

# USER GUIDE

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**Best Practices & FAQs**

Best Practices

Frequently Asked Questions (FAQs)

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The Virginia Department of Housing and Community Development (DHCD) owns and operates the Centralized Application and Management System (CAMS). DHCD administers programs using CAMS to release applications, collaborate with grantee organizations, and manage projects. The CAMS User Guide is designed to be a self-service resource for users when operating the platform. It is updated periodically to reflect system updates and feedback from applicants and grantees

Use the Quick Links button in the upper-right corner, the Table of Contents, or *linked section references* to easily navigate through the document. Download the Guide, instead of using the Chrome PDF viewer, to utilize additional features like the "Search User Guide" option in the Quick Links drop down menu and the "Last Viewed Page" back arrow in the lower left corner. If you have questions about this guide or using CAMS, contact the CAMS Help Desk at [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov).

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## Best Practices

### Browser

[Google Chrome](#) is the recommended browser for CAMS.

### Users

CAMS is designed for use by organizations, not individuals. Only organizations are permitted to register for CAMS profiles and submit applications for funding. Both organizations and individuals can use the [DHCD website](#) to research programs offered by DHCD, but individuals in search of assistance are encouraged to contact [2-1-1 Virginia](#) to be immediately connected with available community services.

### Organization Profile

Organizations are strongly encouraged to keep their organization profile and staff list up to date - even if the organization is not managing any active projects. This ensures that organization has access to its CAMS profile in the event of staff turnover or the need to quickly submit an application for funding.

## Frequently Asked Questions (FAQs)

### Applications

- Do I have to make separate applications for each program?
  - Yes.
- I found a program for which I want to apply. Where is the Apply button?
  - You must be logged in under an organization profile to apply. (If you do not have an organization profile, submit a [registration request](#).) Click **Apply** in the navigation bar at the top of the page. Any programs with an open application for which your organization is eligible, based on the selected Organization and Activity Type(s), appear on this page. Visit the [DHCD website](#) to research programs and their submission dates.
- Why can't I apply for certain programs?
  - Users can view all programs from the Program Search page, but individual program applications may be limited to certain Organization and Activity Type(s).

### Registration

- I submitted a registration request for a CAMS profile. When will I receive my login information?
  - DHCD reviews requests according to the order in which they are received and notifies organizations of approval or denial within five business days. The approval of a registration request creates a CAMS profile for the organization by which it can apply for funding.
- I have multiple programs in my agency/organization. Do I need to set up a new profile for every program?
  - No, only one profile is needed.

### Organization Staff and Roles

- The person assigned to a project has recently left the organization. How can I designate a new contact?
  - The Profile Manager or Organization Head can make this change by logging in to CAMS and selecting the Project Roles page from the Manage drop down menu in the navigation bar at the top of the page. Assigning a backup Profile Manager is encouraged in the event that the main Profile Manager is absent.
- My organization often works with consultants and other partners to develop applications and implement projects. Can I share my login information with them so they can have access?
  - No, do not share your login information with anyone. User accounts under CAMS organization profiles are intended for use by a single individual. You are responsible for any actions taken through your user account. The Profile Manager or Organization Head can add users with the primary or project role of Consultant.

### File Size and Character Limits

- Is there a maximum file size?
  - Yes, the majority of files uploaded to CAMS cannot exceed **100 MB** (e.g. report attachments, remittance supporting documentation, document uploads). Application attachments are the only exception with a larger 500 MB limit.
- What does this error message mean?
  - \*file upload failed: Server Response Error: ' Maximum request length exceeded.'**
  - The file is too large to upload. Compress the file using one of the following methods:
    - [Reduce PDF File Size](#) using Adobe Acrobat. If you do not have an Adobe license, use Adobe's free online [PDF Compressor Tool](#).
    - [Send to Zip File](#) (Use this option to upload multiple files as a single attachment as well.)
    - Remove unnecessary pages/images from the file
- Are there character limits?
  - Yes, they vary by field and differ from a word count. Limits are listed below:
    - Long Text Fields in Project Reports: 2000 characters
    - Short Text Fields in Project Reports: 25 characters
    - Narrative Information Fields in Applications: 6000 characters
    - Names for File Uploads (from your computer to CAMS): 150 characters

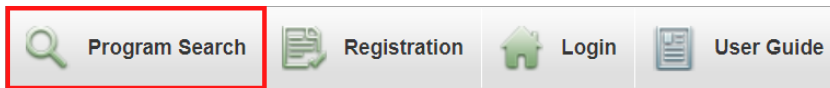
### Contracts

- My Program Administrator said they uploaded a contract to my project. Where is it?
  - Check the Reports & Documents tab of the project. Since Contract Documents often do not have a due date, these items will not appear under the Reporting schedule. For more detail, see *Reports & Documents*.

CAMS is designed for anyone to explore the details of DHCD programs without a Login ID and password. To apply for funding, however, a CAMS organization profile must be requested and approved. Once approved, login information is emailed to the Profile Manager and the Organization Head who can then create user profiles for additional staff. See *Registration* and *Staff*. The Program Search page is available from the navigation bar at the top of the login page or upon logging in.

Follow the steps below to search DHCD programs:

1. Click **Program Search** in the navigation bar at the top of the home page.



2. Use one of three exclusive filter options to search.

- By Program Name: Select a program or search "All Programs."
  - If one program was selected from the dropdown menu, only details for that program appear.
- By Eligible Org Type: Select all that apply to your organization.
- By Activity Type: Select all that apply to your organization.
  - If eligible organizations/activities were checked, all programs with at least one of the selected criteria appear.

Anyone can search/view all programs, but only organizations with registered profiles can apply for those that align with their selected Organization and Activity Type(s).  
  
The Profile Manager or Organization Head can change the Org/Activity selection at any time from the Manage Organization page.

3. Click **Go**.

4. Any of the three filters will return an alphabetical list of programs that meet the selected criteria.

1 Results Page 1 of 1

**ARC Access Road 2020**

The ARC Access Road program is primarily intended to serve industrial and commercial areas by facilitating economic development projects tied to measurable, tangible outcomes. Access Road funds may be used for preliminary engineering, right-of-way and/or the initial construction. ARC funds are generally not available for resurfacing / rehabilitation, upgrading and/or safety improvements on roads. All potential applicants must contact DHCD prior to any submission.

More information can be found at: <https://www.dhcd.virginia.gov/arc> .

*Application Start Date: 7/1/2019 End Date: 6/30/2020*

*Eligible Organization Type:* Localities, Nonprofit Organization, Planning District Commission

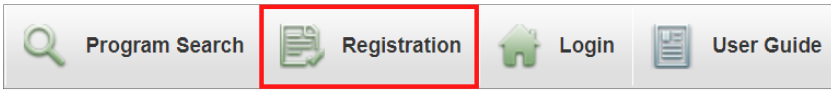
*Eligible Activity Type:* Community Development, Economic Development, Infrastructure

*Additional Information:* [VDOT Access Road Guidelines](#)

An organization must submit a registration request to be reviewed by DHCD. DHCD reviews requests according to the order in which they are received and notifies organizations of approval or denial within five business days. The approval of a registration request creates a CAMS profile for the organization by which it can apply for funding.

Follow the steps below to submit a registration request for your organization:

1. Click **Registration** in the navigation bar at the top of the home page.



2. Complete the CAMS Organization Registration webform.

a) Organization Primary Profile Manager/Contact (Profile Manager)

- The Profile Manager receives email notifications and must keep the organization profile and staff list up to date.

**Organization Primary Profile Manager/Contact**

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

|                 |  |              |  |
|-----------------|--|--------------|--|
| *First Name:    | <input type="text"/>   | *Last Name:  | <input type="text"/>   |
| *Contact Title: | <input type="text"/>   | Cell Number: | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| *Contact Phone: | <input type="text"/> - <input type="text"/> - <input type="text"/> | Extension:   | <input type="text"/>   |
| *Contact Email: | <input type="text"/>   |              |  |

b) Organizational Information

- DUNS Number: Request a new DUNS Number for your organization or search for an existing one on the [D&B website](#).
- Organization Type: Select all that apply, but note that some options cannot be selected together.
- Activity Type: Select all activities in which your organization is involved.

**Organizational Information**

|  |  |                  |  |
|--|--|------------------|--|
| *Organization Name:  | <input type="text"/>   | *Street Address: | <input type="text"/>   |
| *City:   | <input type="text"/>   | Address Line 2:  | <input type="text"/>   |
| <input type="checkbox"/> Check this box if the organization address listed above is the mailing address.   |  | *ZIP Code:       | <input type="text"/>   |
| *Mailing Address:  | <input type="text"/>   | Address Line 2:  | <input type="text"/>   |
| *City:   | <input type="text"/>   | *ZIP Code:       | <input type="text"/>   |
| *Phone Number:   | <input type="text"/> - <input type="text"/> - <input type="text"/>   | FAX Number:      | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| *DUNS Number: ?  | <input type="text"/>   | *FEIN: ?         | <input type="text"/>   |
| Organization Website:  | <input type="text"/> (eg. www.mysite.com)  |                  |  |
| *Organization Type ?   | <input type="checkbox"/> Nonprofit Organization<br><input type="checkbox"/> Developer<br><input type="checkbox"/> Localities<br><input type="checkbox"/> CHDO<br><input type="checkbox"/> Planning District Commission<br><input type="checkbox"/> Housing Authority<br><input type="checkbox"/> State Agency<br><input type="checkbox"/> Other (Private for profit)<br><input type="checkbox"/> Tribal Government |                  |  |
| (Check all that apply):  |  |                  |  |
| Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply. |  |                  |  |
| Activity Type: ?   | <input type="checkbox"/> Homeless Service<br><input type="checkbox"/> Housing<br><input type="checkbox"/> Economic Development<br><input type="checkbox"/> Infrastructure<br><input type="checkbox"/> Community Development  |                  |  |

**If an organization's selected organization and/or activity types do not match those listed as eligible for a program, the organization will not be able to apply for funding. The selections can be changed at any time from the Manage Organization page.**

c) Organizational Leadership

- If the user listed as the Profile Manager at the top of the form is also the Organization Head, check the corresponding box. Doing so will hide the remaining fields and the user's primary role will be Profile Manager, Organization Head.
- If Nonprofit Organization or CHDO is selected as an organization type, proof of nonprofit status is required upon submission of the registration request.
- An annual audit or reviewed financial statement is requested at this time, but is not required until funds are granted.

**Organizational Leadership**

Check this box if the person listed above **IS** the organization's head or director.

Director First Name:  Director Last Name:

Director Phone:  -  -  Director Email:

Most recent annual audit <sup>?</sup>

\*Proof of nonprofit status

3. Click **Submit** after completing all required fields.
4. Onscreen message appears confirming submission of request.

**CAMS Organization Registration**

Thank you for submitting a request for a CAMS organization profile. It will be reviewed and a response sent to you within the next five business days.

**If the FEIN and/or DUNS number are already in use by another organization, the message to the right will appear after clicking Submit. Email CAMSHelp@dhcd.virginia.gov to find out if the profile is in use and by whom.**

devhome says

The FEIN and/or DUNS number entered already exists in CAMS. CAMS organizational profile registration is limited to one registration per organization. Please verify the FEIN and DUNS numbers entered. Contact CAMS HELP MAIL BOX if you need further assistance.

5. The Profile Manager and Organization Head receive the following email from CAMSProfileRequests@dhcd.virginia.gov confirming submission of the request:

Thank you for requesting a CAMS profile for your organization. Your request will be reviewed and a response sent to you within five business days.



The following instructions assume that the user has been added to a CAMS organization profile by an authorized staff person. Contact the CAMS Profile Manager for your organization to be added to the organization's staff list in CAMS. For instructions on adding staff, see *Staff*. If your organization does not have a profile in CAMS, see *Registration*.

Once added, users receive an email from [noreply@dhcd.virginia.gov](mailto:noreply@dhcd.virginia.gov) indicating their new password and the person who granted their access, see example to right.

Your Profile Manager, John Doe, has created a CAMS account for you. Please contact this person for further instructions.

Your ID is your email address: [test@email.com](mailto:test@email.com)  
Your Password is: 0q1GMW7E

<https://dmz1.dhcd.virginia.gov/CAMSPortal/Login.aspx>

Thank you.

DHCD CAMS Support

Follow the steps below to log in:

1. Enter your email address and password on the [home page](#).
2. Click **Log In**.
  - o Users logging in for the first time are prompted to create a new password.

**DHCD CAMS**

Program Search | Registration | Login | User Guide

**Welcome to the Virginia Department of Housing and Community Development's Centralized Application and Management System!**

Use the navigation bar at the top of the page to search programs without a login (Program Search) or request a profile for your organization (Registration).

If your organization has a CAMS profile, log in using your email and password below.

E-mail\*:

Password\*:

**Log In**

[Forgot Password](#)

Any user that has a valid email address associated with their CAMS account can use the Forgot Password link on the home page to retrieve their password.

Follow the steps below to retrieve a forgotten password:

1. Click **Forgot Password**.

The screenshot shows the DHCD CAMS home page. At the top, there is a navigation bar with links for Program Search, Registration, Login, and User Guide. Below the navigation bar, a welcome message reads: "Welcome to the Virginia Department of Housing and Community Development's Centralized Application and Management System!". A message below that says: "Use the navigation bar at the top of the page to search programs without a login (Program Search) or request a profile for your organization (Registration). If your organization has a CAMS profile, log in using your email and password below." There are two input fields: "E-mail\*" and "Password\*", each followed by a text box. Below these fields is a "Log In" button. At the bottom right, the "Forgot Password" link is highlighted with a red box.

2. Enter the email address associated with your CAMS account.

The screenshot shows the forgot password form. At the top, it says: "Please enter your email address and click submit. Your password will be emailed to the address provided." Below this, there is an "Email:" label followed by a text box containing "test.test@email.com". Below the text box is a "Submit" button, which is highlighted with a red box. At the bottom, a red message reads: "An email has been sent to the email address provided above with your password." Below that, a link says: "Return to Login Page: [CAMS Login](#)".

