



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

**Public Housing Notice 2016-04**

To: Public Housing Authority Executive Directors  
 From: Rick Brouillard, Developer of Capital Planning Programs  
 Subject: Capital Software Systems Training & Support Services for Q4-FY 2016  
 Date: March 15, 2016

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 Training and Support Services for the final quarter of fiscal year 2016. The following services are being offered for the 4<sup>th</sup> quarter of DHCD FY2016:

1. Training classes for the CPS and the CIMS.
2. Support Services for ongoing CIMS CIP Revisions and Modifications.
3. Support Services for CPS: Entering new and editing existing projects and closing out projects & updating facility component inventory.

DHCD has once again retained the services of **CyberSense Training & Consulting** to offer these services for DHCD FY 2016.

**[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 March 25 and run until June 29 for this Q4 offering. There will be another schedule released in the first quarter of DHCD FY 2017.

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 Q4 schedule through June 29, 2016 is shown below:

<b>Date</b>	<b>Location</b>	<b>Class Name</b>	<b>Type</b>	<b>Class Hours</b>
March 25	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
March 25	Remote	Creating Projects	Mini-session Via Web	12:30 - 2:30
<b>April 5</b>	<b>Milford</b>	<b>Introduction to CPS</b>	<b>In-person</b>	<b>9:30 - 4:00</b>
April 11	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
April 11	Remote	Creating Projects	Mini-session Via Web	12:30 - 2:30
April 20	Remote	Updating Inventory, Closing etc	Mini-session Via Web	9:30 - 11:30
April 20	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
<b>May 9</b>	<b>Woburn</b>	<b>Introduction to CPS</b>	<b>In-person</b>	<b>9:30 - 4:00</b>
May 12	Remote	Updating Inventory, Closing etc	Mini-session Via Web	9:30 - 11:30
May 12	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
May 17	Remote	Creating Projects	Mini-session Via Web	9:30 - 11:30
May 17	Remote	Updating Inventory, Closing etc	Mini-session Via Web	12:30 - 2:30
<b>May 31</b>	<b>Brockton</b>	<b>Introduction to CPS</b>	<b>In-person</b>	<b>9:30 - 4:00</b>
June 1	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
June 1	Remote	Updating Inventory, Closing etc	Mini-session Via Web	12:30 - 2:30
June 13	Remote	Creating Projects	Mini-session Via Web	9:30 - 11:30
June 13	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	12:30 - 2:30
June 20	Remote	CIP Process Overview - CPS, CIMS, District Hours	Mini-session Via Web	9:30 - 11:30
June 20	Remote	Updating Inventory, Closing etc	Mini-session Via Web	12:30 - 2:30
<b>June 29</b>	<b>Holyoke</b>	<b>Introduction to CPS</b>	<b>In-person</b>	<b>9:30 - 4:00</b>

**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.**

## CIMS and CPS Support Services

Continuing through DHCD FY 2016, **CyberSense Training & Consulting** will be further supporting all LHAs by providing assistance with the following:

1. Modifications and Revisions to their Annual CIP in the CIMS system
2. Updates to the LHAs CPS data (Inventory & Projects)

Each of these services will be offered on an as needed basis by scheduling an appointment with **CyberSense**. All appointments will be contingent upon the LHA being adequately prepared with the necessary project information and details to conduct the transaction.

To sign up for an appointment for one of these services please email Kathy Arnold at [karnold@cybersensetraining.com](mailto:karnold@cybersensetraining.com)

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.