



Elizabeth Boehringer and Matt Weaver
August 20, 2014

LOVING CAMS

Agenda

General Overview

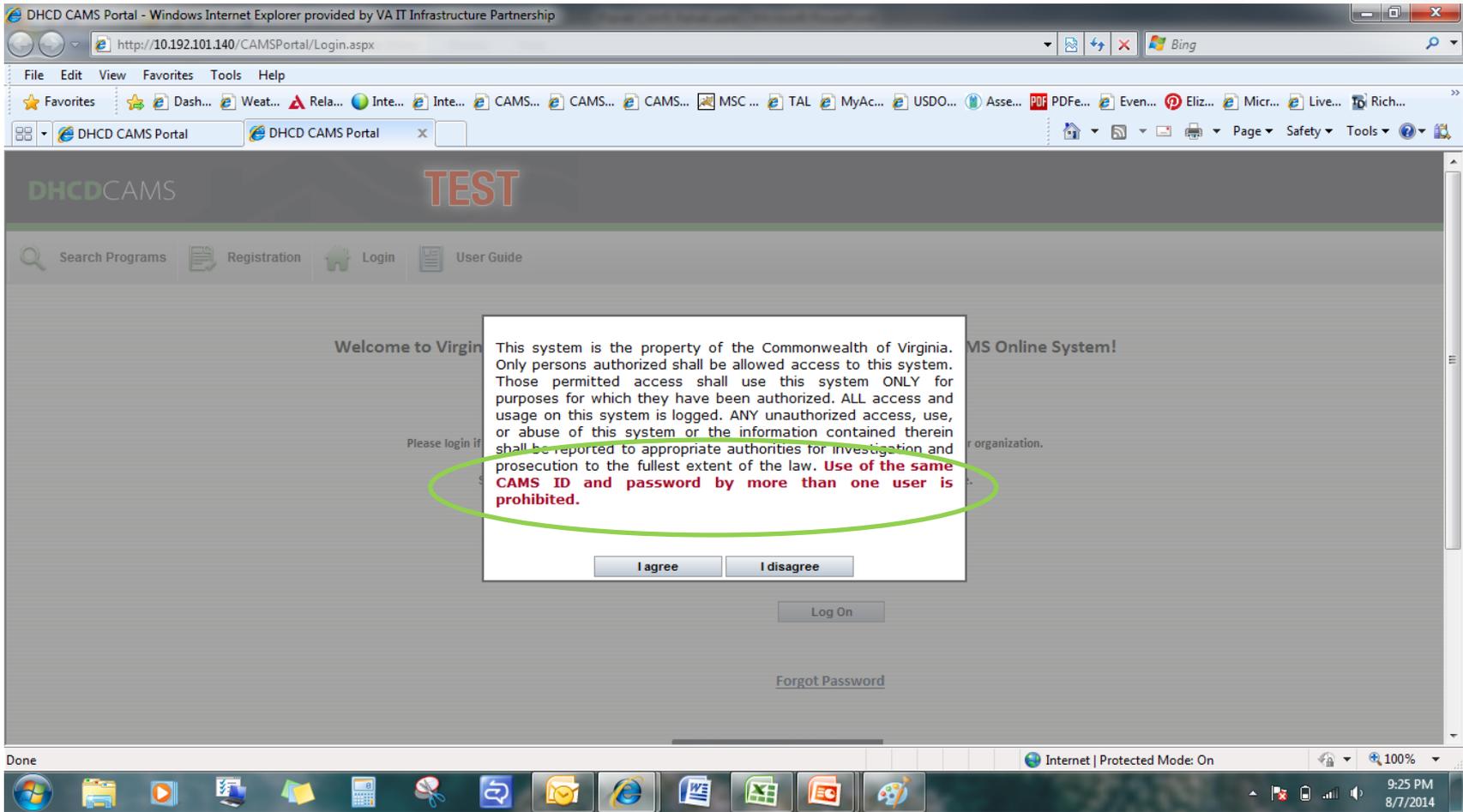
Project Budgets

Remittances

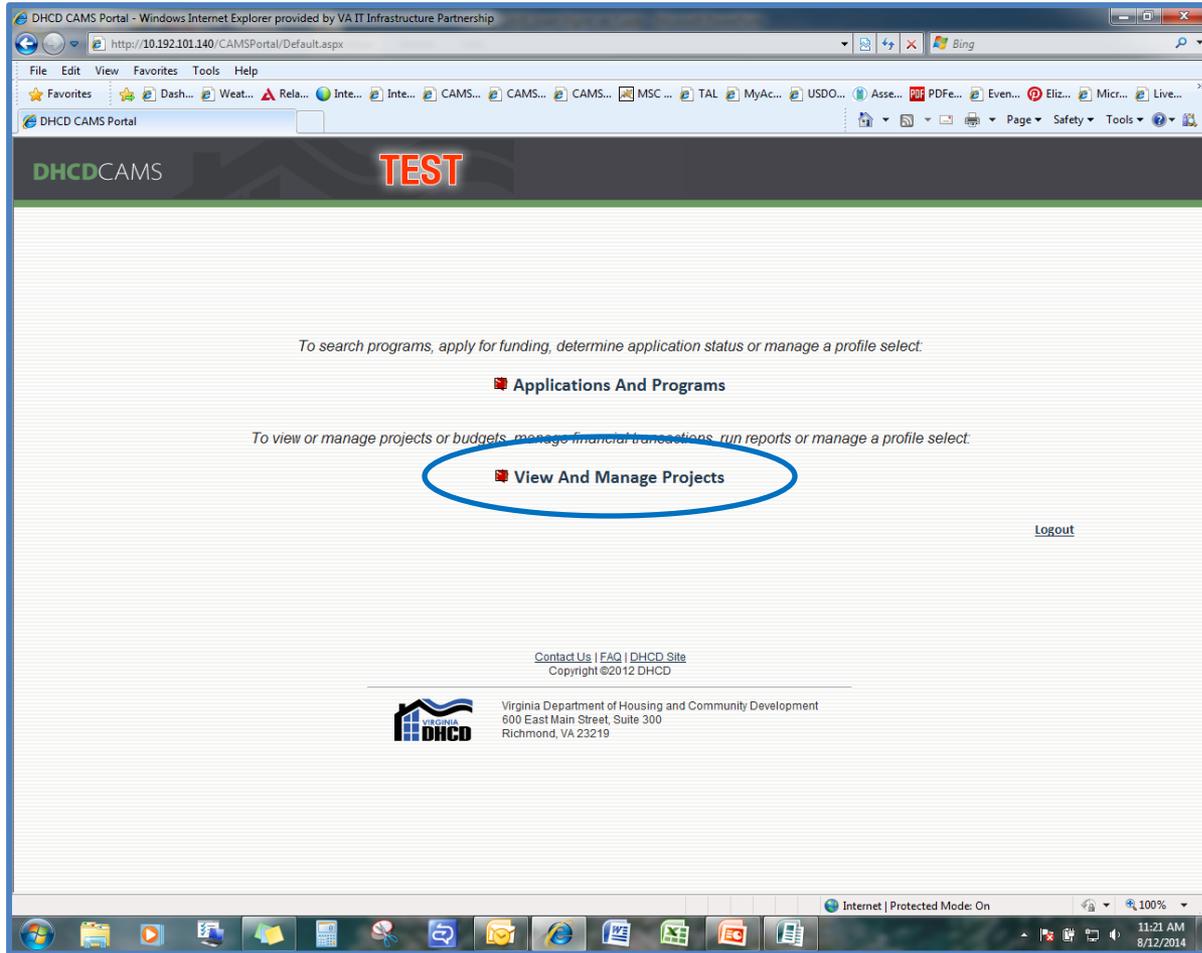
Reports and Communication

Budget Revisions

Keeping CAMS Secure



View and Manage Projects



Project List

DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://10.192.101.140/CAMSPortal/Projects/Project.aspx

Welcome Elizabeth Boehringer, Project Manager
DHCD [Log Out](#)

Project List

Project Name	Contract #	Program Name	Start Date	End Date	Project Location	
Chris1		ARC Area Development	10/1/2012	10/31/2012	600 East Main Street, Richmond	Detail
Luke Testing 7/15/2014	01-Test-01	PM Subprogram 1	7/1/2014	6/30/2015	600 E. Main St., Suite 300, Richmond	Detail
Planet CAMS		Competitive Community Development Block Grant	7/16/2014	8/29/2014	600 E. Main Street, Suite 300, Richmond	Detail
Susan Cotton Set-up	14-PR-98	Indoor Plumbing Sub1	7/17/2014	9/12/2014	5664 Courthouse Hwy, Isle of Wight	Detail

Reporting Schedule; Late or Next 60 days