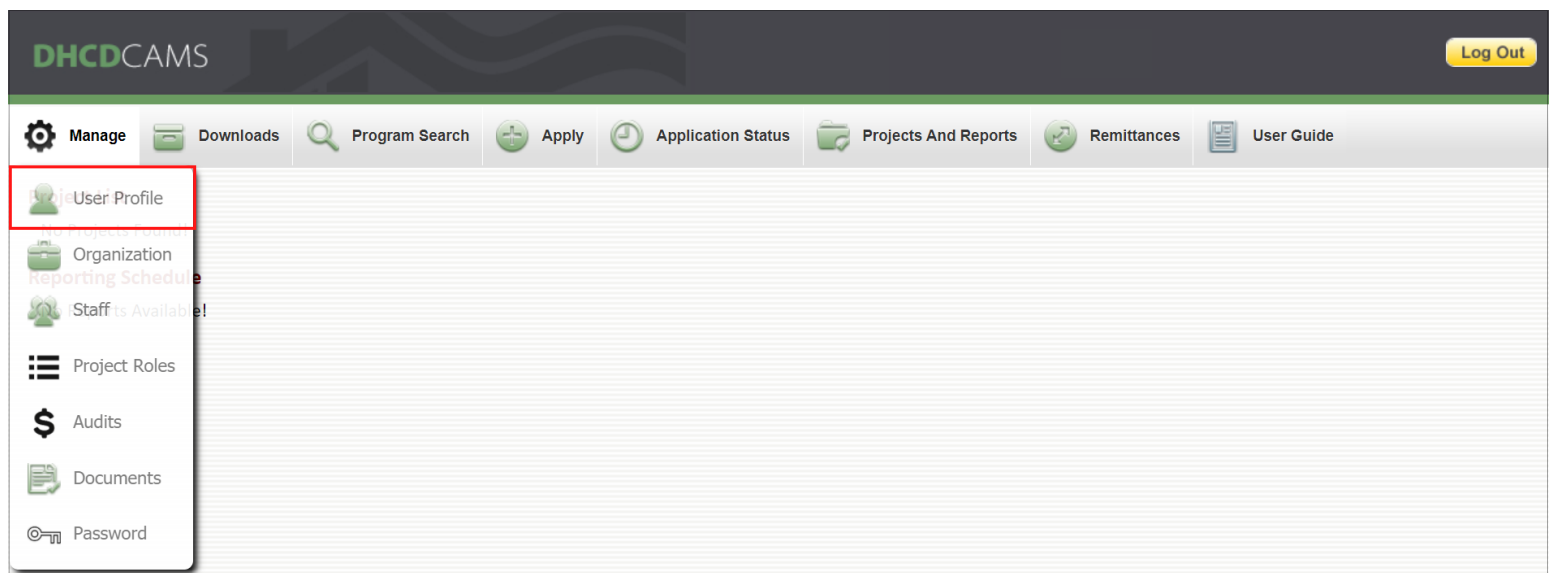
3. Click **Submit**.
4. An email is sent from noreply@dhcd.virginia.gov containing your password, see example below.

Per your request, your DHCD CAMS password is **Example01**. If you did not submit a forgotten password request, please disregard this email.

Only the user can make changes to the information on their User Profile page, however users with the Profile Manager/Organization Head primary role can make changes to the same staff information from the Manage Staff page.

Follow the steps below to manage your user profile:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **User Profile** from the dropdown menu.



4. Add/edit user profile information.
5. Click **Update** to save changes.

**A user can change all profile information from this page except their Staff Role.**

**Staff Roles can only be changed by the Profile Manager/Organization Head from the Manage Staff page.**

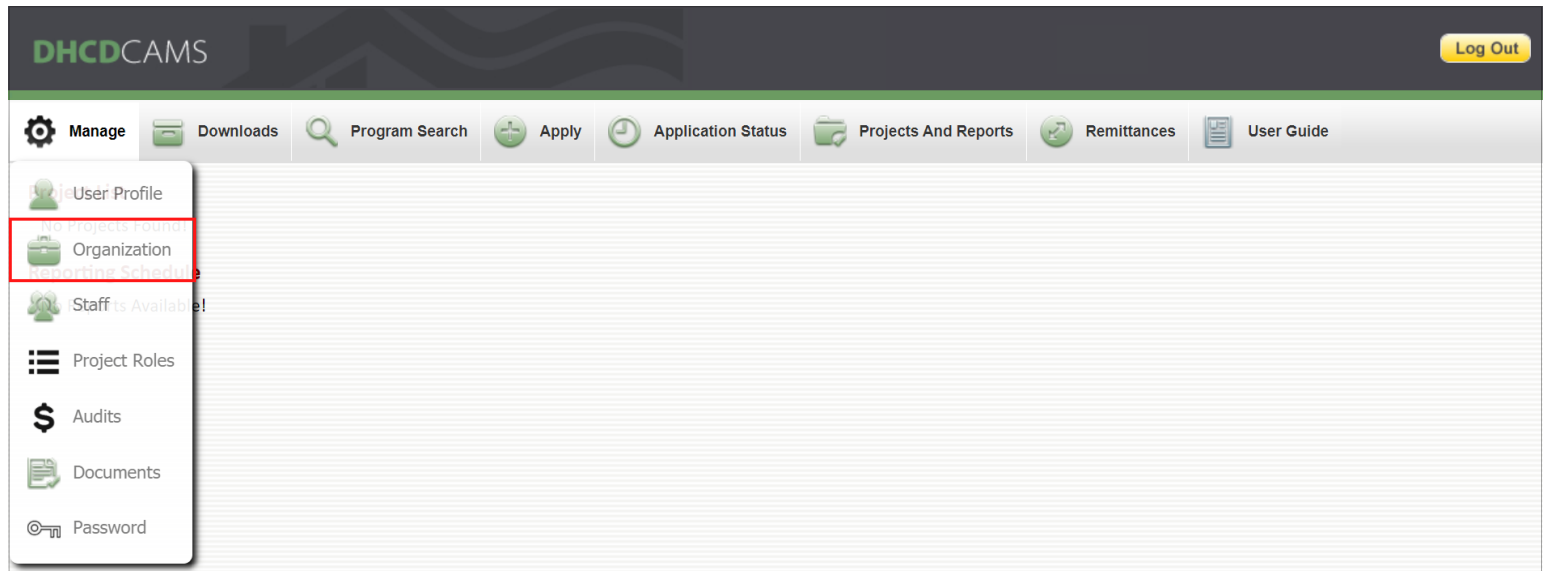
### Manage User Profile

|                        |   |
|------------------------|---|
| * First Name           | <input type="text" value="John"/>   |
| Middle Initial         | <input type="text"/>  |
| * Last Name            | <input type="text" value="Doe"/>  |
| Title                  | <input type="text" value="Executive Director"/>   |
| Cell Phone Number      | <input type="text" value="804"/> - <input type="text" value="123"/> - <input type="text" value="1234"/> |
| * Contact Phone Number | <input type="text" value="804"/> - <input type="text" value="987"/> - <input type="text" value="6543"/> |
| Phone Extension        | <input type="text"/>  |
| * Email Address        | <input type="text" value="john.doe@email.com"/>   |

Only users with the Profile Manager/Organization Head primary role can make changes to the Manage Organization page. Consultants do not have access to view this page. All changes to the organization profile must be made from this page. To change or edit organization staff, see *Staff*.

Follow the steps below to manage your organization profile:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Organization** from the dropdown menu.



4. Edit Organization Information.

**Manage Organization**

Organization Name\*:

FEIN\*:  Suffixes: 00 ?

Phone Number\*:

Organization Address\*:

City/County\*:  State:

Check this box if mailing address is the same as the organization address.

Organization Type\*:

- Nonprofit Organization
- Developer
- Localities
- CHDO
- Planning District Commission
- Housing Authority
- State Agency
- Other (Private for profit)
- Tribal Government

Proof of nonprofit status:  No file chosen

Organization Website:

DUNS Number\*:

Fax Number:

Address Line 2:

Zip Code\*:

Activity Type:

- Homeless Service
- Housing
- Economic Development
- Infrastructure
- Community Development

**Upload your IRS Determination Letter as proof of nonprofit status if you change your organization type to Nonprofit.**

**Notify DHCD if you anticipate changing the organization name.**

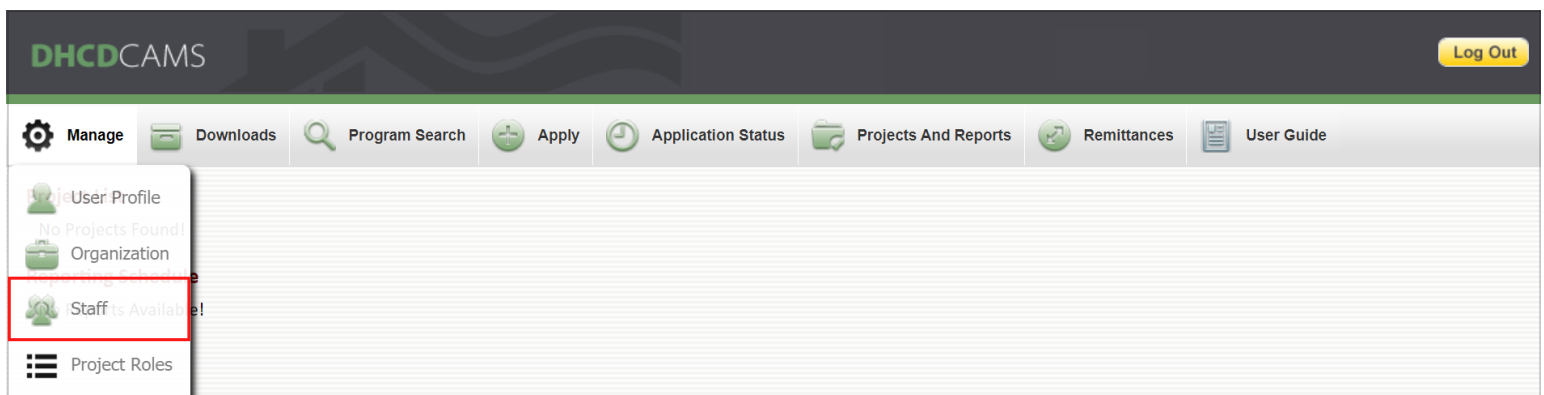
5. Click **Save**.

Only users with the Profile Manager/Organization Head primary role can edit the Manage Staff page. Therefore, the Profile Manager/Organization Head MUST keep the staff list up to date by adding or removing staff members and revising staff information and primary roles when needed. The Profile Manager/Organization Head must assign a primary role when adding new users to the organization staff list and giving them access to CAMS. The primary role determines the user's access to all organization and project pages in CAMS. Access to specific projects can be delegated by assigning the user a project role, see *Project Roles*. For an explanation of primary and project role access, see *Role Explanations*.

Follow the steps below to manage organization staff:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Staff** from the dropdown menu.

**At a minimum, each organization should have two users assigned as Profile Managers or one Profile Manager and one Organization Head.**



### Add New Staff


#### Manage Staff

Only the Profile Manager or Organization Head may grant individual users access to CAMS by assigning them a Primary Role. Please see [Security Access by Role](#) for a description of each Primary Role's level of access.

For users that should only have access to a specific project, enter Organization Review for their Primary Role here. The Profile Manager or Organization Head can grant these users project-specific access from the [Project Roles](#) page.

First Name\*: 
 Last Name\*: 
 Email\*:

Title\*: 
 Work Phone\*:  -  -  Ext: 
 Cell Phone:  -  -

CAMS Primary Role\*:  

1. Complete the required fields: Name, Email, Title, Work Phone, and CAMS Primary Role.
2. Click **Add**.
3. Newly added users receive an email indicating their new password and the person who granted their access, see *Login*.

**The user can add and edit the information in the required fields - except CAMS Primary Role - from the User Profile page after their first login, see *User Profile*.**

**Click the information symbol beside the CAMS Primary Role field to view role descriptions and permissions or see *Role Explanations*.**


## Edit Existing Staff

The email associated with a staff member's profile is their login ID and where their password is sent if forgotten. Staff email addresses must be kept up to date - especially if an organization changes the format of their email addresses - so staff continue to receive notifications and are able to retrieve forgotten passwords.

**Manage Staff**

Only the Profile Manager or Organization Head may grant individual users access to CAMS by assigning them a Primary Role. Please see [Security Access by Role](#) for a description of each Primary Role's level of access.

For users that should only have access to a specific project, enter Organization Review for their Primary Role here. The Profile Manager or Organization Head can grant these users project-specific access from the [Project Roles](#) page.

First Name\*:  Last Name\*:  Email\*:   
 Title\*:  Work Phone\*:  -  -  Ext:   
 CAMS Primary Role\*:  

| Name<br>Email                    | Title  | Work Phone<br>Cell Phone      | CAMS Primary Role | Edit/Remove   |
|----------------------------------|--------|-------------------------------|-------------------|---|
| Doe, John<br>john.doe@email.test | Manger | Work: (123) 456-7890<br>Cell: | Project Manager   | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

1. Click **Edit** to update the staff member's information or primary role.
2. The fields at the top of the page populate with the staff member's information.
3. Edit the fields that require revision.
4. Click **Update**.

Clicking the 'Reset' button will clear all fields. If you did not wish to clear all fields, do NOT click 'Update.' Instead, refresh the page.

## Remove Existing Staff

Staff that are no longer working with the organization must be removed from the organization's staff list in CAMS. Since the Profile Manager and Organization Head are the only users authorized to make changes to the organization information and staff list, it is especially important that these roles are assigned to an active CAMS user who is a current member of the organization. In the event of staff turnover that results in removal of the assigned Profile Manager or Organization Head, the role(s) must be reassigned by either adding a new staff member or editing the role of an existing staff member. Email the CAMS Help Desk at CAMSHelp@dhcd.virginia.gov if your organization no longer has access to CAMS due to your Profile Manager and/or Organization Head leaving the organization without reassigning those primary roles.

| Name<br>Email                    | Title  | Work Phone<br>Cell Phone      | CAMS Primary Role | Edit/Remove   |
|----------------------------------|--------|-------------------------------|-------------------|---|
| Doe, John<br>john.doe@email.test | Manger | Work: (123) 456-7890<br>Cell: | Project Manager   | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

1. Click **Remove** next to the staff member you wish to remove from the organization.
2. Click **OK** in the pop-up window to confirm removal of the staff member.

