Total Dwelling Units.</p>	6-27-12
Unit Info. Tab in Facilities section of CPS	Feature changes/enhancements	<p>On the Unit Info. tab in the facilities section, Auto populate the Unit Function radio buttons based on the Unit Type selection. If the Selection is Dwelling Unit or Single Unit House or Townhouse then the Unit Function is auto-populated to Dwelling Unit. Anything else is defaulted to a Non Dwelling Unit.</p> <p>Make the Unit number editable in Unit info.</p>	6-27-12
Facility Condition Index (FCI) History grids on LHA, Development and Facility tabs in the Facilities section of CPS	Feature changes	<p>Cleared all old, incorrect FCI History data from the FCI History grids and the system will generate a Historical FCI for every year starting July 1, 2012 and build an FCI History based on inventory data updates.</p>	6-27-12

Expiration Year field in the Inventory Section of CPS	Feature changes/enhancements	In the Inventory section, made the Expiration year and the Lifespan Adjustment field both Editable fields which auto-calculate each other based on the Year installed field.	6-27-12
Project Estimation tab in the Projects section of CPS	Feature changes/enhancements	Increased the allowable character length of the following fields: In Project Estimation tab, changed the character length of the Labor Description field, the Project estimation components Notes field and the Other Costs Description and Notes fields from 50 to 150 characters.	6-27-12
Summaries tab in Reports section of CPS	New Feature	Added a new report Called "Facility Inventory Condition Assessment Report" designed to look just like Facility Inventory page and list all fields of info. and designed to Export cleanly into Excel. This form should be used by the LHA maintenance staff to periodically inspect and assess their inventory. Report can be run for one facility, for multiple facilities, for all facilities at one development, for all facilities at all developments (entire LHA)	6-27-12

Please share this information with your Maintenance and/or Modernization staffs as appropriate.

If you have any questions, concerns or suggestions, please contact Rick Brouillard at Richard.brouillard@state.ma.us .

Thank you.