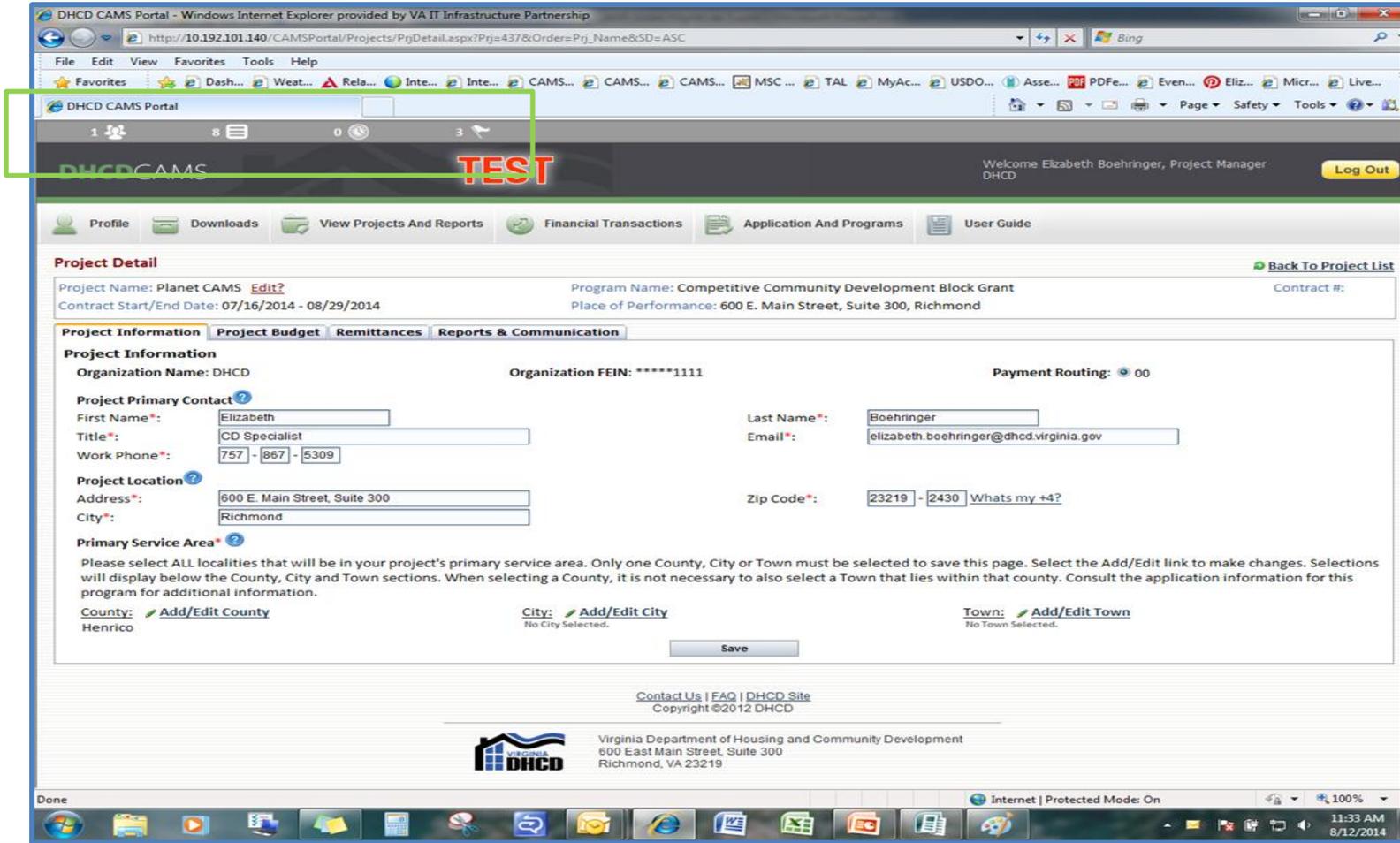
Project	Program	Reports	Date Due	Status	Last Updated On	Last Updated By	Comments
Chris1	ARC Area Development	Quarterly Report	10/7/2013	Not Started			
Chris1	ARC Area Development	Quarterly Report	1/5/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	4/5/2014	Not Started			
Chris1	ARC Area Development	Closeout Report	6/29/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	7/4/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014 4:26:32 PM	Elizabeth Boehringer	
Planet CAMS	Competitive Community Development Block Grant	CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	10/2/2014	Not Started			

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Dashboard



Profile Button



The screenshot shows the DHCD CAMS Portal interface. At the top, the browser address bar displays the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page header includes the DHCD CAMS logo, a large red 'TEST' watermark, and a welcome message for Elizabeth Boehringer, Project Manager. A 'Log Out' button is visible in the top right.