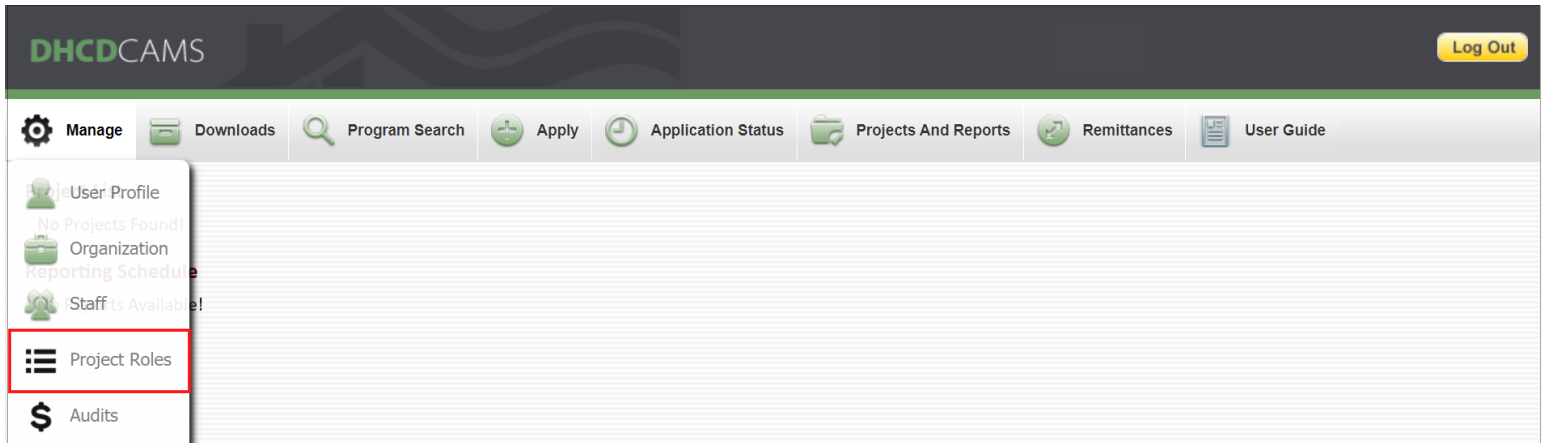
Once removed from an organization staff list, a user no longer has access to the organization's CAMS profile. Remember to reassign any project roles to which the removed user was assigned.

Only users with the Profile Manager/Organization Head primary role can edit the Manage Project Roles page. Project roles are optional. They provide or restrict access for the project tabs (i.e. Project Information, Budget, Remittances, and Reports & Documents) of a specific project. The user's primary role determines their access to any of the remaining projects associated with the organization's profile, see *Staff*. If assigned, the permissions of the user's project role override the permissions of their primary role for the assigned project only. For an explanation of primary and project role access, see *Role Explanations*.

Follow the steps below to manage project roles:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Project Roles** from the dropdown menu.

**Project roles can only be assigned for approved projects. Applications in any status are unavailable for project role assignment and will not appear in the dropdown menu.**



4. Select a project from the drop down menu to view or update project roles.

**Manage Project Roles**

Project Role assignments provide project-specific access. Users must first have a Primary Role assignment to be given a Project Role. The Profile Manager or Organization Head may assign the user a Primary Role from the [Manage Staff](#) page. Please see [Security Access by Role](#) for a description of each Primary Role's level of access.

**View or update Project Roles**

Select Project ..... ←

### Assign a New Project Role

1. Select the name of the user for whom you wish to assign a project role from the Name dropdown menu.
2. Select the project role you wish to assign to the user from the Project Role dropdown menu.
3. Click **Add**.

Users must be added to the organization staff list before they can be assigned a project role, see *Staff*.

View or update Project Roles

DHCD TEST ARS 2018 ▾

| Last Name | First Name | CAMS Primary Role | Project Role      | Delete |
|-----------|------------|-------------------|-------------------|--------|
| Test      | Test       | Profile Manager   | Financial Analyst | Delete |

Add a user to this project

Name:  ▾ Project Role:  ▾

### Delete or Edit an Existing Project Role

1. Click **Delete** next to the user whose project role you wish to delete or edit. If editing a user's project role, proceed to Step 2.
2. Add the user again with the updated project role as if you were assigning a new project role in the previous section.

A user can be assigned a project role on more than one of the organization's active projects simultaneously.

View or update Project Roles

DHCD TEST ARS 2018 ▾

| Last Name | First Name | CAMS Primary Role | Project Role      | Delete |
|-----------|------------|-------------------|-------------------|--------|
| Test      | Test       | Profile Manager   | Financial Analyst | Delete |

Add a user to this project

Name:  ▾ Project Role:  ▾  ←



### Primary Roles

Every user is assigned a primary role when they are added to an organization's staff list. Primary roles determine the user's access to organization pages and project tabs in CAMS. Access to the project tabs of a specific project can be altered by assigning a project role. Typically, the Profile Manager/Organization Head is not assigned a project role because they already have the highest level of CAMS access.

### Project Roles

Project roles are optional. They provide or restrict access to the project tabs of a specific project. The user's primary role determines their access to any other projects associated with the organization's profile for which they are not assigned a specific project role.

**Primary Roles ONLY \***

- Profile Manager
- Organization Head
- Profile Manager, Organization Head

**Primary OR Project Roles**

- Project Manager
- Project Administrator
- Financial Analyst
- Consultant
- Organization Review

\*Cannot be assigned as project roles; included in the project role section of table below to show project tab access.

All users can manage their user profile and password, access Project Forms and Templates from the downloads page, and search programs. Additional permissions vary based on the user's primary role and project role if assigned, see table below.

The permissions of the user's project role override the permissions of their primary role for the assigned project only. If a user is not assigned a project role, their permissions for the project tabs of all the organization's projects will be the same as those listed for their primary role.

| PRIMARY ROLE       |                          | Profile Manager<br>Organization Head | Project<br>Manager | Project<br>Administrator | Financial<br>Analyst | Consultant     | Organization<br>Review |
|--------------------|--------------------------|--------------------------------------|--------------------|--------------------------|----------------------|----------------|------------------------|
| Organization Pages | Manage Organization      | Full Access                          | View-Only          | View-Only                | View-Only            | No Access      | View-Only              |
|                    | Manage Staff             | Full Access                          | View-Only          | No Access                | View-Only            | View-Only      | View-Only              |
|                    | Manage Project Roles     | Full Access                          | Full Access        | View-Only                | View-Only            | View-Only      | View-Only              |
|                    | Manage Audits            | Full Access                          | View-Only          | View-Only                | Full Access          | View-Only      | View-Only              |
|                    | Manage Documents         | Full Access                          | View-Only          | View-Only                | Full Access          | View-Only      | View-Only              |
|                    | Apply/Application Status | Full Access                          | Full Access        | Full Access              | View-Only            | Partial Access | View-Only              |
| PROJECT ROLE       |                          | Profile Manager<br>Organization Head | Project<br>Manager | Project<br>Administrator | Financial<br>Analyst | Consultant     | Organization<br>Review |
| Project Tabs       | Project Information      | Full Access                          | Full Access        | Full Access              | View-Only            | Full Access    | View-Only              |
|                    | Budget                   | Full Access                          | Full Access        | View-Only                | Full Access          | Partial Access | View-Only              |
|                    | Remittances              | Full Access                          | Full Access        | View-Only                | Full Access          | Partial Access | View-Only              |
|                    | Reports & Documents      | Full Access                          | Full Access        | Full Access              | Full Access          | Partial Access | View-Only              |

Access to the organization pages and project tabs for each primary role are listed below. If a project role is assigned, access to the project tabs of the assigned project may change. If a permission is not listed below, the user has view-only access to that organization page or project tab. See table above for details.

**\*Full Access**

**Organization Pages:** Edit organization info; edit staff list; edit project roles; upload audits; upload documents; initiate/submit new applications for funding

**Project Tabs:** Edit/save project information; request/submit budget revisions; enter/submit new remittances; complete/submit reports

**Profile Manager | Organization Head | Profile Manager, Organization Head**

An organization is limited to two Profile Managers and one Organization Head OR one Profile Manager and one Profile Manager, Organization Head. If the same person is listed as the CAMS Primary Contact and Organization Director upon submitting the organization registration request, this user is initially assigned the Profile Manager, Organization Head role. Change this user's role to Organization Head if the organization wishes to assign two separate users as Profile Managers in addition to the Organization Head.

- Organization Pages: Full Access\*
- Project Tabs: Full Access\*

**Project Manager**

- Organization Pages: Edit project roles; initiate/submit new applications for funding
- Project Tabs: Full Access\*

**Project Administrator**

- Organization Pages: Initiate/submit new applications for funding
- Project Tabs: Edit/save project information; complete/submit reports

**Financial Analyst**

- Organization Pages: Upload audits; Upload documents
- Project Tabs: Request/submit budget revisions; enter/submit new remittances; complete/submit reports

**Consultant**

A user assigned the Consultant primary role can initiate and save applications for funding, budget revisions, remittances, and reports, but cannot submit them to DHCD for review. An authorized user must submit the saved application/budget revision/remittance/report.

- Organization Pages: Initiate/save new applications for funding
- Project Tabs: Edit/save project information; request/save budget revisions; enter/save new remittances; complete/save reports

**Organization Review**

A user assigned the Organization Review primary role has view-only permission for all organization pages and project tabs.

- Organization Pages: N/A
- Project Tabs: N/A

## Primary and Project Role Examples

### Restricting Access

If a user has the Project Manager primary role, they have full access to edit all project tabs for any project. If the same user is assigned the Project Administrator project role for Project A, they could no longer request budget revisions or enter new remittances for Project A, but the user could still edit all project tabs for any other project.

### Providing Additional Access

If a user has the Project Administrator primary role, they can edit/save the Project Information tab and complete/submit reports for any project. If the same user is assigned the Project Manager project role for Project A, they can now request budget revisions and enter new remittances for Project A, but these permissions only apply to Project A. The user cannot request budget revisions or enter new remittances for any other projects.

### Specific Project Access

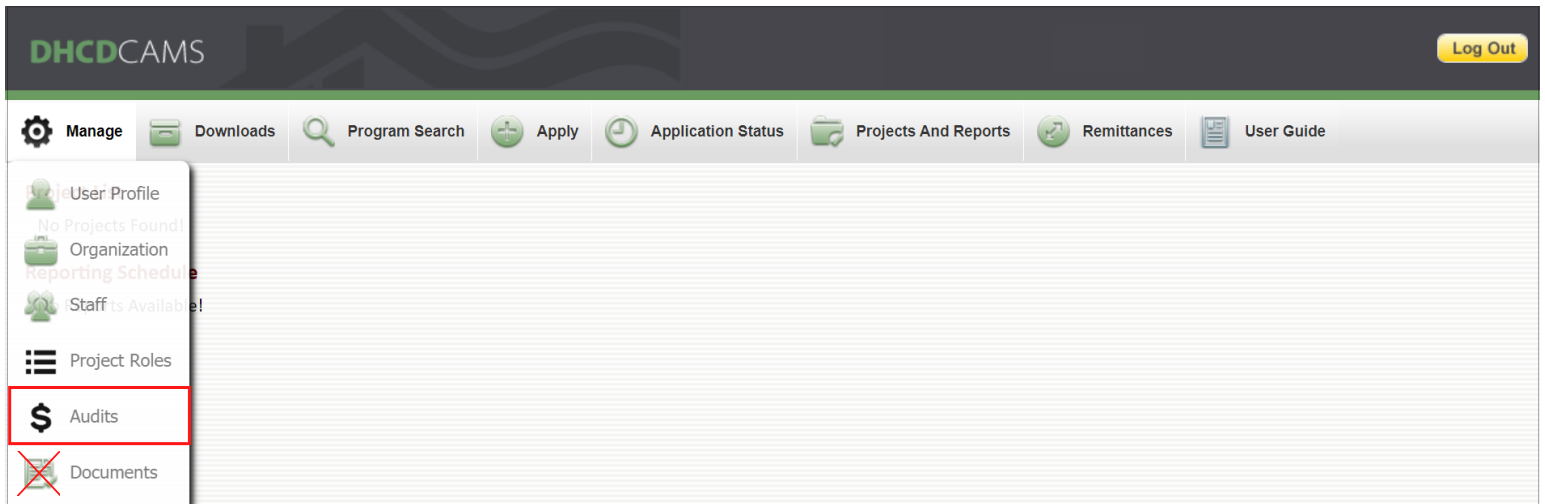
To completely limit a user's CAMS access to a specific project, assign Organization Review as the user's primary role and assign the user a project role for the desired project. This gives the user view-only access to all pages in CAMS except the project tabs for the project to which they are assigned.

Only users with the Profile Manager/Organization Head or Financial Analyst primary roles can edit the Manage Audits page. Financial documentation is NOT required to register your organization for a CAMS profile, however, it must be uploaded prior to applying for funding. After approval of the organization registration request, an audit or financial statement can be uploaded on the Manage Audits page at any time. **DO NOT UPLOAD AUDITS / FINANCIAL STATEMENTS TO THE MANAGE DOCUMENTS PAGE.**

Follow the steps below to upload a new audit:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Audits** from the dropdown menu.

See DHCD's [Audit Policy](#) if you are unsure of the requirements for your organization.



4. Click **Choose File** to browse for your audit or financial statement.
5. Enter the Audit Reporting Period. (Required for audits AND financial statements)
6. Indicate whether or not the audit was uploaded to the Federal Audit Clearinghouse.
7. Click **Save**.

The screenshot shows a form for uploading an audit. At the top is a file selection field with a 'Choose File' button and the text 'No file chosen'. Below this is a field for 'Audit Reporting Period\*' with two input boxes separated by a hyphen. A paragraph of text explains that non-federal entities with federal awards over \$750,000 must submit audits to the Federal Audit Clearinghouse. There are two radio button options: 'I certify that this audit has been uploaded to the Federal Audit Clearinghouse.' and 'This requirement is not applicable to my organization.'. At the bottom center is a 'Save' button, which is highlighted with a red rectangular box.

Acceptable file types include Word, Excel, PDF, and ZIP only.

PowerPoint, TXT, JPEG, and PNG files are invalid and will result in an error message.

Most organizations that receive funding from and/or have projects in progress with DHCD must have a current audit or financial statement in CAMS to satisfy organizational compliance and submit remittance requests.

### Audit Statuses

- Pending Review: Audit submitted by grantee but not yet reviewed by DHCD; can be deleted by the organization.
- Under Review: Audit submitted by grantee and currently under review by DHCD; cannot be deleted by the organization.
- Not Accepted: Audit submitted by grantee and deemed incomplete or inaccurate after DHCD review; file removed 30 days after marked as "Not Accepted."
- Accepted: Audit submitted by grantee and reviewed/approved by DHCD; record purged five years after upload date.

If the organization has an audit or financial statement pending / under review, additional files can be uploaded as long as the reporting period does not overlap with any other other "Pending Review," "Under Review," or "Accepted" status records.

**Manage Audits**

Most organizations that receive funding from and/or have projects in progress with DHCD must have a current audit or financial statement in CAMS to satisfy organizational compliance and submit remittance requests. See the [DHCD Financial Statement & Audit Policy](#) to determine what documentation is required for your organization.

