**LHA Annual Plan Checklist**

**For Massachusetts Local Housing Authorities (LHAs)**

A checklist to prepare for using the CIMS (Consolidated Information Management System) web application to prepare the Annual Plan for LHAs with state-aided public housing developments.

Refer to the Annual Plan User Manual and the Annual Plan Mock-up for additional information regarding any of these items.

1. General Preparation
* Have your CIMS username & password at hand.
* Have a proposed hearing date & location *(For June FYE pilot LHAs, select a date in March, 2020. No actual AP hearing will be held for the pilot APs)*.
* Have a list of your LTOs with their dates of recognition by the LHA.
1. Capital Improvement Plan (CIP)
* LHA/RCAT to create CIP as usual. *(Separate LTO review and board approval of the CIP will be required during this pilot phase, but will not be required subsequently)*.
* OPTIONAL: Consider if there are things you wish to highlight about your CIP in the Annual Plan that you haven’t already covered in the CIP Narrative or that you want to draw special attention to.
* OPTIONAL: Draft a comment regarding your project funding- Did you receive CDBG or CPS funding? Or get funding from other non-DHCD sources? This is a good place to explain any unusual funding, thank the town for a CPA award, or to identify the specific “Special Program” funding from DHCD.
1. Maintenance and Repair Plan

Explanation of work orders and their priorities is automatically included.

* OPTIONAL: Draft comment as to how the priorities are uniquely applied at your LHA.
* Collect emergency and normal maintenance contact information.
* List items that qualify as emergencies.
* Know the process steps used in your work order process.
* Answer the 3 questions (5a, 5b, & 5c) for your Maintenance Plan Narrative.
	+ Narrative Question # 1: How would you assess your Maintenance Operations based on feedback you’ve received from staff, tenants, DHCD (PMR & AUP), and any other sources?
	+ Narrative Question # 2: What changes have you made to maintenance operations in the past year?
	+ Narrative Question # 3: What are your maintenance goals for this coming year?
* Prepare PDF document of preventive maintenance plan. Customize one of the sample formats for the preventative maintenance schedule or use an appropriate report from your work order management system.
* Prepare table of deferred maintenance items following the guidance in PHN 2016-16. See also the sample format in the deferred maintenance schedule.
1. Operating Budget

CIMS imports 2 years’ budgets and 1 year actual spending from HAFIS. Explanation of accounts are automatically included.

* OPTIONAL: Comment on changes for the coming year or to address unusual circumstances in the reported budgets.
1. Narrative responses to PMR findings

Ratings are automatically imported from PMR. Also, the explanations of criteria are automatically included.

* Prepare responses to “Corrective Action” ratings with your understanding of the reason for the rating (statement #1) and what you are doing to improve performance (statement #2).
* OPTIONAL: Prepare responses to “Operational Guidance” ratings with your understanding of the reason for the rating and what you are doing to improve performance.
* OPTIONAL: Add text at the end of this component to highlight your good performance or to address any other items not covered in the rating responses.
1. Policies
* Prepare a list of LHA policies with the date of the most recent approved revision.
1. Waivers
* Prepare a list of any waivers from DHCD requirements, not including vacancy or pet waivers or any waiver that would reveal PII (Personally Identifiable Information). Include the date the waiver was granted by DHCD and the expiration date for the waiver.
1. Glossary

The CIMS Annual Plan program incorporates a glossary of important terms. No action is required by the user.

1. Other Elements

The LHA is required to upload certain documents on the “Other Elements” page, some of which cannot be completed until after the hearing. The others are not dependent on the hearing. Additional documents may be uploaded if the LHA so desires.

* Items DHCD will upload:
	1. MOR summary sheets
	2. Tenant survey results
	3. Performance Management Review (PMR) Report
* Items the LHA will upload to their draft AP:
	+ MOR response for any Sec 8 NC/SR development.
	+ Capital Needs Assessment for Sec 8 NC/SR if it exists.
	+ Any other document that may be required due to specific circumstances.
* Items the LHA will upload after the public hearing:
	1. Letter(s) from the Local Tenant’s Organization(s).
	2. Public Comments, summarized and with LHA responses.