The main navigation bar contains several tabs: Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The 'Profile' tab is currently selected.

The left sidebar lists various management options: Manage Organization, Manage Staff, Manage Profile, Manage Audits, and Manage Project Roles. The 'Profile' option is highlighted.

The main content area displays the user's profile information. It includes a 'Profile' button (indicated by the blue and green arrow), a 'Downloads' button, and a 'View Projects And Reports' button. The profile details are as follows:

- Program Name:** Competitive Community Development Block Grant
- Contract #:** [Blank]
- Place of Performance:** 600 E. Main Street, Suite 300, Richmond
- Organization FEIN:** *****1111
- Payment Routing:** 00
- Last Name*:** Boehringer
- Email*:** elizabeth.boehringer@dhcd.virginia.gov
- Address*:** 600 E. Main Street, Suite 300
- City*:** Richmond
- Zip Code*:** 23219 - 2430 (with a link 'Whats my 4?')

Below the profile information, there are sections for 'Primary Service Area' and 'County'. The 'County' section shows 'Henrico' selected, with an 'Add/Edit County' link. The 'Town' section shows 'No Town Selected', with an 'Add/Edit Town' link.

At the bottom of the page, there is a 'Save' button. The footer contains contact information for the Virginia Department of Housing and Community Development, including the address: 600 East Main Street, Suite 300, Richmond, VA 23219.

Manage Project Roles

DHCD CAMS TEST Welcome Elizabeth Boehringer, Project Manager
DHCD [Log Out](#)

Profile Downloads View Projects And Reports Financial Transactions Application And Programs User Guide

Manage Project Roles
Only the Profile Manager or Head of the Organization may grant other individual users access to CAMS.
Project role assignments provide project-specific access. Individuals must first be added to the Manage Staff page in order to assign to a specific project. [Please see Security Access by Role.](#)

Select a project to view or update assignments.

Planet CAMS

Last Name	First Name	Role Name	Delete
Boehringer	Elizabeth	Project Manager	Delete
Jiang	Sharon	Organization Review	Delete
Thompson	Chris	Consultant	Delete
Weaver	Matt	Financial Analyst	Delete

Add a person to this project using the dropdowns below:

New Person Role Title [Add](#)

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Richmond, VA 23219

View Projects and Reports Button

The screenshot shows the DHCD CAMS Portal interface. The 'View Projects And Reports' button in the navigation menu is circled in blue. Below it, the 'Project List' table has 'Detail' buttons for each row circled in green. A second table, 'Reporting Schedule; Late or Next 60 days', is also visible. Two blue arrows on the left indicate the flow from the button to the project list and then to the reports table.

Project Name	Contract #	Program Name	Start Date	End Date	Project Location	Detail
Chris1		ARC Area Development	10/1/2012	10/31/2012	600 East Main Street, Richmond	Detail
Luke Testing 7/15/2014	01-Test-01	PM Subprogram 1	7/1/2014	6/30/2015	600 E. Main St., Suite 300, Richmond	Detail
Planet CAMS		Competitive Community Development Block Grant	7/16/2014	8/29/2014	600 E. Main Street, Suite 300, Richmond	Detail
Susan Cotton Set-up	14-PR-98	Indoor Plumbing Sub1	7/17/2014	9/12/2014	5664 Courthouse Hwy, Isle of Wight	Detail

Project	Program	Reports	Date Due	Status	Last Updated On	Last Updated By	Comments
Chris1	ARC Area Development	Quarterly Report	10/7/2013	Not Started			
Chris1	ARC Area Development	Quarterly Report	1/5/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	4/5/2014	Not Started			
Chris1	ARC Area Development	Closeout Report	6/29/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	7/4/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014 4:26:32 PM	Elizabeth Boehringer	
Planet CAMS	Competitive Community Development Block Grant	CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
Planet CAMS	Competitive Community Development Block Grant	CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	10/2/2014	Not Started			



Financial Transactions Button

The screenshot shows the DHCD CAMS Portal interface. At the top, the browser address bar displays <http://10.192.101.140/CAMSPortal/Projects/Remittance.aspx>. The page header includes the DHCD CAMS logo, a large red 'TEST' watermark, and a user greeting: 'Welcome Elizabeth Boehringer, Project Manager DHCD' with a 'Log Out' button. A navigation menu contains 'Profile', 'Downloads', 'View Projects And Reports', 'Financial Transactions' (circled in green), 'Application And Programs', and 'User Guide'. Below the menu, the 'Financial Transactions' section is active, showing a search filter for 'Competitive Community Development Block Grant' and 'All Statuses'. A table lists transactions with the following data:

My Invoice #	Program	Date Submitted	Amount	Contract #	Project Name	Status	Hold	Comments
DD 1	Competitive Community Development Block Grant	7/25/2014	\$18,265.02		Planet CAMS	Pending		Enter New Remittance