An organization meets audit compliance requirements with at least one "Accepted," "Pending Review," or "Under Review" status record on file that has not reached its expiration date. If all records are expired, the Out of Compliance - Expired Audit flag appears indicating that the organization must upload a current audit or financial statement to regain compliance. Audits expire 21 months after the end of their reporting period. Overlap between reporting periods for "Accepted," "Pending Review," or "Under Review" status audit records is not permitted.

| Audit File   | Date Uploaded | Audit Reporting Period  | Status         | Date Reviewed | Expiration Date | Comments | Delete                 |
|--|---------------|-------------------------|----------------|---------------|-----------------|----------|------------------------|
| <a href="#">CAMSTQuery79127202150737.xlsx</a>                | 12/07/2021    | 12/07/2021 - 12/07/2022 | Pending Review | ---           | 09/07/2024      | ---      | <a href="#">Delete</a> |
| <a href="#">CDBG CAMS Reports Questions 913202154610.pdf</a> | 09/13/2021    | 09/13/2018 - 09/13/2019 | Under Review   | ---           | 06/10/2020      | ---      |                        |
| <a href="#">CDBG CAMS Reports Questions 913202125529.pdf</a> | 09/13/2021    | 09/13/2020 - 09/13/2021 | ✔ Accepted     | 10/07/2021    | 06/13/2022      | ---      |                        |
| <a href="#">Notes 820202142455.docx</a>                      | 08/20/2021    | 08/20/2020 - 08/20/2021 | ✔ Accepted     | 08/20/2021    | 05/20/2020      | ---      |                        |
| File Has Been Removed  | 02/16/2021    | 02/16/2020 - 02/16/2021 | ⚠ Not Accepted | 03/04/2021    | ---             | ⚠        |                        |

### Audit Compliance

An organization is compliant with at least one "Accepted," "Pending Review," or "Under Review" status record on file that has not reached its expiration date. If all records are expired, yellow warning text appears on all pages until a new audit or financial statement is uploaded. For Pending/Under Review records, the expiration date is an estimation based on the reporting period entered by organization upon submission.

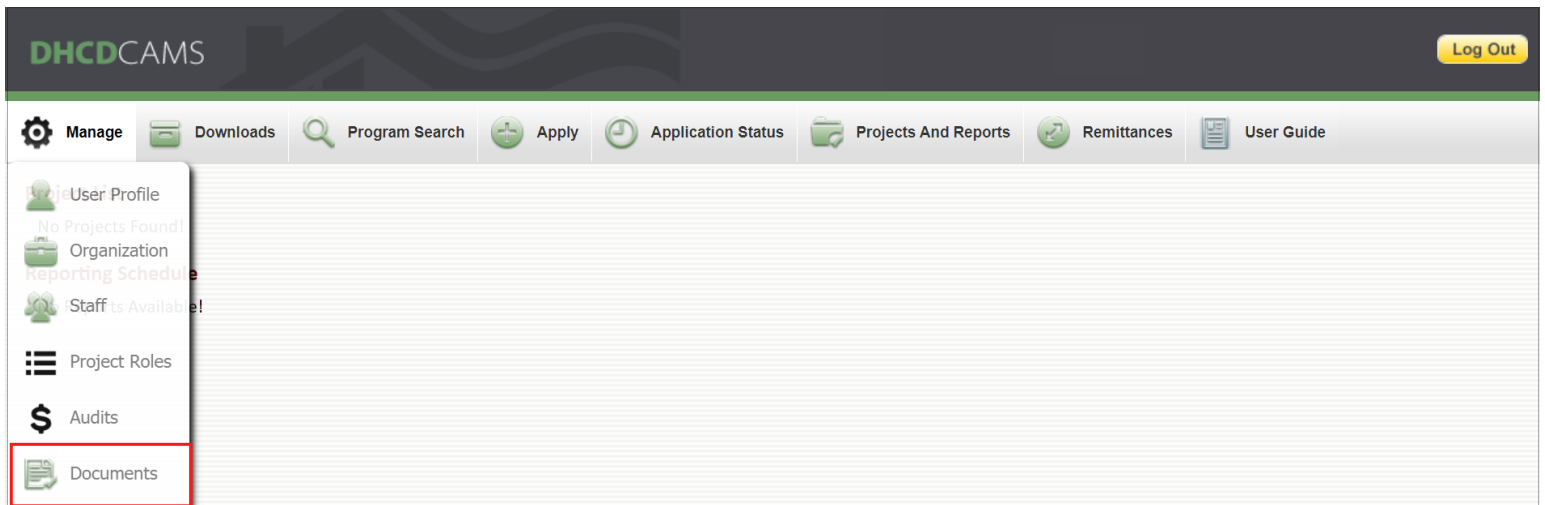
DHCD CAMS
ORGANIZATION IS OUT OF COMPLIANCE - EXPIRED AUDIT

⚙️ Manage
📁 Downloads
🔍 Program Search
➕ Apply
🕒 Application Status
📁 Projects And Reports
🔄 Remittances
📖 User Guide

Only users with the Profile Manager/Organization Head or Financial Analyst primary roles can edit the Manage Documents page. Organizations upload documents applicable to the entire organization (e.g. organizational chart, operating agreement, business license, etc) here. **DO NOT UPLOAD AUDITS TO THE MANAGE DOCUMENTS PAGE.** Upload audits to the Manage Audits page, see *Audits*. Upload project-specific documents to the Reports & Documents tab of that project's Project Management page.

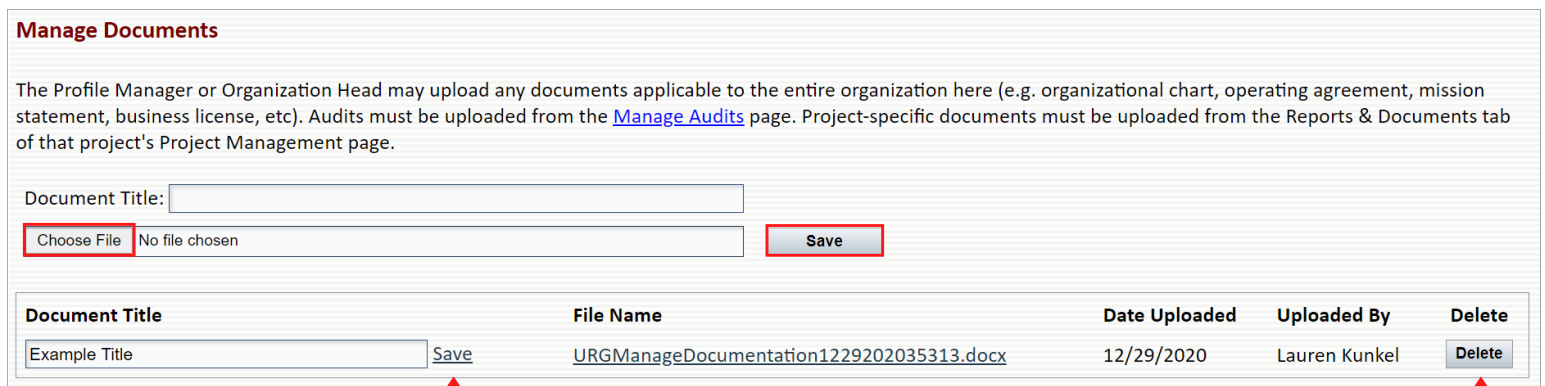
Follow the steps below to upload an organizational document:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Documents** from the dropdown menu.



4. Enter a title for your file in the Document Title field.
5. Click **Choose File** to browse for the document you wish to upload.
6. Click **Save**.

Acceptable file types: Word, Excel, PDF, and ZIP only.



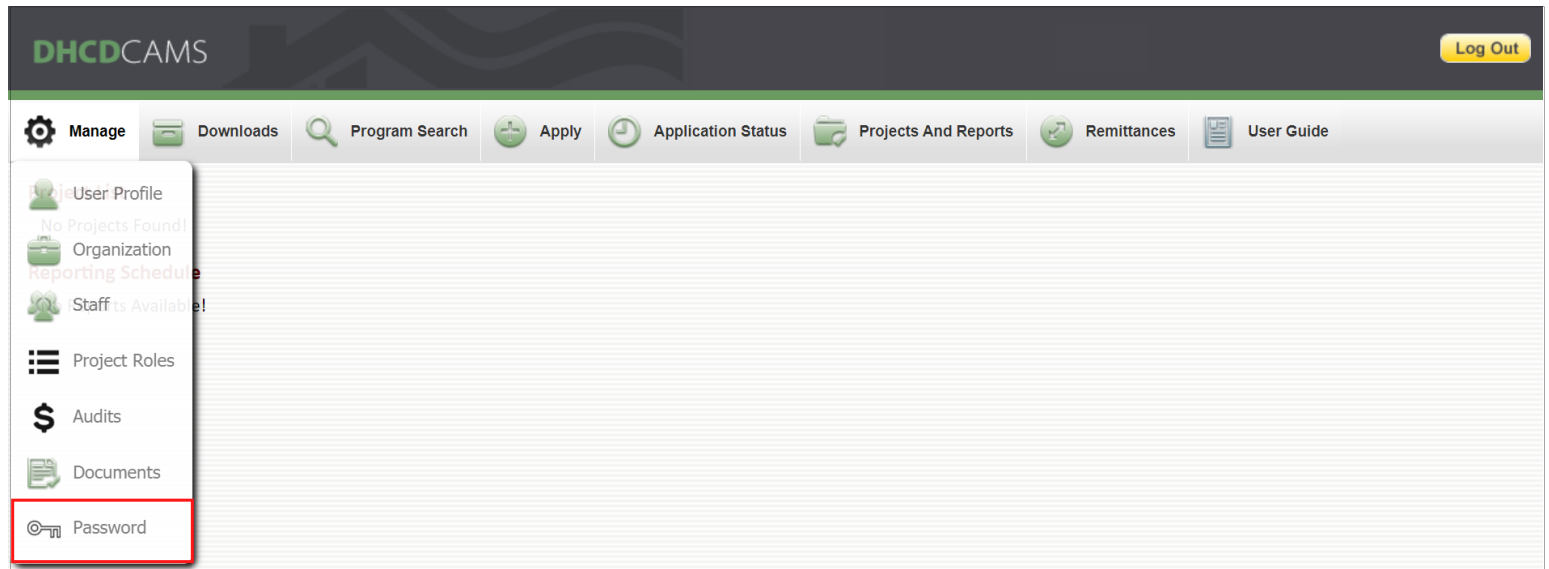
- To change the name of a document:
1. Edit the Document Title field.
  2. Click **Save** (linked beside the title field).

- To permanently delete a document:
1. Click **Delete**.

Users can reset their password at anytime. To retrieve a forgotten password, see *Forgot Password*.

Follow the steps below to reset your password:

1. Login to CAMS.
2. Click **Manage** in the navigation bar at the top of the page.
3. Select **Password** from the dropdown menu.



4. Enter new password.
5. Confirm new password.
6. Click **Submit**.

An error message appears in the following circumstances:

- Password guidelines are not met
- "New Password" and "Confirm New Password" fields do not match

### CAMS Online Password Reset

Please follow the following guidelines while creating a new password:

- Must be at least 8 characters.
- Cannot be more than 20 characters.
- Must have at least 1 number.
- Must have at least 1 upper case letter.
- Cannot be the same as your previous password.

New Password\*





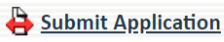
Confirm New Password\*

**Submit**



An organization must submit a CAMS registration request and have an approved profile prior to applying for funding. If your organization does not have a CAMS profile, see *Registration*. Only users with the Profile Manger/Organization Head, Profile Manager, or Program Administrator primary roles can initiate and submit new applications for funding. Users with the Consultant primary role can initiate applications, but a user with one of the previously listed roles must review and submit the application to DHCD.

## Application Overview

- |  |  |
|--|--|
|  <b>Apply</b>             | 1. Click <b>Apply</b> in navigation bar to select program and initiate application.              |
|  <b>Save This Tab</b>      | 2. Complete application tabs, clicking <b>Save This Tab</b> each time changes are made.          |
|  <b>Application Status</b> | 3. Click <b>Application Status</b> in the navigation bar to return to "Incomplete" applications. |
|  <b>Print</b>             | 4. Click <b>Print</b> to review the final application document that will be submitted to DHCD.   |
|  <b>Submit Application</b> | 5. Click <b>Submit Application</b> when complete.  |

Applications have an Incomplete status until submitted. Users may complete applications over multiple CAMS sessions by saving their work and returning to Incomplete applications via the Application Status page. Only applications with Incomplete status can be withdrawn or permanently deleted, see *Application Status* for more details.

**Application Status** Application ID ?  
Project ?  
Withdraw ?

Incomplete Applications: ? ←

| Application ID    | Program                                 | Project                           | Date Last Updated | Edit | Withdraw |
|-------------------|---|-----------------------------------|-------------------|------|----------|
| 57001052021164153 | GO VA Per Capita Grants Region 1 (FY19) | DHCD Test User Guide Project 2021 | 1/12/2021         |      |          |

Pending Applications: ? Roll Back ?  
No Applications Found!

Once submitted, the application status changes from Incomplete to Pending. Applications with Pending status can be rolled back to Incomplete until DHCD reviews the application. This allows the organization to make changes to the application if needed. After the application is revised and resubmitted, the status changes back to Pending.

**CAUTION: If an organization rolls back a Pending application for which the application end date has passed, the organization will not be able to edit or resubmit the application.**

**Application Status** Application ID ?  
Project ?  
Withdraw ?

Incomplete Applications: ?  
No Applications Found!

Pending Applications: ? ← Roll Back ?

| Application ID    | Program                                 | Project                           | Date Submitted | View | Roll Back |
|-------------------|---|-----------------------------------|----------------|------|-----------|
| 57001052021164153 | GO VA Per Capita Grants Region 1 (FY19) | DHCD Test User Guide Project 2021 | 1/13/2021      |      |           |

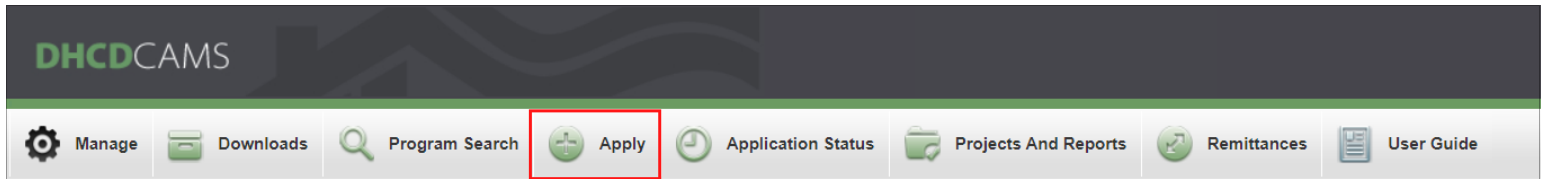


## Application Initiation

The Apply for Funding and Program Search pages display the same program information and links. The Program Search page displays all DHCD programs, while the Apply for Funding page only displays programs with open applications (current date within application start and end dates) for which your organization is eligible to apply - based on your selected Organization and Activity Type(s).

Follow the steps below to start an application:

1. Login to CAMS.
2. Click **Apply** in the navigation bar at the top of the page.



3. Select a program from the dropdown list, or search "All Programs" to view all open applications for which your organization is eligible.
4. Click **Go**.
5. Click **Apply** to initiate an application for that program .

