



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*
 Bill Holland, Capital Improvements Management System Developer *WH*
 Division of Public Housing and Rental Assistance
 Subject: **Capital Software Systems Bulletins—Bulletin # 2012-04**
 Date: November 7, 2012

As a follow up to **Public Housing Notice # 2012-06, Capital Software Systems Bulletins**, this bulletin provides information on the continuing development of Capital Improvements Management System (CIMS) capabilities. This information is being provided to explain changes you may see in the CIMS system as you implement and monitor your Capital Improvement Plan (CIP). If you need to take any action regarding your CIP, you will be notified separately. Otherwise, no action is required from you. Please see the table below for explanations:

Capital Software Systems Updates—Bulletin # 2012-04			
<u>Item Name/Description</u>	<u>New Feature or Feature Change/Enhancement</u>	<u>Explanation</u>	<u>Date in effect</u>
1. CIMS – Status of CIP	Changes to status of CIP's	<p>Your CIP, once approved, may be listed with various statuses. These include <i>FISH Assignment</i>, <i>CIP Active</i>, <i>CIP Out of Compliance</i>, and <i>CIP in Modification</i>. <u>No action is required from you</u>, unless DHCD staff are working with you regarding modifications or revisions. Following are definitions of the various statuses.</p> <p><i>FISH Assignment</i> is the first step after a CIP is approved. When the CIP is in this status, the DHCD Project Manager (PM) is able to send project information to FISH (Financial Information System for Housing), which is the first step toward implementing a project. Note: If LHAs are seeing their CIP in this status then this means that the DHCD Project manager has not yet assigned a Project to the FISH system. Once one CIP project is assigned to the FISH system the status of the CIP automatically changes to <i>CIP Active</i>.</p> <p><i>CIP Active</i> is the normal status for a CIP once it is approved and has had at least one project assigned to FISH.</p>	11-05-12

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		<p><i>CIP Out of Compliance</i> indicates that the projected spending for projects in the CIP as currently updated by the LHA or from FISH is outside the range approved by DHCD. <u>No action is required of LHA's at this time.</u></p> <p><i>CIP in Modification</i> status allows changes to be made to project budgets and schedules and also allows CIMS projects to be combined in one FISH project. Either the LHA or the PM can put the CIP into this status. After making changes, the user should return the status to CIP Active.</p>	
2. CIMS Forms Menu	Changes to the items listed in the CIP Forms Menu	The items listed in the Forms Menu vary depending on the status of the CIP. The first item will soon be linked to instructions related to the particular status of the CIP. The last item in the first section, " CIP Views, Modifications & Revisions ", provides a link to options for changing the status of the CIP, if available. Unless you receive notice separately, <u>no action is required at this time.</u>	11-05-12
3. CIMS Award Tables	Changes to the Award tables on the "LHA Award Dashboard"	The " LHA Award dashboard " is undergoing significant changes as we prepare CIMS for accepting a second round of CIP's. Expect to see incorrect data in the dashboard tables while this work continues.	11-05-12
4. Approved CIP and Active CIP	Viewing the Approved CIP and the Active CIP.	<p>The Approved CIP includes the project budgets and schedules originally approved by DHCD. When the CIP is in <i>FISH Assignment</i> status, the approved scenario, the narratives, and the certifications that the LHA submitted for approval are available from the Forms Menu in the section titled "1st Year Primary (or Alternate) CIP Plan".</p> <p>In other statuses, the narratives and certifications remain in the second section, while the project budget scenario is moved to the first section titled "CIP Views, Modifications, & Revisions" at the link "Active and Approved CIPs". This link opens a page with a drop-down pick list on the right that allows the viewer to select the Active CIP or an earlier Approved CIP.</p> <p>The Active CIP shows the projects included in the Approved CIP with the budgets and schedules updated. It also shows the FISH numbers that have been assigned to the CIMS projects.</p>	11-05-12

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.