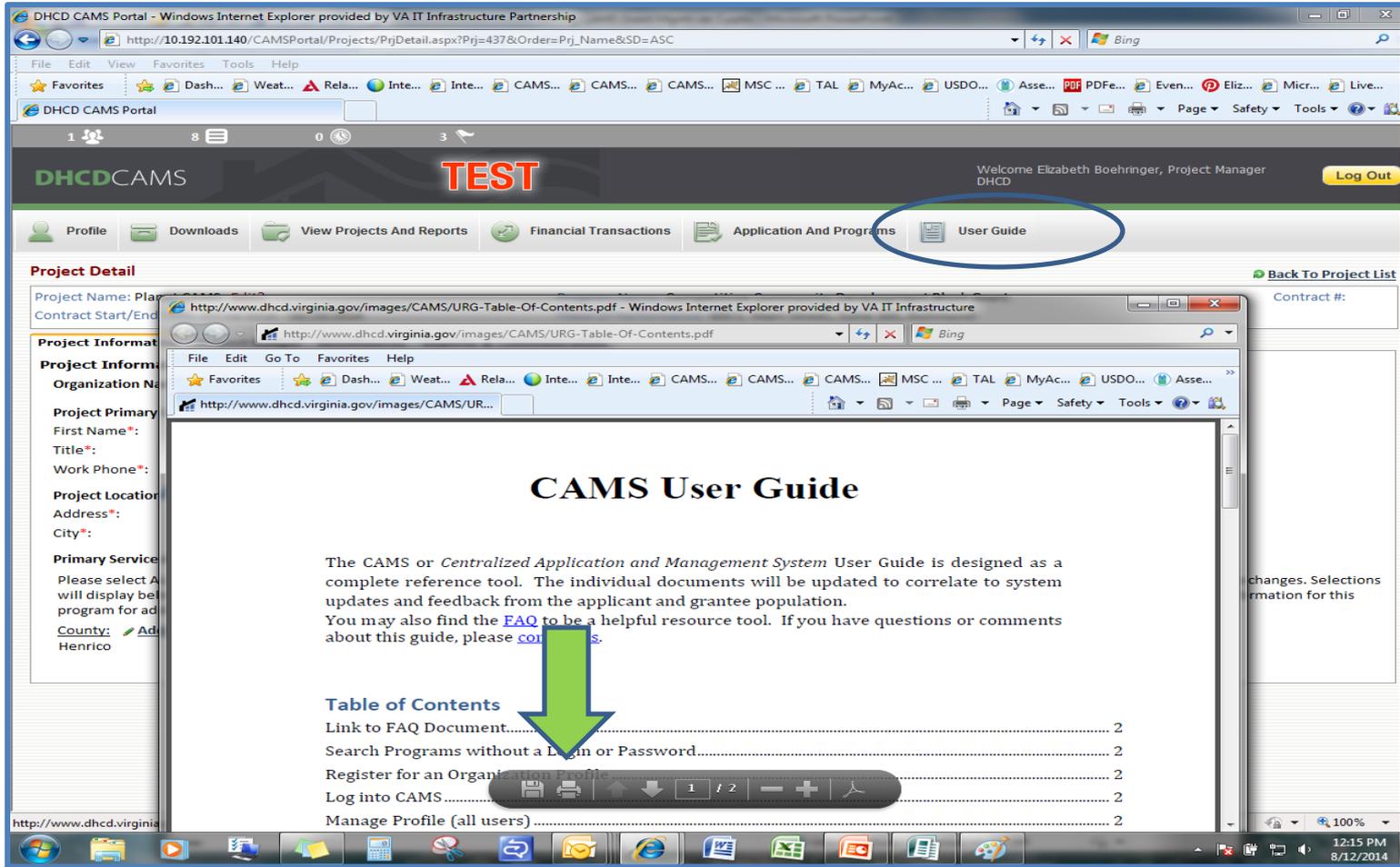
At the bottom of the page, there is a footer with the Virginia DHCD logo and contact information: 'Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219'. The system tray at the bottom right shows the date and time as 8/12/2014, 12:05 PM.

Applications and Programs Button

The screenshot shows the DHCD CAMS Portal interface. The 'Application Status' button in the navigation menu is circled in red. Below it, the 'Approved Applications' section is circled in blue and contains a table with the following data:

Application ID	Project Name	Program Name	Approved	
22507242014135727	Planet CAMS	Competitive Community Development Block Grant	7/24/2014	View

User Guide Button



Questions?



Project Information Tab

The screenshot shows a web browser window displaying the DHCD CAMS Portal. The page title is "Project Detail" and the URL is "http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC". The page contains several tabs: "Project Information", "Project Budget", "Remittances", and "Reports & Communication". The "Project Information" tab is active and shows the following details:

- Project Name:** Planet CAMS [Edit?](#)
- Program Name:** Competitive Community Development Block Grant
- Contract Start/End Date:** 07/16/2014 - 08/29/2014
- Place of Performance:** 600 E. Main Street, Suite 300, Richmond
- Contract #:** [Blank]

Below the project details, there are several form fields for "Project Information":

- Organization Name:** DHCD
- Organization FEIN:** *****1111
- Payment Routing:** 00
- Project Primary Contact:**
 - First Name*:** Elizabeth
 - Title*:** CD Specialist
 - Work Phone*:** 757 - 867 - 5309
 - Last Name*:** Boehringer
 - Email*:** elizabeth.boehringer@dhcd.virginia.gov
- Project Location:**
 - Address*:** 600 E. Main Street, Suite 300
 - City*:** Richmond
 - Zip Code*:** 23219 - 2430 [What's my +4?](#)
- 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:** [Add/Edit County](#)
Henrico
 - City:** [Add/Edit City](#)
No City Selected.
 - Town:** [Add/Edit Town](#)
No Town Selected.

A yellow arrow points from the "Organization FEIN" field to the "Payment Routing" field. A blue circle highlights the "Project Location" section. A "Save" button is located at the bottom of the form.

Project Budget Tab

DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC

File Edit View Favorites Tools Help

DHCD CAMS Portal

Project Detail [Back To Project List](#)

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E Main St, Ste 300, Richmond

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

Project Budget Information

Please enter your Total Request: \$ Revision #: PO00001 (Approved) [View Budget Revisions](#)

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Administration Add Delete	\$80,000.00	\$0.00	\$80,000.00	\$80,000.00
<input type="checkbox"/> Execution of DHCD Contract	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
<input type="checkbox"/> Execution of Project Contract(s)	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
<input type="checkbox"/> Contract Monitoring	\$21,100.00	\$0.00	\$21,100.00	\$21,100.00
<input type="checkbox"/> Other <input type="text" value="Compliance Reviews"/>	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Other <input type="text" value="Progress Reports"/>	\$900.00	\$0.00	\$900.00	\$900.00
<input type="checkbox"/> Achievement of Benefits	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
<input type="checkbox"/> Administrative Project Closeout	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
Clearance and Demolition Add Delete	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
Interim Assistance Add Delete	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Owner-Occupied Housing Rehabilitation Add Delete	\$518,800.00	\$0.00	\$518,800.00	\$518,800.00
Substantial Reconstruction Add Delete	\$94,250.00	\$0.00	\$94,250.00	\$94,250.00
Sewer/Storm Drainage Add Delete	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00

Budget Narrative:
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements.
 Inspection costs reflect that periodic inspections will be used.