**Apply For Funding**

Open Applications:

Only programs for which your organization is eligible to apply, based on Organization Type(s) and Activity Type(s), will appear in this list.

14 Results 1 2 Next Page 1 of 2

**GO VA Per Capita Grants Region 1 (FY19)**

The GO Virginia Per Capita Allocation Grant are funds available to the nine regional councils created by the Virginia Growth and Opportunity Act, to support grant requests that advance the Board's goals as well as the prioritized needs and opportunities identified in the Growth and Diversification plans adopted by each regional council. These grant funds are available to the regional councils on a per capita basis where each region gets a proportional share of the available funding based on its current population. Recommendations are reviewed by the Board in making final grant decisions and in approving the conditions and terms that will apply to each grant. It is expected that the grant funds will be used to initiate successful regional collaboration activities but will not be an ongoing source of long-term funding for grant requests.

*Application Start Date: 1/1/2020 End Date: 6/30/2021*

*Eligible Organization Type: Nonprofit Organization, Planning District Commission*

*Eligible Activity Type: Economic Development*

*Additional Information: [GO Virginia Scoring Guidelines](#), [In-Kind Contribution Form](#), [Sources and Uses Template](#)*

6. Enter the Project Name.
7. Click **Continue**.

**The Application ID is system-generated and cannot be altered.**

**Be sure to follow the guidelines\* when naming your project.**

**Please note that it is your organization's responsibility to periodically review its CAMS staff listing to ensure the users in CAMS are still active employees and/or consultants. Any changes to the staff listing must be made by either a Profile Manager or the Organization Head.**

Application ID:

Project Name:

\*Project Name must include the following: Organization Name, Project or Program Name, and Program Year. Organization Name or Program Name may be abbreviated.

## Application Completion

Each tab of the application must be saved individually before proceeding, but the tabs do not need to be completed in any specific order. Users may complete applications over multiple CAMS sessions. Until submitted, applications have a status of Incomplete and may be withdrawn (deleted). Return to or withdraw Incomplete applications via the Application Status page, see *Application Status*. The following sections provide instructions for the completion of each application tab: Project Information, Project Budget, Narrative Information, Attachments, and Additional Information.

### Project Information

Follow the steps below to complete the Project Information tab of the application:

1. Enter the Project Primary Contact.
  - o This user is automatically assigned the project role of Project Manager.
2. Enter the Project Location.
  - o Location where the project will take place, not necessarily the organization address.
  - o Must be in the state of Virginia.
  - o If the project takes place in more than one location, select a centralized address.
  - o If the project takes place statewide, enter the organization address.
3. Click **Add/Edit County, City, or Town**.
4. Select all localities within the Primary Service Area for this project only.
5. Scroll to the bottom of the pop-up window, and click **Done**.
6. Click **Save This Tab**.

**Application Submission**  Print

|                                    |   |   |
|------------------------------------|---|---|
| Application ID: 57001052021164153  | Project Name: DHCD Test User Guide Project 2021 <a href="#">Edit?</a> | Program Name: GO VA Per Capita Grants Region 1 (FY19) |
| Application Start Date: 01/01/2020 | Application End Date: 06/30/2021                                      | Status: Incomplete                                    |

[Project Information](#) | [Project Budget](#) | [Narrative Information](#) | [Attachments](#) | [Additional Information](#)

**Save This Tab**

**Project Information**

Organization Name: DHCD Test Here

**Project Primary Contact** ?

|              |  |             |  |
|--------------|--|-------------|--|
| First Name*: |  | Last Name*: |  |
| Title*:      |  | Email*:     |  |
| Work Phone*: | <input type="text"/> - <input type="text"/> - <input type="text"/> |             |  |

**Project Location** ?

|                      |  |
|----------------------|--|
| Address*:            | Zip Code*:   |
| <input type="text"/> | <input type="text"/> - <input type="text"/> <a href="#">Whats my +4?</a> |
| City*:               |  |
| <input type="text"/> |  |

**Primary Service Area** ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

|   |   |   |
|---|---|---|
| County: <a href="#">Add/Edit County</a> <span style="color: red;">←</span><br>No County Selected. | City: <a href="#">Add/Edit City</a> <span style="color: red;">←</span><br>No City Selected. | Town: <a href="#">Add/Edit Town</a> <span style="color: red;">←</span><br>No Town Selected. |
|---|---|---|

### Project Budget

The budget on the Project Budget tab of the application is comprised of three columns. The DHCD Request is the amount requested from DHCD. Other Funding refers to leverage that is included as additional funding in the project budget, but is not being paid directly by DHCD to the grantee. The Total column reflects the total amount of funding (from all sources). CAMS times out after 60 minutes of inactivity, so users are advised to save their progress periodically while working on the Project Budget tab. Some applications do not require a project budget. If the Project Budget tab is grayed out, a budget is not required to apply for this program.

Follow the steps below to complete the Project Budget tab of the application:

1. Enter the total amount requested from DHCD in the Total Request field at the top of the page.
2. Click **Add** next to a Cost/Activity Category to add a line item under that category.

**Project Budget Information**  
Please enter your Total Request: \$ 40,000.00

| Cost/Activity Category   | DHCD Request  | Other Funding | Total         |
|--|---------------|---------------|---------------|
| + Administration (8% limit) <span>Add</span> <span>Delete</span> | \$0.00        | \$0.00        | \$0.00        |
| + Program Operations <span>Add</span> <span>Delete</span>        | \$0.00        | \$0.00        | \$0.00        |
| <b>TOTAL</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

3. Select an eligible line item from the dropdown menu.
  - o Some projects have the option to select "Other" as a line item. If "Other" is selected, the user must name the newly created line item using only alpha-characters.
  - o If a line item is added by mistake or no longer needed, check the box next to the unnecessary line item, and click **Delete** to remove it. The Project Budget tab will not save with an blank line item, see error message below.
4. Enter the amount requested from DHCD for the line item in the DHCD Request field.
5. Enter the amount of non-DHCD funding for the line item in the Other Funding field if applicable.

**Project Budget Information**  
Please enter your Total Request: \$ 40,000.00

\*Expand each Category to search for line items still requiring value.

| Cost/Activity Category   | DHCD Request       | Other Funding     | Total              |
|--|--------------------|-------------------|--------------------|
| <input checked="" type="checkbox"/> Administration (8% limit) <span>Add</span> <span>Delete</span> | \$5,000.00         | \$0.00            | \$5,000.00         |
| <input type="checkbox"/> Administration <span>Add</span> <span>Delete</span>                       | \$ 5,000.00        | \$ 0.00           | \$5,000.00         |
| <input checked="" type="checkbox"/> Program Operations <span>Add</span> <span>Delete</span>        | \$40,000.00        | \$5,000.00        | \$45,000.00        |
| <input type="checkbox"/> Clearance and Demolition <span>Add</span> <span>Delete</span>             | \$ 15,000.00       | \$ 0.00           | \$15,000.00        |
| <input type="checkbox"/> Construction <span>Add</span> <span>Delete</span>                         | \$ 25,000.00       | \$ 5,000.00       | \$30,000.00        |
| <input type="checkbox"/> <span>Add</span> <span>Delete</span> *Required                            | \$ 0.00            | \$ 0.00           | \$0.00             |
| <b>TOTAL</b>   | <b>\$45,000.00</b> | <b>\$5,000.00</b> | <b>\$50,000.00</b> |

4. Review the budget after adding all line items and funding amounts.

- o Confirm that the DHCD Request column total equals the amount entered in the Total Request field for Step 1.
- o Confirm that all budget constraints are satisfied, see error message below.

**Budget constraints apply to Cost/Activity Category totals. There are four budget constraints:**

- Max Dollar Amount (\$XX.XX limit)
- Min Dollar Amount (no less than \$XX.XX)
- Max Percent of Total Request (X% limit)
- Min Percent of Total Request (no less than X%)

Project Information | **Project Budget** | Narrative Information | Attachments | Additional Information

[Save This Tab](#)

**Project Budget Information**  
Please enter your Total Request: \$  ←

| Cost/Activity Category      |  | DHCD Request        | Other Funding | Total       |
|-----------------------------|--|---------------------|---------------|-------------|
| + Administration (8% limit) | <a href="#">Add</a> <a href="#">Delete</a> | *Invalid \$5,000.00 | \$0.00        | \$5,000.00  |
| + Program Operations        | <a href="#">Add</a> <a href="#">Delete</a> | \$40,000.00         | \$5,000.00    | \$45,000.00 |
| <b>TOTAL</b>                |  | \$45,000.00 ←       | \$5,000.00    | \$50,000.00 |

5. Complete the optional Budget Narrative if desired - 2000 character limit.

6. Click **Save This Tab**.

Project Information | **Project Budget** | Narrative Information | Attachments | Additional Information

[Save This Tab](#)

**Project Budget Information**  
Please enter your Total Request: \$




| Cost/Activity Category      |  | DHCD Request | Other Funding | Total       |
|-----------------------------|--|--------------|---------------|-------------|
| + Administration (8% limit) | <a href="#">Add</a> <a href="#">Delete</a> | \$2,000.00   | \$0.00        | \$2,000.00  |
| + Program Operations        | <a href="#">Add</a> <a href="#">Delete</a> | \$40,000.00  | \$5,000.00    | \$45,000.00 |
| <b>TOTAL</b>                |  | \$42,000.00  | \$5,000.00    | \$47,000.00 |

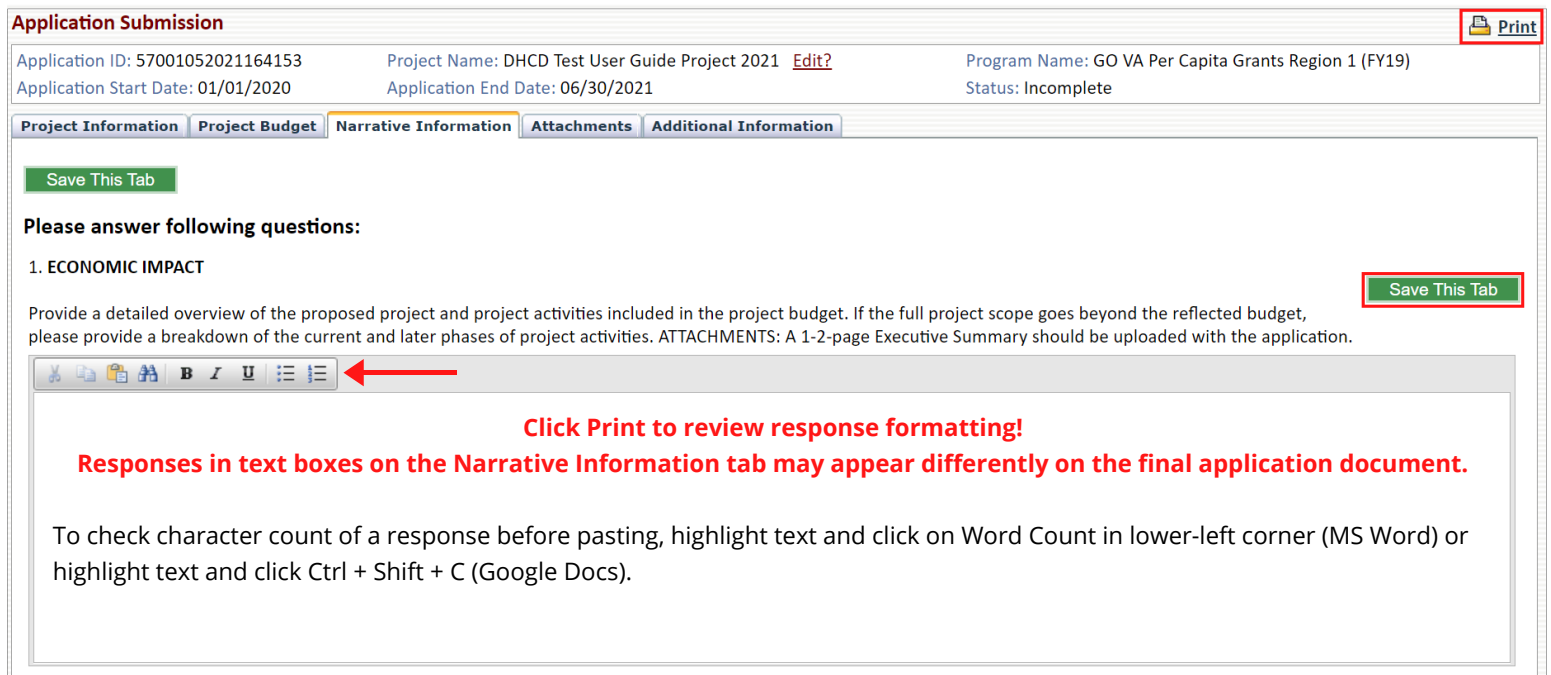
Budget Narrative: ←


**Narrative Information**

All questions on the Narrative Information tab are required for final submission of the application, but users may save their responses to the questions individually and complete this portion of the application over a period of time. Users may type responses directly in the text boxes, however, CAMS times out after 60 minutes of inactivity. To prevent losing unsaved information, draft and save unformatted responses in MS Word, Google Docs, or Notepad before pasting and formatting each response in the application. Save the Narrative Information tab after completion of each question. Note that text boxes on the Narrative Information tab are limited to 6000 characters.

Follow the steps below to complete the Narrative Information tab of the application:

1. Select all Project Types that apply. Refer to the application instructions for guidance.
  - o If there are no Project Types, proceed to Step 3.
2. Click **Go**. 
3. Type responses for each Narrative Information question in MS Word, Google Docs, or Notepad.
4. Copy and paste unformatted responses into the corresponding text boxes.
  - o Paste using Ctrl + Shift + V to remove formatting.
  - o Click **OK** when prompted to allow CAMS to clean pasted text if formatting is detected.
  - o Do not paste tables/charts or text from Excel or PDF files.
  - o Only format the response using the buttons above the text box.
5. Click **Save This Tab** after pasting and formatting each response.  
6. Click **Print** to review the content and formatting of all responses as they will appear in the final application document submitted to DHCD.




**Application Submission** 

Application ID: 57001052021164153    Project Name: DHCD Test User Guide Project 2021 [Edit?](#)    Program Name: GO VA Per Capita Grants Region 1 (FY19)  
 Application Start Date: 01/01/2020    Application End Date: 06/30/2021    Status: Incomplete


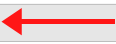
**Project Information** | **Project Budget** | **Narrative Information** | **Attachments** | **Additional Information**

**Save This Tab**

**Please answer following questions:**

1. **ECONOMIC IMPACT** 

Provide a detailed overview of the proposed project and project activities included in the project budget. If the full project scope goes beyond the reflected budget, please provide a breakdown of the current and later phases of project activities. ATTACHMENTS: A 1-2-page Executive Summary should be uploaded with the application.

