Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ◆ Timothy P. Murray, Lt. Governor ◆ Aaron Gornstein, 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 # 2012-03—CPS Updates**
Date:	September 17, 2012

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

Capital Software Systems Updates—Bulletin # 2012-03			
Item Name/Description	**New Feature or Feature Change/Enhancement**	**Explanation**	**Date in effect**
IMPORTANT CPS Website is Moving—New Internet Address.	N/A	The CPS website Internet address will be changing on the weekend of October 6th through 8th, 2012 and will be live for operation on Tuesday, October 9th. CPS will be unavailable for use on the 6th through the 8th. The new Internet address is: **https://dhcdcps.com** On October 9th or soon thereafter, please make it a point to save this new Internet address to your Internet "Favorites" and delete the old CPS Internet address from your "Favorites". If you have any questions please contact Rick Brouillard at Richard.brouillard@state.ma.us All of the LHA data, usernames and passwords will stay the same. Note: This website is currently active but none of the data entered into it will be saved prior to October 9th, 2012. If you choose to save this website address as a "Favorite" before then, DO NOT enter any data in it. Thank you.	10-9-12

Capital Software Systems Updates—Bulletin # 2012-03			
Item Name/Description	New Feature or Feature Change/Enhancement	Explanation	Date in effect
REMINDER Updating CPS Data	N/A	This is a reminder that your CPS data should be checked regularly for accuracy and to ensure that it is updated based on changing physical conditions and/or completion of Capital Improvement and Maintenance projects. As a rule of thumb and best practice, each LHA should conduct a Facility Condition Assessment (FCA) on its portfolio annually in conjunction with its inspection schedule. Conducting regular FCAs allows early identification of new deficiencies which can be planned for as new Projects in CPS and included in future Capital Improvement Plans. If you need to update your CPS data as a result of the completion of one or more Capital Improvement Plan projects you should use the Project Closeout Wizard in CPS. The Project Closeout Wizard is a feature that allows 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 *Project Management* tab in the *Projects* section of CPS. If you have any questions please contact Rick Brouillard at Richard.brouillard@state.ma.us	

Please share this information with your LHA staff as necessary and appropriate.

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

Thank you.