[Save](#) [Request Budget Revision](#) [Delete](#)

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 Richmond, VA 23219

Done Internet | Protected Mode: On 100% 12:53 PM 7/25/2014

Budget Narrative

DHCD CAMS TEST Welcome Elizabeth Boehringer, Project Manager DHCD [Log Out](#)

Project Detail [Back To Project List](#)

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E Main St, Ste 300, Richmond

Project Budget Information Remittances Reports & Communication

Please enter your Total Request: \$ Revision #: PO00001 (Approved) [View Budget Revisions](#)

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Administration Add Delete	\$80,000.00	\$0.00	\$80,000.00	\$63,999.98
Clearance and Demolition Add Delete	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
Interim Assistance Add Delete	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Owner-Occupied Housing Rehabilitation Add Delete	\$518,800.00	\$0.00	\$518,800.00	\$516,535.00
Substantial Reconstruction Add Delete	\$94,250.00	\$0.00	\$94,250.00	\$94,250.00
Sewer/Storm Drainage Add Delete	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$981,734.98

Budget Narrative:
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements. Inspection costs reflect that periodic inspections will be used.

[Save](#) [Request Budget Revision](#) [Delete](#)

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Your Budgets at a Glance

The screenshot displays the DHCD CAMS Portal interface. At the top, the browser address bar shows the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page header includes the DHCD CAMS logo, a large red 'TEST' watermark, and a welcome message for Elizabeth Boehringer, Project Manager. Navigation tabs include Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide.

The main content area is titled 'Project Detail' and shows information for 'Planet CAMS'. The 'Project Budget' tab is selected, displaying a table of budget items. A dropdown menu for 'View Budget Revisions' is open, highlighting the 'View Budget Revisions' option. Below the table is a 'Budget Narrative' section and buttons for 'Save', 'Request Budget Revision', and 'Delete'.

Cost/Activity Category	DHCD Request	Other Funding	TC	AO
Administration	\$80,000.00	\$0.00	\$80,000.00	PO00001
Clearance and Demolition	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
Interim Assistance	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$518,800.00	\$0.00	\$518,800.00	\$518,800.00
Substantial Reconstruction	\$94,250.00	\$0.00	\$94,250.00	\$94,250.00
Sewer/Storm Drainage	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00

Budget Narrative:
2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements. Inspection costs reflect that periodic inspections will be used.

Project Budget Detail

Budget Revision #: PO0001
Status: Approved

Cost/Activity Category	DHCD Request	Other Funding	Total
Administration	\$80,000.00	\$0.00	\$80,000.00
Execution of DHCD Contract	\$12,000.00	\$0.00	\$12,000.00
Execution of Project Contract(s)	\$20,000.00	\$0.00	\$20,000.00
Contract Monitoring	\$21,100.00	\$0.00	\$21,100.00
Other: Compliance Reviews	\$2,000.00	\$0.00	\$2,000.00
Other: Progress Reports	\$900.00	\$0.00	\$900.00
Achievement of Benefits	\$20,000.00	\$0.00	\$20,000.00
Administrative Project Closeout	\$4,000.00	\$0.00	\$4,000.00
Clearance and Demolition	\$12,000.00	\$0.00	\$12,000.00
Clearance and Demolition	\$12,000.00	\$0.00	\$12,000.00
Interim Assistance	\$2,000.00	\$0.00	\$2,000.00
Interim Assistance	\$2,000.00	\$0.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$518,800.00	\$0.00	\$518,800.00
Construction	\$497,000.00	\$0.00	\$497,000.00
Construction Related Soft Costs	\$21,800.00	\$0.00	\$21,800.00
Rehabilitation Specialist	\$45,300.00	\$0.00	\$45,300.00
Temporary Relocation	\$18,000.00	\$0.00	\$18,000.00

Remittance Tab

The screenshot shows the DHCD CAMS Portal interface. The browser address bar indicates the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page header includes the DHCD CAMS logo, a large red 'TEST' watermark, and a welcome message for Elizabeth Boehringer, Project Manager. The navigation menu includes Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide.

The main content area is titled 'Project Detail' and shows the following information:

- Project Name: Planet CAMS [Edit?](#)
- Contract Start/End Date: 07/16/2014 - 08/29/2014
- Program Name: Competitive Community Development Block Grant
- Place of Performance: 600 E. Main Street, Suite 300, Richmond
- Contract #: [View Remittance](#)

Below the project details is a tabbed interface with the following tabs: Project Information, Project Budget, **Remittances**, and Reports & Communication. The 'Remittances' tab is active, displaying a table of remittance information:

My Invoice #	Date Submitted	Amount	Status	Actions
DD 1	7/25/2014	\$18,265.02	Pending	View Remittance

A tooltip message is displayed over the table, stating: "The contracts for the grant management, rehab specialist, PE and first rehab construction contract have been executed. First Rehab Specialist invoice is attached." Below the table, it indicates "Total Remittances: 1". Three yellow arrows point to the 'My Invoice #' column, the 'Pending' status, and the 'View Remittance' link.

Preparing a Remittance

The screenshot shows the DHCD CAMS Portal interface. The browser address bar indicates the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page title is "DHCD CAMS Portal".

The main header displays "DHCD CAMS" with a large "TEST" watermark. A welcome message for Elizabeth Boehringer, Project Manager, is visible, along with a "Log Out" button.

The navigation menu includes: Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide.

The "Project Detail" section shows:

- Project Name: Planet CAMS [Edit?](#)
- Contract Start/End Date: 07/16/2014 - 08/29/2014
- Program Name: Competitive Community Development Block Grant
- Place of Performance: 600 E. Main Street, Suite 300, Richmond
- Contract #: [Redacted]

Below the project details are tabs for: Project Information, Project Budget, Remittances (selected), and Reports & Communication. A "Back To Project List" link is also present.

The "Remittances Information" section contains a table:

My Invoice #	Date Submitted	Amount	Status	Comments
DD 1	7/25/2014	\$18,265.02	Pending	

Below the table, it states "Total Remittances: 1". A blue circle highlights the "Enter New Remittance" button in the top right corner of the table area.

The Windows taskbar at the bottom shows the system tray with the date and time: 10:18 PM, 8/7/2014.