**Click Print to review response formatting!**  
**Responses in text boxes on the Narrative Information tab may appear differently on the final application document.**

To check character count of a response before pasting, highlight text and click on Word Count in lower-left corner (MS Word) or highlight text and click Ctrl + Shift + C (Google Docs).

### Attachments

Unless otherwise indicated, all document uploads listed on the Attachments tab are required for application submission. Please use attachment templates if provided. Download, complete, and save the template on your computer. Then, choose and upload the completed template file to the corresponding attachment slot. Additional documents may be uploaded in the "Optional" space(s) provided.

Follow the steps below to complete the Attachments tab of the application:

1. Click **Choose File** to browse for the appropriate document.
  - o Click **HERE** to download and use the preferred attachment template if provided.
  - o Name "Optional" attachments using the Enter Your Additional Title field.
3. Click **Save This Tab** after uploading all required documents.

Acceptable file types: Word, Excel, PDF, JPEG, TXT, and ZIP only.

**Application Submission** Print

Application ID: 57001052021164153    Project Name: DHCD Test User Guide Project 2021 [Edit?](#)    Program Name: GO VA Per Capita Grants Region 1 (FY19)  
 Application Start Date: 01/01/2020    Application End Date: 06/30/2021    Status: Incomplete

Project Information | Project Budget | Narrative Information | **Attachments** | Additional Information

**Save This Tab**

**Please submit/upload following required documents:**

Letters of Financial Commitment  
 No file chosen

Letters of Support  
 No file chosen

Budget Overview  
 (Click [HERE](#) for template) ←  
 No file chosen

(optional) Enter Your Additional Title  
 No file chosen

### Additional Information

The Additional Information tab is optional. It provides the applicant with an opportunity to include any relevant comments regarding the application/project for the DHCD application review team. Completion of this tab is not required for application submission.

Follow the steps below to complete the Additional Information tab of the application:

1. Enter comments in the space provided if desired.
2. Click **Save This Tab**.

**Application Submission** Print

Application ID: 57001052021164153    Project Name: DHCD Test User Guide Project 2021 [Edit?](#)    Program Name: GO VA Per Capita Grants Region 1 (FY19)  
 Application Start Date: 01/01/2020    Application End Date: 06/30/2021    Status: Incomplete

Project Information | Project Budget | Narrative Information | Attachments | **Additional Information**

**Save This Tab**

**Enter optional comments regarding your application in the space below:**

## Application Submission

Organizations must complete and submit applications before the application end date to be considered for funding. Remember to save often.

Each time a tab is saved while completing the application, the user receives this message:

devhome says

This page has been saved successfully. The application is not yet completed.

**OK**

**If the Submit Application button is not available, the application is missing required information or the user's primary role does not allow them to submit applications (i.e. Consultant, see Role Explanations).**

When all required fields are complete and the final tab is saved, the user receives this message and the Submit Application button appears:

devhome says

The application is now complete, but has not yet been submitted to DHCD. IT IS STRONGLY SUGGESTED THAT YOU PRINT AND REVIEW THE APPLICATION.

An authorized user at the organization must submit the application prior to the application end date.

**OK**

Follow the steps below to submit the application to DHCD for final review:

1. Click **Print** to review the content and formatting of the final application document.
2. Navigate to the appropriate application tab and make revisions if needed.
3. Click **Submit Application**.

**Application Submission** **Submit Application** **Print**

Application ID: 57001052021164153      Project Name: DHCD Test User Guide Project 2021 [Edit?](#)      Program Name: GO VA Per Capita Grants Region 1 (FY19)

Application Start Date: 01/01/2020      Application End Date: 06/30/2021      Status: Incomplete ←

4. The following two messages appear consecutively. Click **OK** to submit the application.

devhome says

Please make sure you have saved all your work before submitting the application. Once you submit your application, you will not be able to make any changes to your application. Are you sure you want to submit it now?

**OK**    Cancel

devhome says

The Application has been submitted successfully. A confirmation has been sent to you. Thanks for using our online Application System.

**OK**

5. The application status changes from Incomplete (see Step 3) to Pending (see below).

**Application Submission** **Print**

Application ID: 57001052021164153      Project Name: DHCD Test User Guide Project 2021      Program Name: GO VA Per Capita Grants Region 1 (FY19)

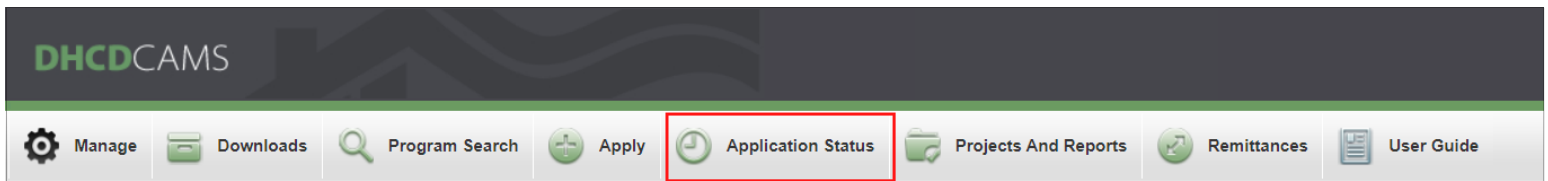
Application Start Date: 01/01/2020      Application End Date: 06/30/2021      Status: Pending ←



All users can view applications, but only users with the Profile Manger/Organization Head, Profile Manager, Program Administrator, or Consultant primary roles can edit, withdraw, or roll back applications from the Application Status page. Users with the Consultant primary role cannot submit or resubmit applications - an authorized user must do so. Use this page to continue working on an Incomplete Application or check on the status of a submitted application. The six application statuses are explained below.

Follow the steps below to access the Application Status page:

1. Log in to CAMS.
2. Click **Application Status** in the navigation bar at the top of the page.



### Incomplete Applications

Application initiated by organization but not yet submitted to DHCD.

- o Click **Edit** to continue working on the application.
- o Click **Withdraw** to permanently delete the application.

| Incomplete Applications: ? |   |                                   |                   | Withdraw ?                  |
|----------------------------|---|-----------------------------------|-------------------|-----------------------------|
| Application ID             | Program                                 | Project                           | Date Last Updated |                             |
| 57001052021164153          | GO VA Per Capita Grants Region 1 (FY19) | DHCD Test User Guide Project 2021 | 1/13/2021         | <b>Edit</b> <b>Withdraw</b> |

### Pending Applications

Application submitted by organization but not yet reviewed by DHCD.

- o Click **View** to view submitted application.
- o Click **Roll Back** to revert the application status to Incomplete.

**DO NOT roll back an application if the application end date has passed. The organization will not be able to edit or resubmit the application.**

| Pending Applications: ? |   |                                   |                | Roll Back ?                  |
|-------------------------|---|-----------------------------------|----------------|------------------------------|
| Application ID          | Program                                 | Project                           | Date Submitted |                              |
| 57001052021164153       | GO VA Per Capita Grants Region 1 (FY19) | DHCD Test User Guide Project 2021 | 1/13/2021      | <b>View</b> <b>Roll Back</b> |

### In Progress - Applicant

Application reviewed by DHCD and requires additional information.

- o Click **Edit** to revise application as requested, then resubmit application to DHCD.

| In Progress - Applicant: ? |                                  |                  |                   |             |
|----------------------------|----------------------------------|------------------|-------------------|-------------|
| Application ID             | Program                          | Project          | Date Last Updated |             |
| 74412212020133933          | Lead Hazard Reduction 2020 -2023 | TEST Application | 1/13/2021         | <b>Edit</b> |



### In Progress - DHCD

Application under review by DHCD.

- Click **View** to view the submitted application

**In Progress - DHCD:** [?](#)

| Application ID    | Program                                     | Project   | Date Last Updated |                      |
|-------------------|---|---|-------------------|----------------------|
| 75706222020164956 | Virginia Telecommunications Initiative 2021 | Albemarle Broadband Authority CenturyLink VATI 2021 | 8/18/2020         | <a href="#">View</a> |

### Approved Applications

Application deemed eligible and awarded funding from DHCD.

- Click **View** to view the approved application.

**Approved Applications:** [?](#)

| Application ID    | Program  | Project                            | Date Approved |                      |
|-------------------|--|------------------------------------|---------------|----------------------|
| 63503312019171334 | Moving from Foster Care to Adulthood -Pilot 2019 | TJACH Fostering Futures Pilot 2019 | 6/20/2019     | <a href="#">View</a> |

### Denied Applications

Application deemed ineligible for funding from DHCD at this time.

- Click **View** to view the denied application.

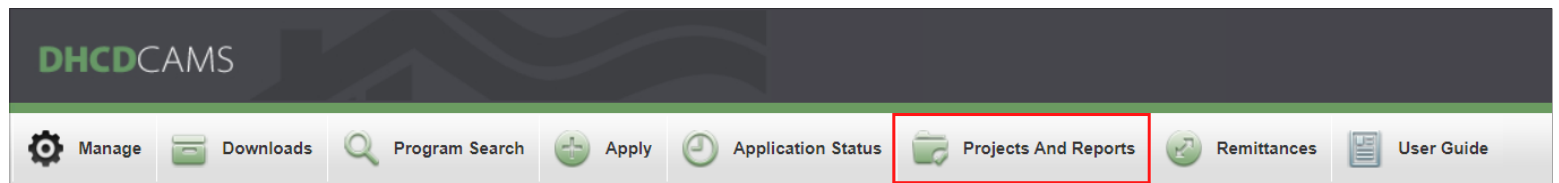
**Denied Applications:** [?](#)

| Application ID    | Program                            | Project | Date Denied |                      |
|-------------------|------------------------------------|---------|-------------|----------------------|
| 64210102019145934 | Acquire, Renovate, Sell (ARS) 2019 | TEST    | 1/22/2020   | <a href="#">View</a> |

All users can view the Project List and Reporting Schedule on the Projects and Reports page. A user's ability to manage projects in the Project List or complete and submit reports in the Reporting Schedule depends on their primary role (and project role if assigned, see *Role Explanations*).

Follow the steps below to access the Projects And Reports page:

1. Login to CAMS.
2. Click **Projects And Reports** in the navigation bar at the top of the page.



### Project List

Click **Detail** to access the Project Management page for that project. For instructions regarding the completion and use of each project tab, see *Project Management*.

| Program                            | Project            | Contract # | Start Date | End Date | Project Location   | Detail                 |
|------------------------------------|--------------------|------------|------------|----------|--------------------|------------------------|
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 |            | 10/1/2020  | 1/8/2021 | 123 Main, Richmond | <a href="#">Detail</a> |

### Reporting Schedule

Reports assigned to all of an organization's projects with a status of Not Started or Incomplete that are due within 60 days appear in the Reporting Schedule. Reports with a status of Submitted are listed in the Reporting Schedule until accepted by DHCD. Reports displayed in red are overdue. Double click the report in the list that you wish to complete. For further instructions regarding the completion of reports, see *Reports & Documents*.

| Program                            | Project            | Report                      | Date Due  | Status      | Date Last Updated     | Last Updated By | Comments |
|------------------------------------|--------------------|-----------------------------|-----------|-------------|-----------------------|-----------------|----------|
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 | VHSP Habitability Checklist | 1/15/2021 | Not Started |                       |                 |          |
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 | VHSP Habitability Checklist | 1/29/2021 | Incomplete  | 1/19/2021 9:44:59 AM  | Lauren Kunkel   |          |
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 | VHSP Habitability Checklist | 2/12/2021 | Incomplete  | 1/19/2021 12:18:14 PM | DHCD Denied     |          |
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 | TEST Report Form            | 2/13/2021 | Submitted   | 1/19/2021 12:17:04 PM | Lauren Kunkel   |          |
| Acquire, Renovate, Sell (ARS) 2018 | DHCD TEST ARS 2018 | VHSP Habitability Checklist | 2/26/2021 | Not Started |                       |                 |          |

### Report Compliance

RA project reports displayed in red are overdue and in Admin and Portal, red warning text appears on the Project Management page of the project with the overdue report and links to the Reports & Documents tab.

All users can view the Project Management page for any project. A user's ability to edit the tabs on the Project Management page depends on their primary role (and project role if assigned, see *Role Explanations*). The following sections provide instructions for the completion and use of each project tab: Project Information, Budget, Remittances, and Reports & Documents.

### Project Information

The information on this tab is populated by your DHCD Program Administrator or using the information submitted with the application. Authorized users may edit this information as needed. See *Role Explanations* to determine who has permission to edit this tab.

### Payment Routing

The selected account receives funds from approved remittance requests associated with the project.

### Project Primary Contact

This user is automatically assigned the project role of Project Manager.

### Project Location

Where the project will take place, not necessarily the organization address.

- Must be in the state of Virginia.
- If the project takes place in more than one location, select a centralized address.
- If the project takes place statewide, enter the organization address.

### Primary Service Area

Localities in which this project will take place, not the service area for the entire organization.

**Project Management**
[Back To Project List](#)

Project Name: DHCD TEST ARS 2018 [Edit?](#)

Contract Start/End Date: 10/01/2020 - 01/08/2021

Program Name: Acquire, Renovate, Sell (ARS) 2018

Project Location: 123 Main, Richmond

Contract #:

Project Information
Budget
Remittances
Reports & Documents

**Project Information**

Organization Name: DHCD Test Here      Organization FEIN: \*\*\*\*\*5555      Payment Routing:  00

**Project Primary Contact** ?

|  |   |
|--|---|
| First Name*: <input type="text" value="Test"/>             | Last Name*: <input type="text" value="T"/>          |
| Title*: <input type="text" value="TT"/>                    | Email*: <input type="text" value="test@test.test"/> |
| Work Phone*: <input type="text" value="444 - 444 - 4444"/> |   |

**Project Location** ?

|   |   |
|---|---|
| Address*: <input type="text" value="123 Main"/> | Zip Code*: <input type="text" value="34332 - 3434"/> <a href="#">Whats my +4?</a> |
| City*: <input type="text" value="Richmond"/>    |   |

**Primary Service Area** ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

|  |   |   |
|--|---|---|
| <p>County: <a href="#">Add/Edit County</a></p> <p>Orange</p> | <p>City: <a href="#">Add/Edit City</a></p> <p>No City Selected.</p> | <p>Town: <a href="#">Add/Edit Town</a></p> <p>No Town Selected.</p> |
|--|---|---|

## Budget

If you need to add/remove line items or change the funding amounts in your project budget, you must request a budget revision. Be sure to follow any budget instructions at the top of the Budget tab. After revising line items or funding amounts, the budget revision must be saved and requested for DHCD to review it. Contact your Program Administrator before requesting changes to your project budget if you were not initially instructed to do so by DHCD staff. See *Role Explanations* to determine who has permission to edit this tab.

### Revision History and Budget Status

Use the View Budget Revisions drop down menu to view previous versions of the budget.

