Commonwealth of Massachusetts

Department of Housing &

Community Development

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**Public Housing Notice 2017-19**

To: Public Housing Authority Executive Directors

From: Rick Brouillard, Developer of Capital Planning Programs

Subject: Capital Software Systems Training & Support Services for Q2-FY 2018

Date: August 25, 2017

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| Acronym Legend | |
| CIMS | Capital Improvements Management System |
| CIP | Capital Improvement Plan |
| CPS | Capital Planning System |
| DHCD | Department of Housing & Community Development |
| FY | Fiscal Year |
| LHA | Local Housing Authority |

The purpose of this Public Housing Notice is to announce Capital Software Systems basic & refresher Training Services for fiscal year 2018. The following services are being offered for the 2nd quarter of DHCD FY2018:

1. CIP Process Overview - CPS, CIMS, District Hours
2. Introduction to CPS
3. Creating Projects in CPS
4. Updating Inventory, Closing project in CPS

DHCD has once again retained the services of **CyberSense Training & Consulting** to offer these services for DHCD FY 2018.

**CPS & CIMS Training Classes**

DHCD is continuing to sponsor CPS training classes to help LHA’s feel more comfortable when updating their CPS data.   Ideally, your inventory and projects should be updated on an ongoing basis.    These classes are perfect for new and existing Executive Directors, Modernization staff, and anyone who is responsible for the capital planning process.  The classes are also beneficial as a refresher.   There is no charge to your Authority to attend.

Some "remote" sessions are geared towards more experienced CPS users who have attended an in-person session during the past 3 years.  Other "remote" sessions are an overview of the whole process.  **Brand New Users should attend the "remote" CIP Process Overview session and then attend "in-person" to the Introduction to CPS class.**

Please see attached Enrollment packet for details, Enrollment form and instructions.

Training classes and sessions will start on September 14 and run until December 12 for this Q2 offering.

As you know, the maintenance of CPS data is extremely important as your LHA’s capital conditions change or as funded projects are completed.  DHCD uses CPS data as the basis of calculation for LHA Formula Funding awards.

CPS Training sessions will be managed by Kathy Arnold of **CyberSense** and will be scheduled on a first come first serve basis, based on demand.  The Q2 schedule through December 12, 2017 is shown below and included in the attached enrollment packet:

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| --- | --- | --- | --- | --- |
| **Date** | **Location** | **Class Name** | **Type** | **Class Hours** |
| 14-Sep | Remote | CIP Process Overview - CPS, CIMS, District Hours | Mini-session Via Web | 9:30 - 11:30 |
| 14-Sep | Remote | Creating Projects | Mini-session Via Web | 12:30 - 2:30 |
| **21-Sep** | **Woburn** | **Introduction to CPS** | **In-person** | **9:30 - 4:00** |
| 5-Oct | Remote | CIP Process Overview - CPS, CIMS, District Hours | Mini-session Via Web | 9:30 - 11:30 |
| 5-Oct | Remote | Creating Projects | Mini-session Via Web | 12:30 - 2:30 |
| 11-Oct | Remote | Updating Inventory, Closing etc | Mini-session Via Web | 9:30 - 11:30 |
| 11-Oct | Remote | CIP Process Overview - CPS, CIMS, District Hours | Mini-session Via Web | 12:30 - 2:30 |
| **12-Oct** | **Milford \*** | **Introduction to CPS** | **In-person** | **9:30 - 4:00** |
| 19-Oct | Remote | Updating Inventory, Closing etc | Mini-session Via Web | 9:30 - 11:30 |
| 19-Oct | Remote | CIP Process Overview - CPS, CIMS, District Hours | Mini-session Via Web | 12:30 - 2:30 |
| **1-Nov** | **Holyoke** | **Introduction to CPS** | **In-person** | **9:30 - 4:00** |
| 8-Nov | Remote | CIP Process Overview - CPS, CIMS, District Hours | Mini-session Via Web | 9:30 - 11:30 |
| 8-Nov | Remote | Creating Projects | Mini-session Via Web | 12:30 - 2:30 |
| **4-Dec** | **Brockton** | **Introduction to CPS** | **In-person** | **9:30 - 4:00** |
| 12-Dec | Remote | Creating Projects | Mini-session Via Web | 9:30 - 11:30 |
| 12-Dec | Remote | Updating Inventory, Closing etc | Mini-session Via Web | 12:30 - 2:30 |

*\* exact location within this area being confirmed. The session will either be at the LHA or very close by.*

**Class dates are proposed until the minimum class counts are reached and then will be confirmed.  Proposed classes may be cancelled if enrollment does not meet the minimum count.**

**To enroll:    please refer to the attached Enrollment Packet.**

As always, if you have any questions or concerns please email me at [Richard.brouillard@state.ma.us](mailto:Richard.brouillard@state.ma.us)

Thank you.