Remittance Request Saved

Select Project*: Planet CAMS

Your Internal Invoice # (optional): ~~DD 1~~

Payee Name: DHCD

DHCD System ID: 43707252014130642
Payee FEIN: *****1111

Status: **Incomplete**
Payment Routing: 00

Project Budget	Total Paid	Other Pending Payments	This Remittance	Available Funds
\$1,000,000.00	\$0.00	\$0.00	\$18,265.02	\$981,734.98

Cost/Activity Category	DHCD Request	Other Funding	Available Funds
Administration	\$16,000.02	\$0.00	\$63,999.98
Clearance and Demolition	\$0.00	\$0.00	\$12,000.00
Interim Assistance	\$0.00	\$0.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$2,265.00	\$0.00	\$516,535.00
Substantial Reconstruction	\$0.00	\$0.00	\$94,250.00
Sewer/Storm Drainage	\$0.00	\$0.00	\$292,950.00
TOTAL	\$18,265.02	\$0.00	\$981,734.98

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

[FormHousingRehabInvoice725201410514.doc](#)

Enter any additional explanation for the remittance below (optional):
The contracts for the grant management, rehab specialist, PE and first rehab construction contract have been executed.
First Rehab Specialist invoice is attached.

Buttons: Save, **Submit Remittance Request**

Remittance Request Submitted

Select Project*: Planet CAMS

Your Internal Invoice # (optional): DD 1

Payee Name: DHCD

DHCD System ID: 43707252014130642
Payee FEIN: *****1111

Status: Pending
Payment Routing: 00

Project Budget	=	Total Paid	+	Other Pending Payments	+	This Remittance	+	Available Funds
\$1,000,000.00		\$0.00		\$0.00		\$18,265.02		\$981,734.98

Cost/Activity Category	DHCD Request	Other Funding	Available Funds
Administration	\$16,000.02	\$0.00	\$63,999.98
Clearance and Demolition	\$0.00	\$0.00	\$12,000.00
Interim Assistance	\$0.00	\$0.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$2,265.00	\$0.00	\$436,285.00
Substantial Reconstruction	\$0.00	\$0.00	\$174,500.00
Sewer/Storm Drainage	\$0.00	\$0.00	\$292,950.00
TOTAL	\$18,265.02	\$0.00	\$981,734.98

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)
 ✓ [FormHousingRehabInvoice725201410514.doc](#)

Enter any additional explanation for the remittance below (optional):
 The contracts for the grant management, rehab specialist, PE and first rehab construction contract have been executed. First Rehab Specialist invoice is attached.

Buttons: Save, Submit Remittance Request

Reports and Communications Tab

Project Detail

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E Main Street, Suite 300, Richmond Contract #:

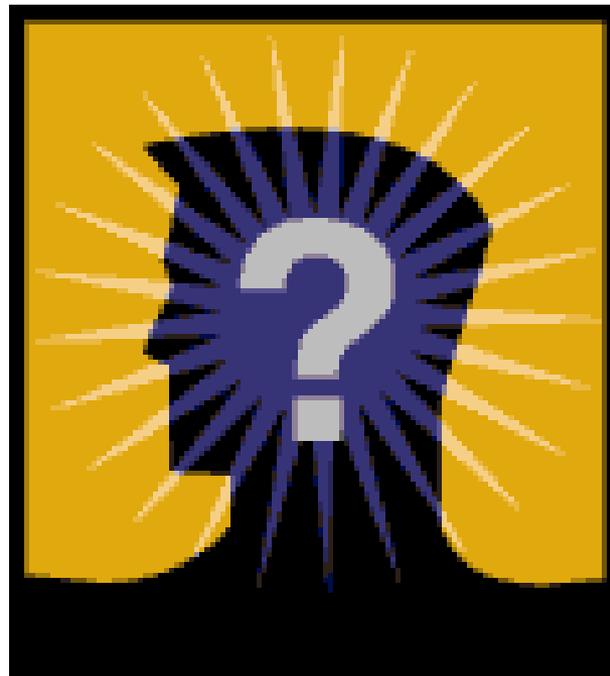
Reports & Communication

Ad Hoc Reports: Go

Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
Wage Decision Request CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
Issuance of Wage Decision CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014	Elizabeth Boehringer	
CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Total Reports: 9

Questions?



Original Project Budget

DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond Contract #:

Project Budget Information

Please enter your Total Request: \$ 1,000,000.00 Revision #: PO00001 (Approved) View Budget Revisions

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input checked="" type="checkbox"/> Administration Add Delete	\$80,000.00	\$0.00	\$80,000.00	\$63,999.98
<input checked="" type="checkbox"/> Clearance and Demolition Add Delete	\$12,000.00	\$0.00	\$12,000.00	\$2,000.00
<input checked="" type="checkbox"/> Interim Assistance Add Delete	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/> Owner-Occupied Housing Rehabilitation Add Delete	\$518,800.00	\$0.00	\$518,800.00	\$516,535.00
<input type="checkbox"/> Construction	\$450,000.00	\$0.00	\$450,000.00	\$450,000.00
<input type="checkbox"/> Construction Related Soft Costs	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
<input type="checkbox"/> Rehabilitation Specialist	\$45,300.00	\$0.00	\$45,300.00	\$43,035.00
<input type="checkbox"/> Temporary Relocation	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00
<input type="checkbox"/> HMEP	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00
<input checked="" type="checkbox"/> Substantial Reconstruction Add Delete	\$94,250.00	\$0.00	\$94,250.00	\$94,250.00
<input type="checkbox"/> Demolition	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00
<input type="checkbox"/> Construction	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00
<input type="checkbox"/> Other Alternative Septic System	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
<input type="checkbox"/> Rehabilitation Specialist	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00
<input type="checkbox"/> HMEP	\$250.00	\$0.00	\$250.00	\$250.00
<input checked="" type="checkbox"/> Sewer/Storm Drainage Add Delete	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$981,734.98

Budget Narrative: maximum characters allowed: 2000; remaining: 1805
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements.
 [Inspection costs reflect that periodic inspections will be used]

[Save](#) [Request Budget Revision](#) [Delete](#)

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 600 East Main Street, Suite 300
 Richmond, VA 23219

Entering Changes

DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC

File Edit View Favorites Tools Help

DHCD CAMS Portal

Profile Downloads View Projects And Reports Financial Transactions Application And Programs User Guide

Project Detail [Back To Project List](#)