The budget status appears in parentheses after the Revision #.

- Incomplete: Budget revision saved by grantee but not requested. Can be deleted.
- Pending: Budget revision requested by grantee and awaiting review by DHCD.
- Approved: Budget displayed is current and approved by DHCD.

### Budget Columns

The amounts in the DHCD Request and Other Funding columns can be edited. The amounts in the TOTAL and Available Funds columns will automatically adjust based on the amounts entered in the first two columns. Requested amounts from paid or pending remittances are subtracted from Available Funds total for each line item.

- DHCD Request: Amount requested from/awarded by DHCD to the grantee.
- Other Funding: Leverage to be used as funding for project, but not paid by DHCD.
- TOTAL: Total amount of funding (from all sources).
- Available Funds: Amount of funds remaining to be requested from DHCD.

### Budget Narrative

DHCD or the grantee can edit the Budget Narrative text box at anytime.

**Project Management** [Back To Project List](#)

Project Name: DHCD TEST ARS 2018 [Edit?](#) Program Name: Acquire, Renovate, Sell (ARS) 2018 Contract #:  
 Contract Start/End Date: 10/01/2020 - 01/08/2021 Project Location: 123 Main, Richmond

**Project Information** | **Budget** | Remittances | Reports & Documents

**Budget**

Budget Instruction:  
Please follow the steps outlined below in creating your budget: 1) Determine all budget categories and line items before beginning to enter your information.

Please enter your Total Request: \$  Revision #: PR00004 (Incomplete) View Budget Revisions ▾

| Cost/Activity Category  | DHCD Request      | Other Funding     | TOTAL              | Available Funds   |
|---|-------------------|-------------------|--------------------|-------------------|
| ☑ Homebuyer <span style="float: right;"><a href="#">Add</a> <a href="#">Delete</a></span>               | \$4,501.00        | \$2,000.00        | \$6,501.00         | \$901.00          |
| ☑ Rental New Construction <span style="float: right;"><a href="#">Add</a> <a href="#">Delete</a></span> | \$2,000.00        | \$0.00            | \$2,000.00         | \$1,500.00        |
| ☑ Rental Rehabilitation <span style="float: right;"><a href="#">Add</a> <a href="#">Delete</a></span>   | \$2,000.00        | \$0.00            | \$2,000.00         | \$0.00            |
| <b>TOTAL</b>  | <b>\$8,501.00</b> | <b>\$2,000.00</b> | <b>\$10,501.00</b> | <b>\$2,401.00</b> |

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

Test remittance and To FM button.  
10/17 - test B1347  
2/19 - test FA role; Portal testing with Luke. Katy  
9/21/20 - Test Portal Narrative

**Request Budget Revision**

Follow the steps below to request a budget revision:

1. Login to CAMS.
2. Click **Projects And Reports** in the navigation bar at the top of the page.
3. Click **Detail** next to the project requiring a budget revision.
4. Click the **Budget** tab.
5. Add/delete line items if necessary, or proceed to Step 6.
  - a) Click **Add** next to the Cost/Activity Category.
  - b) Select a new line item from the options in the drop down menu.
    - Some projects have the option to select "Other" as a line item. If "Other" is selected, the user must name the newly created line item using alpha-characters only.
    - If a line item is added by mistake or no longer needed, check the box next to the line item, and click **Delete**. The Project Budget tab will not save with an blank line item.
  - c) Enter the amount requested from DHCD for the line item in the DHCD Request field.
  - d) Enter the amount of non-DHCD funding in the Other Funding field, if applicable.

Line items that have already been included in remittances cannot be deleted, but a budget revision can be requested to change the funding amounts for these line items.

Please enter your Total Request: \$  Revision #: PR00004 (Incomplete)

| Cost/Activity Category   |  | DHCD Request      | Other Funding     | TOTAL              | Available Funds   |
|--|--|-------------------|-------------------|--------------------|-------------------|
| <i>*Expand each Category to search for line items still requiring value.</i> |  |                   |                   |                    |                   |
| <input checked="" type="checkbox"/> Homebuyer                                | <input type="checkbox"/> Add <input type="checkbox"/> Delete | \$4,501.00        | \$2,000.00        | \$6,501.00         | \$901.00          |
| <input type="checkbox"/> Homebuyer   |  | \$ 1,001.00       | \$ 2,000.00       | \$3,001.00         | -\$1,449.00       |
| <input type="checkbox"/> Other Homeowner                                     |  | \$ 1,500.00       | \$ 0.00           | \$1,500.00         | \$450.00          |
| <input type="checkbox"/> Other Test FA access to Budget kld                  |  | \$ 2,000.00       | \$ 0.00           | \$2,000.00         | \$1,900.00        |
| <input type="checkbox"/> *Required   |  | \$ 0.00           | \$ 0.00           | \$0.00             | \$0.00            |
| <input checked="" type="checkbox"/> Rental New Construction                  | <input type="checkbox"/> Add <input type="checkbox"/> Delete | \$2,000.00        | \$0.00            | \$2,000.00         | \$1,500.00        |
| <input type="checkbox"/> Rental New Construction                             |  | \$ 2,000.00       | \$ 0.00           | \$2,000.00         | \$1,500.00        |
| <input checked="" type="checkbox"/> Rental Rehabilitation                    | <input type="checkbox"/> Add <input type="checkbox"/> Delete | \$2,000.00        | \$0.00            | \$2,000.00         | \$0.00            |
| <b>TOTAL</b>   |  | <b>\$8,501.00</b> | <b>\$2,000.00</b> | <b>\$10,501.00</b> | <b>\$2,401.00</b> |

6. Edit funding amounts.

- a) Click the plus icon beside the Cost/Activity Category that requires the revision.
- b) Edit the funding amount (DHCD Request/Other Funding) for the appropriate line item.
- c) Line item totals can be negative, but Cost/Activity Category totals cannot be negative.

7. Edit the amount in the Total Request field so it equals the total of the DHCD Request column.

8. Click **Save**.

- o Budget revisions that have been saved but not submitted/requested have the status of Incomplete. Click **Delete** to revert an Incomplete budget revision to the last approved version of the budget.

9. Click **Request Budget Revision**.

- o If this button is not available, your role primary role (or project role if assigned) does not give you this permission, see *Role Explanations*.

Please enter your Total Request: \$  ←

Revision #: PR00004 (Incomplete) [View Budget Revisions](#) ▾

| Cost/Activity Category   | DHCD Request        | Other Funding     | TOTAL              | Available Funds   |
|--|---------------------|-------------------|--------------------|-------------------|
| <input checked="" type="checkbox"/> <b>Homebuyer</b> <span style="float: right;">✚ Add ✖ Delete</span>               | <b>\$4,501.00</b>   | <b>\$2,000.00</b> | <b>\$6,501.00</b>  | <b>\$901.00</b>   |
| <input type="checkbox"/> Homebuyer   | \$ 1,001.00         | \$ 2,000.00       | \$3,001.00         | -\$1,449.00       |
| <input type="checkbox"/> Other ▾ Homeowner   | \$ 1,500.00         | \$ 0.00           | \$1,500.00         | \$450.00          |
| <input type="checkbox"/> Other ▾ Test FA access to Budget kid  | \$ 2,000.00         | \$ 0.00           | \$2,000.00         | \$1,900.00        |
| <input checked="" type="checkbox"/> <b>Rental New Construction</b> <span style="float: right;">✚ Add ✖ Delete</span> | <b>\$2,000.00</b>   | <b>\$0.00</b>     | <b>\$2,000.00</b>  | <b>\$1,500.00</b> |
| <input type="checkbox"/> Rental New Construction   | \$ 2,000.00         | \$ 0.00           | \$2,000.00         | \$1,500.00        |
| <input checked="" type="checkbox"/> <b>Rental Rehabilitation</b> <span style="float: right;">✚ Add ✖ Delete</span>   | <b>\$2,000.00</b>   | <b>\$0.00</b>     | <b>\$2,000.00</b>  | <b>\$0.00</b>     |
| <input type="checkbox"/> Rental Rehabilitation   | \$ 1,500.00         | \$ 0.00           | \$1,500.00         | -\$500.00         |
| <input type="checkbox"/> Other ▾ Other rental expense  | \$ 500.00           | \$ 0.00           | \$500.00           | \$500.00          |
| <b>TOTAL</b>   | <b>→ \$8,501.00</b> | <b>\$2,000.00</b> | <b>\$10,501.00</b> | <b>\$2,401.00</b> |

**Budget Narrative:** (Click [HERE](#) to Save Narrative Only)

Test remittance and To FM button.  
 10/17 - test B1347  
 2/19 - test FA role; Portal testing with Luke. Katy  
 9/21/20 - Test Portal Narrative

Save
Request Budget Revision
Delete

10. The budget status changes to Pending after revision is submitted.

- o The budget revision request cannot be deleted by the grantee at this point, but DHCD can deny the request upon reviewing it.

Revision #: PR00005 (Pending) [View Budget Revisions](#) ▾

11. The budget status changes to Approved after review by DHCD.

- o The revised budget appears if the budget revision request was accepted.
- o The most recently approved budget appears if the budget revision request was denied.
  - View denied budget revisions using the View Budget Revisions drop down menu.

Revision #: PR00004 (Approved) [View Budget Revisions](#) ▾

12. The Profile Manager/Organization Head, Project Primary Contact (Project Manager), and person who submitted the budget revision - if not in one of the previously listed roles - receive one of the following emails from CAMSProfileRequests@dhcd.virginia.gov after the budget revision request is reviewed by DHCD.

**Approval Email**

The project budget revision for [Organization Name] and [Project Name] has received final approval. The project is now open for remittance requests.

**Denial Email**

Your project, [Project Name] budget has been denied by DHCD. Your formerly approved budget remains in effect. Please contact your Program Manager with questions.

**Remittances**

See *Role Explanations* to determine who has permission to submit remittances.

**Equation**

The totals for “This Remittance” and “Available Funds” update automatically as changes are made to the requested amounts for each line item.

- o Project Budget: Total DHCD request/award.
- o Total Paid: Total amount of all remittances with Paid status.
- o Other Pending Payments: Total amount of remittances with Incomplete or Pending status.
- o This Remittance: Total amount requested in the current remittance.
- o Available Funds: Amount of funds remaining to request from DHCD.

|                |   |            |   |                        |   |                 |   |                 |
|----------------|---|------------|---|------------------------|---|-----------------|---|-----------------|
| Project Budget | = | Total Paid | + | Other Pending Payments | + | This Remittance | + | Available Funds |
| \$23,501.00    |   | \$0.00     |   | \$2,992.99             |   | \$0.00          |   | \$20,508.01     |

**Remittance Status**

- o Incomplete: Remittance saved by grantee but not submitted. Can be deleted.
- o Pending: Remittance submitted by grantee and awaiting review by DHCD.
- o Approved: Remittance reviewed and approved by DHCD but funds not yet disbursed.
- o Paid: Funds disbursed to grantee.
- o Denied: Remittance reviewed by DHCD and not accepted.

**Project Management** [Back To Project List](#)

Project Name: DHCD TEST ARS 2018 [Edit?](#) Program Name: Acquire, Renovate, Sell (ARS) 2018 Contract #:  
 Contract Start/End Date: 10/01/2020 - 01/08/2021 Project Location: 123 Main, Richmond

[Project Information](#) [Budget](#) [Remittances](#) [Reports & Documents](#)

| Remittances  |                |         |          |      |          | <a href="#">Enter New Remittance</a> |
|--------------|----------------|---------|----------|------|----------|--------------------------------------|
| Remittance # | Date Submitted | Amount  | Status   | Hold | Comments | Print                                |
|              | 12/18/2020     | \$10.00 | Approved |      |          |                                      |
|              | 12/22/2020     | \$4.00  | Paid     |      |          |                                      |
|              | 1/13/2021      | \$0.00  | Denied   |      |          |                                      |
|              | 1/15/2021      | \$15.00 | Pending  |      |          |                                      |

Total Remittances: 4



**Submit Remittance Request**

Follow the steps below to submit a remittance:

1. Login to CAMS.
2. Click **Projects And Reports** in the navigation bar at the top of the page.
3. Click **Detail** next to the project to submit a remittance.
4. Click the **Remittances** tab.
5. Click **Enter New Remittance** to prepare a remittance for submission.
  - o If the link is not available your role primary role (or project role if assigned) does not give you this permission, see *Role Explanations*.

**The budget status must be Approved to enter a new remittance. Pending/Incomplete budgets result in an error message.**

| Project Management   |                |  |          |      |             |       | <a href="#">Back To Project List</a> |
|--|----------------|--|----------|------|-------------|-------|--------------------------------------|
| Project Name: DHCD TEST ARS 2018 <a href="#">Edit?</a>   |                | Program Name: Acquire, Renovate, Sell (ARS) 2018 |          |      | Contract #: |       |                                      |
| Contract Start/End Date: 10/01/2020 - 01/08/2021   |                | Project Location: 123 Main, Richmond             |          |      |             |       |                                      |
| <div style="display: flex; border-bottom: 1px solid gray;"> <span style="margin-right: 10px;">Project Information</span> <span style="margin-right: 10px;">Budget</span> <span style="margin-right: 10px; border-bottom: 1px solid gray;">Remittances</span> <span>Reports &amp; Documents</span> </div> |                |  |          |      |             |       |                                      |
| Remittances  |                |  |          |      |             |       | Enter New Remittance                 |
| Remittance #   | Date Submitted | Amount   | Status   | Hold | Comments    | Print |                                      |
|  | 12/18/2020     | \$10.00  | Approved |      |             |       |                                      |
|  | 12/22/2020     | \$4.00   | Paid     |      |             |       |                                      |
|  | 1/13/2021      | \$0.00   | Denied   |      |             |       |                                      |
|  | 1/15/2021      | \$15.00  | Pending  |      |             |       |                                      |
| Total Remittances: 4   |                |  |          |      |             |       |                                      |

6. Enter the Internal Invoice #.
  - o Review program guidelines or contact your Program Administrator for specific format.
7. Click the plus icon beside the Cost/Activity Category that contains the line item for which you are requesting funds.

Select Project\*: DHCD TEST ARS 2018

**Remittance Instructions:**  
Remittance Instructions TEST

Your Internal Invoice #:  ←

Payee Name: Agency Two, LLC Payee FEIN: \*\*\*\*\*0095      Payment Routing: 00

|                |   |            |   |                        |   |                 |   |                 |
|----------------|---|------------|---|------------------------|---|-----------------|---|-----------------|
| Project Budget | = | Total Paid | + | Other Pending Payments | + | This Remittance | + | Available Funds |
| \$23,501.00    |   | \$0.00     |   | \$2,992.99             |   | \$0.00          |   | \$20,508.01     |

| Cost/Activity Category   | DHCD Request  | Other Funding | Available Funds    |
|--|---------------|---------------|--------------------|
| <input type="checkbox"/> Administration                              | \$0.00        | \$0.00        | \$1,991.01         |
| <input checked="" type="checkbox"/> Building Construction/Renovation | \$0.00        | \$0.00        | \$15,117.00        |
| <input checked="" type="checkbox"/> Facility Construction/Rehab      | \$0.00        | \$0.00        | \$3,400.00         |
| Construction Subtotal  | \$0.00        | \$0.00        | \$18,517.00        |
| <b>TOTAL</b>   | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$20,508.01</b> |



8. Enter the amount requested from DHCD for each line item in the DHCD Request field.
  - o The total in the Available Funds column automatically adjusts.
9. Enter the amount of Other Funding expended for each line item since the last remittance.
  - o Review program guidelines or contact your Program Administrator before using remittances to document the usage of leverage.
  - o Amounts entered in the Other Funding column are not subtracted from the total of Available Funds.
8. Click **Choose File** to attach supporting documentation if applicable.
  - o Review program guidelines or contact your Program Administrator for templates.
9. Enter comments for DHCD program staff if necessary.
10. Click **Save**.
11. Click **Submit Remittance Request**.
  - o If this button is not available, your role primary role (or project role if assigned) does not give you this permission, see *Role Explanations*.

Your Internal Invoice #:

Payee Name: Agency Two, LLC Payee FEIN: \*\*\*\*\*0095 Payment Routing: 00

|                |   |            |   |                        |   |                 |   |                 |
|----------------|---|------------|---|------------------------|---|-----------------|---|-----------------|
| Project Budget | = | Total Paid | + | Other Pending Payments | + | This Remittance | + | Available Funds |
| \$23,501.00    |   | \$0.00     |   | \$2,992.99             |   | \$0.00          |   | \$20,508.01     |

| Cost/Activity Category                                    | DHCD Request  | Other Funding | Available Funds    |
|---|---------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Administration        | \$0.00        | \$0.00        | \$1,991.01         |
| <input type="checkbox"/> Building Construction/Renovation | \$0.00        | \$0.00        | \$15,117.00        |
| Abatement   | \$ 0.00       | \$ 0.00       | \$3,267.00         |
| Base Construction   | \$ 0.00       | \$ 0.00       | \$4,000.00         |
| Construction/Improvements                                 | \$ 0.00       | \$ 0.00       | \$7,850.00         |
| <input type="checkbox"/> Facility Construction/Rehab      | \$0.00        | \$0.00        | \$3,400.00         |
| Architect/Engineer/Design                                 | \$ 0.00       | \$ 0.00       | -\$100.00          |
| Other : Other Architectural Exp.                          | \$ 0.00       | \$ 0.00       | \$1,500.00         |
| Other : Other Rehap Expenses                              | \$ 0.00       | \$ 0.00       | \$2,000.00         |
| Construction Subtotal                                     | \$0.00        | \$0.00        | \$18,517.00        |
| <b>TOTAL</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$20,508.01</b> |

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)

Choose File No file chosen

Enter any additional explanation for the remittance below (optional): ←

Save
Submit Remittance Request

**CAUTION**

The Available Funds total appears negative if the amount entered for the DHCD Request exceeds what is available for a line item.

- Requests resulting in line items with negative Available Funds are permitted as long as the total amount of Available Funds for the Cost/Activity Category under which the line item falls is greater than or equal to \$0.
- Program-specific guidelines may prohibit this function despite the capability of CAMS to submit the request. The remittance could be denied and require resubmission.
- An error message appears if the request exceeds the amount of Available Funds for a Cost/Activity Category or the budget overall, see example below.

| Cost/Activity Category   | DHCD Request       | Other Funding | Available Funds     |
|--|--------------------|---------------|---------------------|
| <input checked="" type="checkbox"/> Administration                   | \$0.00             | \$0.00        | \$1,991.01 *Invalid |
| <input checked="" type="checkbox"/> Building Construction/Renovation | \$16,000.00        | \$0.00        | -\$883.00           |
| Abatement  | \$ 16,000.00       | \$ 0.00       | -\$12,733.00        |
| Base Construction  | \$ 0.00            | \$ 0.00       | \$4,000.00          |
| Construction/Improvements  | \$ 0.00            | \$ 0.00       | \$7,850.00          |
| <input checked="" type="checkbox"/> Facility Construction/Rehab      | \$6,000.00         | \$0.00        | -\$2,600.00         |
| Architect/Engineer/Design  | \$ 0.00            | \$ 0.00       | -\$100.00           |
| Other : Other Architectural Exp.                                     | \$ 0.00            | \$ 0.00       | \$1,500.00          |
| Other : Other Rehap Expenses   | \$ 6,000.00        | \$ 0.00       | -\$4,000.00         |
| <b>Construction Subtotal</b>   | <b>\$22,000.00</b> | <b>\$0.00</b> | <b>-\$3,483.00</b>  |
| <b>TOTAL</b>   | <b>\$22,000.00</b> | <b>\$0.00</b> | <b>-\$1,491.99</b>  |

The \$16,000 request for Abatement under the Building Construction/Renovation category exceeds both the line item total (\$3,267) and the category total (\$15,117).

The \$6,000 request for Other Rehab Expenses under the Facility Construction/Rehab category exceeds the line item total by \$4,000 and the category total by \$2,600.

The total remittance request of \$22,000 exceeds the overall budget by \$1,491.99.

## Reports & Documents

Scheduled reports - reports assigned to a project by DHCD with a due date - can be completed from the Reports & Communication tab of the project, or by clicking on the report in the Reporting Schedule. Provisional reports and documents must be completed from the Reports & Communication tab of the associated project. See *Role Explanations* to determine who has permission to submit reports and documents.

### Report Status

- Not Started: Report due within 60 days, but no information entered and saved by grantee.
- Incomplete: Report started and saved by grantee but not submitted, or report that was denied by DHCD and requires revision/resubmission by grantee.
  - Last Updated By column displays "DHCD Denied."
  - The Profile Manager/Organization Head and user submitting the report receive an email from CAMSPROFILEREQUESTS@dhcd.virginia.gov with the subject "Important Message from DHCD" when a report is denied.
- Submitted: Report submitted by grantee and awaiting review by DHCD.
  - Submitted reports are listed in the Reporting Schedule until accepted by DHCD.
- Accepted: Report reviewed and approved by DHCD.

### Submit Scheduled Report

Follow the steps below to complete and submit a scheduled report:

1. Login to CAMS.
2. Click **Projects And Reports** in the navigation bar at the top of the page.
3. Click **Detail** next to the project with a scheduled report.
  - Or click the report directly from the Reporting Schedule and proceed to Step 6.
4. Click the **Reports & Documents** tab.
5. Click the report you wish to begin.

| Project Management <span style="float: right;"><a href="#">Back To Project List</a></span>      |                             |  |             |                   |                 |          |
|---|-----------------------------|--|-------------|-------------------|-----------------|----------|
| Project Name: DHCD TEST ARS 2018 <a href="#">Edit?</a>  |                             | Program Name: Acquire, Renovate, Sell (ARS) 2018 |             |                   | Contract #:     |          |
| Contract Start/End Date: 10/01/2020 - 01/08/2021  |                             | Project Location: 123 Main, Richmond             |             |                   |                 |          |
| Project Information   Budget   Remittances   Reports & Documents                                |                             |  |             |                   |                 |          |
| <b>Reports &amp; Documents</b>  |                             |  |             |                   |                 |          |
| Add Report/Document: <input type="text" value="Select One"/> <input type="button" value="Add"/> |                             |  |             |                   |                 |          |
| Download Selected Report(s)/Document(s) <input type="button" value="Download"/>                 |                             |  |             |                   |                 |          |
| <input type="checkbox"/>  | Display Name<br>Report Name | Date Due   | Status      | Date Last Updated | Last Updated By | Comments |
| <input type="checkbox"/>  | VHSP Habitability Checklist | 1/15/2021  | Not Started |                   |                 |          |
| <input type="checkbox"/>  | VHSP Habitability Checklist | 1/29/2021  | Incomplete  | 1/19/2021         | Lauren Kunkel   |          |
| <input type="checkbox"/>  | VHSP Habitability Checklist | 2/12/2021  | Incomplete  | 1/19/2021         | DHCD Denied     |          |
| <input type="checkbox"/>  | TEST Report Form            | 2/13/2021  | Submitted   | 1/19/2021         | Lauren Kunkel   |          |
| <input type="checkbox"/>  | VHSP Habitability Checklist | 2/26/2021  | Not Started |                   |                 |          |

6. Click **Edit?** to change the name of the report using a specified format if instructed.
7. Complete report fields.
8. Click **Save**.
9. Click **Submit** when the report is ready for DHCD review.
  - o If this button is not available, your role primary role (or project role if assigned) does not give you this permission, see *Role Explanations*.

Valid file types for attachments include Word, Excel, PowerPoint, PDF, PNG, JPEG, and ZIP.

- Click **Discuss** to discuss a report with your Program Administrator.
- o The grantee or DHCD staff can send discussion messages at any time – when a report is assigned, during DHCD review of a submitted report, and after the report is accepted.

Click the icon (👤) next to the report name to view discussion messages.

- o Discussion messages can only be viewed from the Reports & Documents tab of the project. They do not appear on the Reporting Schedule.



**Add Report/Document**

Follow the steps below to add a report or document:

1. Login to CAMS.
2. Click **Projects And Reports** in the navigation bar at the top of the page.
3. Click **Detail** next to the project to add a report or document.
4. Click the **Reports & Documents** tab.
5. Choose appropriate program-specific report or document template from the drop down menu.
  - o Drop down menu options may change depending on the project.
  - o Only use program-specific reports when instructed.
6. Click **Add**.

The Contract Document, Correspondence Document, Media Document, and Miscellaneous document templates can be used for any project.

**Project Management**

Project Name: DHCD TEST ARS 2018 [Edit?](#) Program Name: Acquire, Renovate, Sell (ARS) 2018  
 Contract Start/End Date: 10/01/2020 - 01/08/2021 Project Location: 123 Main, Richmond

**Project Information** | **Budget** | **Remittances** | **Reports & Documents**

**Reports & Documents**

Add Report/Document:  **Add**

Download Selected Report

| <input type="checkbox"/> Display Name<br>Report Name             | Date Due  | Status      | Date Last Updated | Last Updated By |
|--|-----------|-------------|-------------------|-----------------|
| <input type="checkbox"/> NSP Property Summary Log                |           |             |                   |                 |
| <input type="checkbox"/> Project Financial Report                |           |             |                   |                 |
| <input type="checkbox"/> VMS Final Report                        |           |             |                   |                 |
| <input type="checkbox"/> GO VA Capacity Building Closeout Report |           |             |                   |                 |
| <input type="checkbox"/> Financial Sub-Recipient Monitoring      | 1/15/2021 | Incomplete  | 1/19/2021         | Lauren Kunkel   |
| <input type="checkbox"/> VMS Grant Quarterly Report              |           |             |                   |                 |
| <input type="checkbox"/> Norfolk QPR                             | 1/29/2021 | Incomplete  | 1/19/2021         | Lauren Kunkel   |
| <input type="checkbox"/> RISE QPR                                |           |             |                   |                 |
| <input type="checkbox"/> Media Document                          | 2/12/2021 | Incomplete  | 1/19/2021         | DHCD Denied     |
| <input type="checkbox"/> Correspondence Document                 |           |             |                   |                 |
| <input type="checkbox"/> TEST Report Form                        | 2/13/2021 | Submitted   | 1/19/2021         | Lauren Kunkel   |
| <input type="checkbox"/> Down Payment Assistance Activity Set Up |           |             |                   |                 |
| <input type="checkbox"/> Miscellaneous                           | 2/26/2021 | Not Started |                   |                 |

6. Click **Edit?** to change the name of the report/document using a specified format if instructed.

7. Complete report fields or attach document.

8. Click **Save**.

9. Click **Submit**.

Valid file types for attachments are Word, Excel, PowerPoint, PDF, PNG, JPEG, and ZIP.

- o If this button is not available, your role primary role (or project role if assigned) does not give you this permission, see *Role Explanations*.

**Contract Document** [Edit?](#)

Organization: DHCD Test Here Project: DHCD TEST ARS 2018 Contract#:

1) Attachment

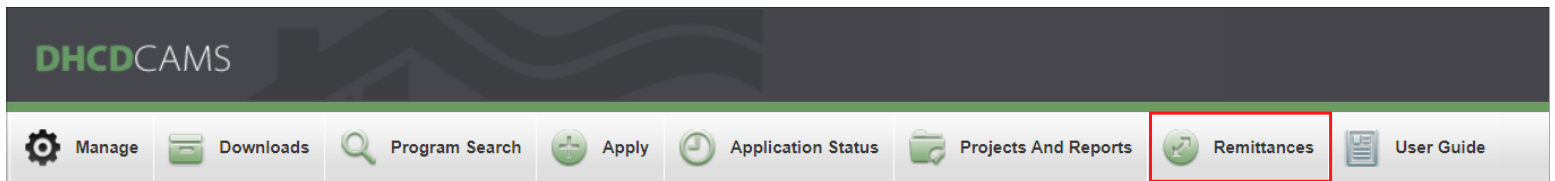
2) Attachment Description

**Save** **Submit** **Discuss** (to start a discussion, please click the SAVE button to save the report first)

All users can view the remittances submitted for any project from the Remittances page. (All users can also view remittances submitted for a specific project from that project's Remittances tab, see *Project Management*.) Users with the Profile Manager/Organization Head, Project Manager, or Financial Analyst primary roles can enter new remittances from this page as well. Users with the Consultant primary role have the ability to prepare and save remittances, but they must be submitted by a user with one of the roles previously listed. See *Role Explanations* for further details.

Follow the steps below to access the Remittances page:

1. Login to CAMS.
2. Click **Remittances** in the navigation bar at the top of the page.



### Search Remittances

1. Select a program from the Program Name drop down menu or search "All Programs" to view remittances for any program under which the the organization has a project.
2. Select a status from the Remittance Status drop down menu or search "All Remittances" to view remittances of any status.
3. Click **Go**.

**Remittances**

Program Name:  Remittance Status:   [Enter New Remittance](#)

- All Remittances
- Approved
- Denied
- Incomplete
- Paid
- Pending

### Enter New Remittance

1. Click **Enter New Remittance**.
2. Select one of the organization's projects from the Select Project drop down menu.
3. Complete the remittance form. See *Project Management* for further instructions.

Select Project\*:

| Project Name       | Program Name                       |
|--------------------|------------------------------------|
| DHCD TEST ARS 2018 | Acquire, Renovate, Sell (ARS) 2018 |

Only projects with Approved budgets are open for remittance. Projects with Pending/ Incomplete budgets are not available from the drop down menu.