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond

Project Information **Project Budget** Remittances Reports & Communication

Project Budget Information

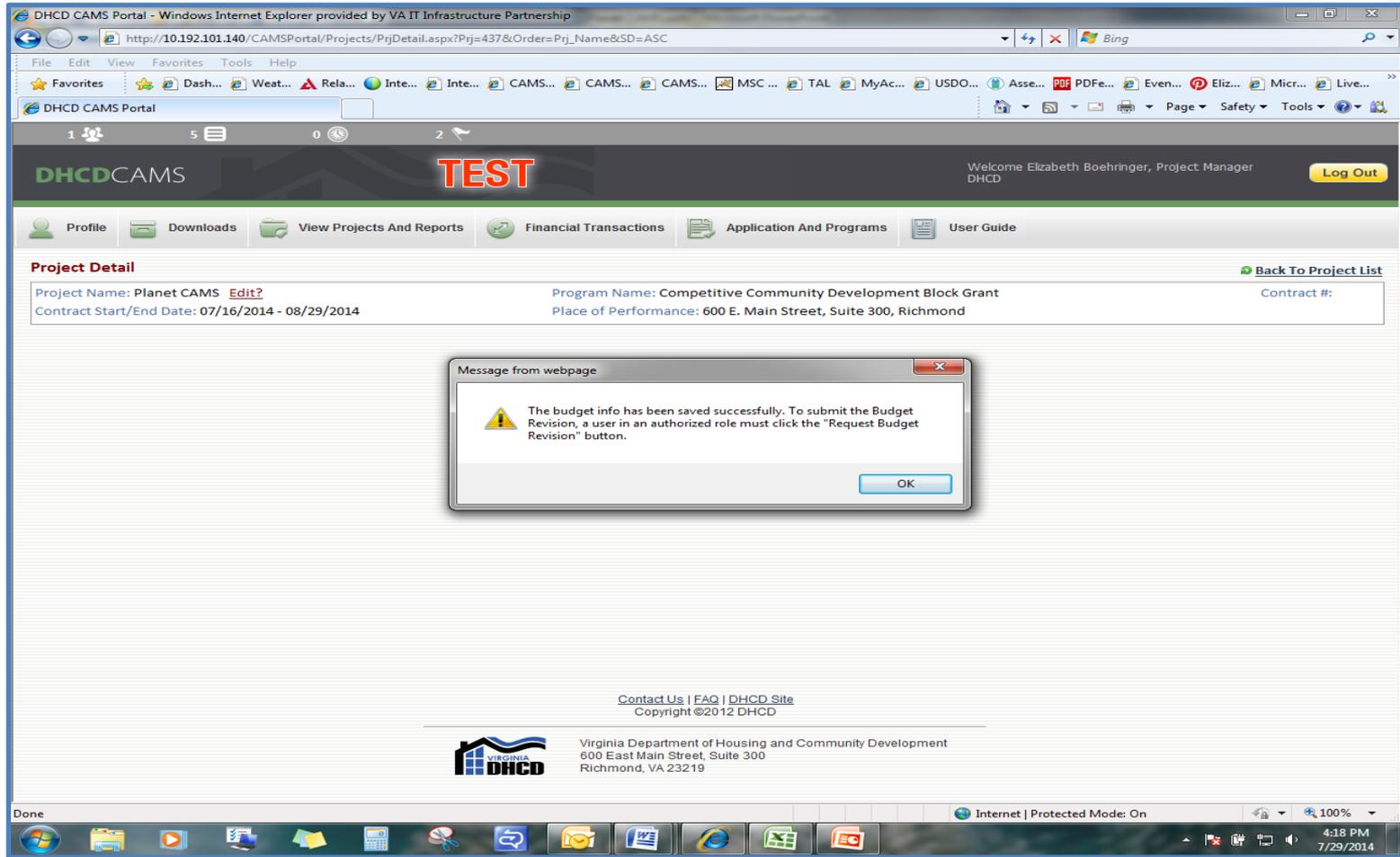
Please enter your Total Request: \$ 1,000,000.00 Revision #: PO00001 (Approved) [View Budget Revisions](#)

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input checked="" type="checkbox"/> Administration Add Delete	\$80,000.00	\$0.00	\$80,000.00	\$63,999.98
<input checked="" type="checkbox"/> Clearance and Demolition Add Delete	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
<input checked="" type="checkbox"/> Interim Assistance Add Delete	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/> Owner-Occupied Housing Rehabilitation Add Delete	\$438,550.00	\$0.00	\$438,550.00	\$436,285.00
<input type="checkbox"/> Construction	\$380,000.00	\$0.00	\$380,000.00	\$380,000.00
<input type="checkbox"/> Construction Related Soft Costs	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00
<input type="checkbox"/> Rehabilitation Specialist	\$37,300.00	\$0.00	\$37,300.00	\$35,035.00
<input type="checkbox"/> Temporary Relocation	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00
<input type="checkbox"/> HMEP	\$2,250.00	\$0.00	\$2,250.00	\$2,250.00
<input checked="" type="checkbox"/> Substantial Reconstruction Add Delete	\$174,500.00	\$0.00	\$174,500.00	\$174,500.00
<input type="checkbox"/> Demolition	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
<input type="checkbox"/> Construction	\$136,000.00	\$0.00	\$136,000.00	\$136,000.00
<input type="checkbox"/> Other Alternative Septic System	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
<input type="checkbox"/> Rehabilitation Specialist	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00
<input type="checkbox"/> HMEP	\$500.00	\$0.00	\$500.00	\$500.00
<input type="checkbox"/> Temporary Relocation	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/> Sewer/Storm Drainage Add Delete	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$981,734.98

Budget Narrative:
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements. Inspection costs reflect that periodic inspections will be used.
 7/29/14: Budget revision to show the Rehab of 9 units and the SR of 2 units. The cover letter, the budget revision worksheet, the proposed new budget, and the SR Worksheet have been uploaded into CAMS.

[Save](#) [Request Budget Revision](#) [Delete](#)

After saving changes



Before submitting

The screenshot shows the DHCD CAMS Portal interface. At the top, there is a navigation bar with 'Profile', 'Downloads', 'View Projects And Reports', 'Financial Transactions', 'Application And Programs', and 'User Guide'. The main content area is titled 'Project Detail' and includes fields for 'Project Name: Planet CAMS', 'Program Name: Competitive Community Development Block Grant', and 'Place of Performance: 600 E. Main Street, Suite 300, Richmond'. Below this is the 'Project Budget Information' section, which contains a table of budget items and a 'Request Budget Revision' button circled in green. The table lists categories like Administration, Clearance and Demolition, Interim Assistance, Owner-Occupied Housing Rehabilitation, Substantial Reconstruction, and Sewer/Storm Drainage, with columns for DHCD Request, Other Funding, TOTAL, and Available Funds. A 'Budget Narrative' text area is also present, containing details about neighborhood clean-ups and budget revisions. At the bottom of the form, there are 'Save', 'Request Budget Revision', and 'Delete' buttons. The 'Request Budget Revision' button is highlighted with a green circle. Two arrows, one blue and one orange, point to the 'Place of Performance' field.

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Administration	\$80,000.00	\$0.00	\$80,000.00	\$63,999.98
Clearance and Demolition	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
Interim Assistance	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$438,550.00	\$0.00	\$438,550.00	\$436,285.00
Substantial Reconstruction	\$174,500.00	\$0.00	\$174,500.00	\$174,500.00
Sewer/Storm Drainage	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$981,734.98

After submitting

DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC

Welcome Elizabeth Boehringer, Project Manager
DHCD [Log Out](#)

Project Detail [Back To Project List](#)

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond

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

Project Budget Information
 Please enter your Total Request: \$ 1,000,000.00

Revision #: PR00002 (Approved) [View Budget Revisions](#)

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	View Budget Revisions
Administration	\$80,000.00	\$0.00	\$80,000.00	AC00001 PO00001 PR00002
Clearance and Demolition	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00
Interim Assistance	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
Owner-Occupied Housing Rehabilitation	\$438,550.00	\$0.00	\$438,550.00	\$436,285.00
Substantial Reconstruction	\$174,500.00	\$0.00	\$174,500.00	\$174,500.00
Sewer/Storm Drainage	\$292,950.00	\$0.00	\$292,950.00	\$292,950.00
TOTAL	\$1,000,000.00	\$0.00	\$1,000,000.00	\$981,734.98

Budget Narrative:
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements. Inspection costs reflect that periodic inspections will be used.
 EB, 7/29/14: Budget revision to show the Rehab of 9 units and the SR of 2 units. The cover letter, the budget revision worksheet, the proposed new budget, and the SR Worksheet have been uploaded into CAMS.

[Save](#) [Request Budget Revision](#) [Delete](#)

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Internet | Protected Mode: On | 100% | 4:05 PM 8/12/2014

Uploading Request Letter

The screenshot shows the DHCD CAMS Portal interface. The browser address bar indicates the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page title is "DHCD CAMS Portal".

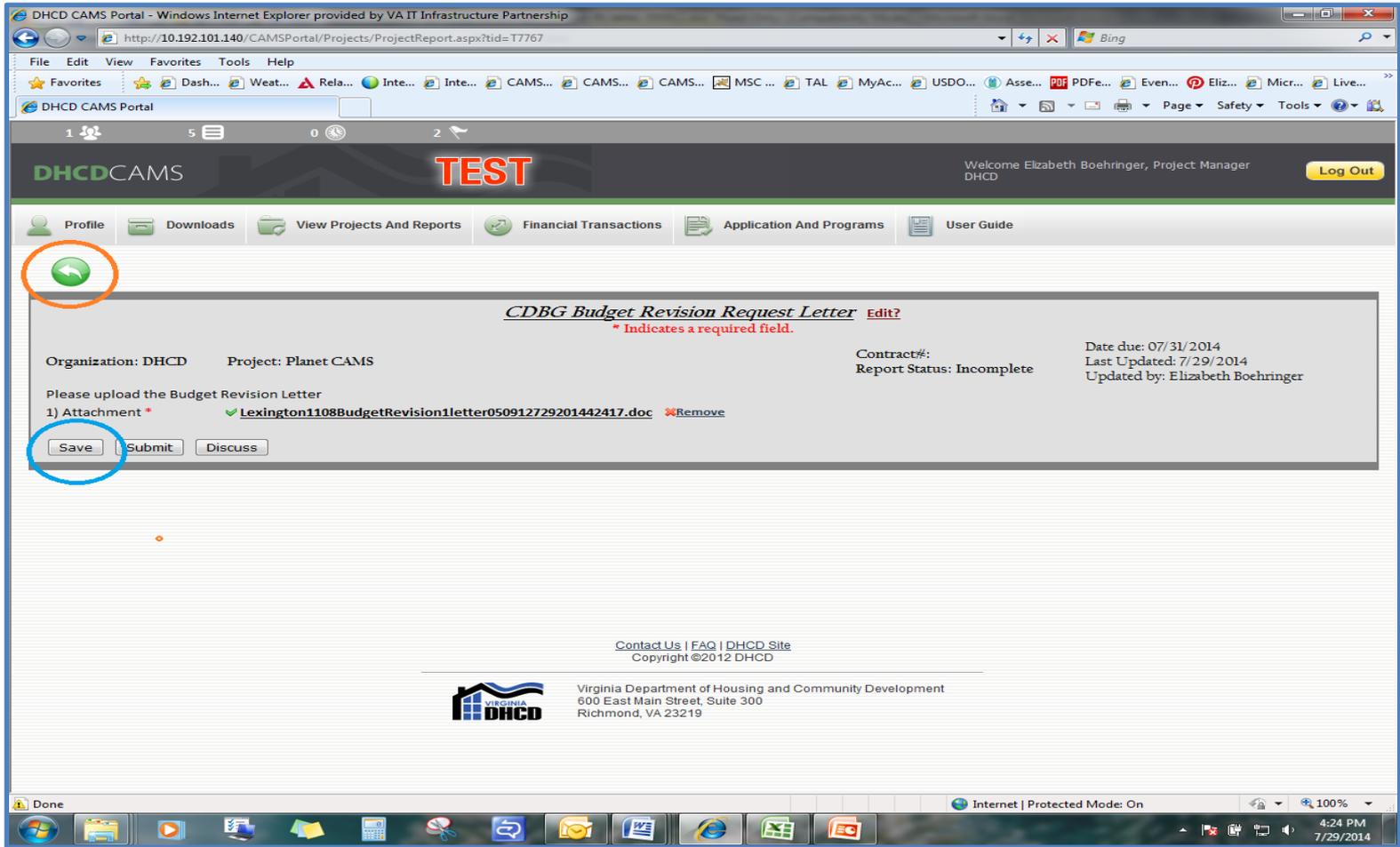
The user is logged in as Elizabeth Boehringer, Project Manager at DHCD. The page displays "Project Detail" for "Planet CAMS".

The "Reports & Communication" section is active, showing a table of reports. A red circle highlights the "Download Selected Documents" button. Another red circle highlights the checkbox for "CDBG Budget Revision Request Letter".

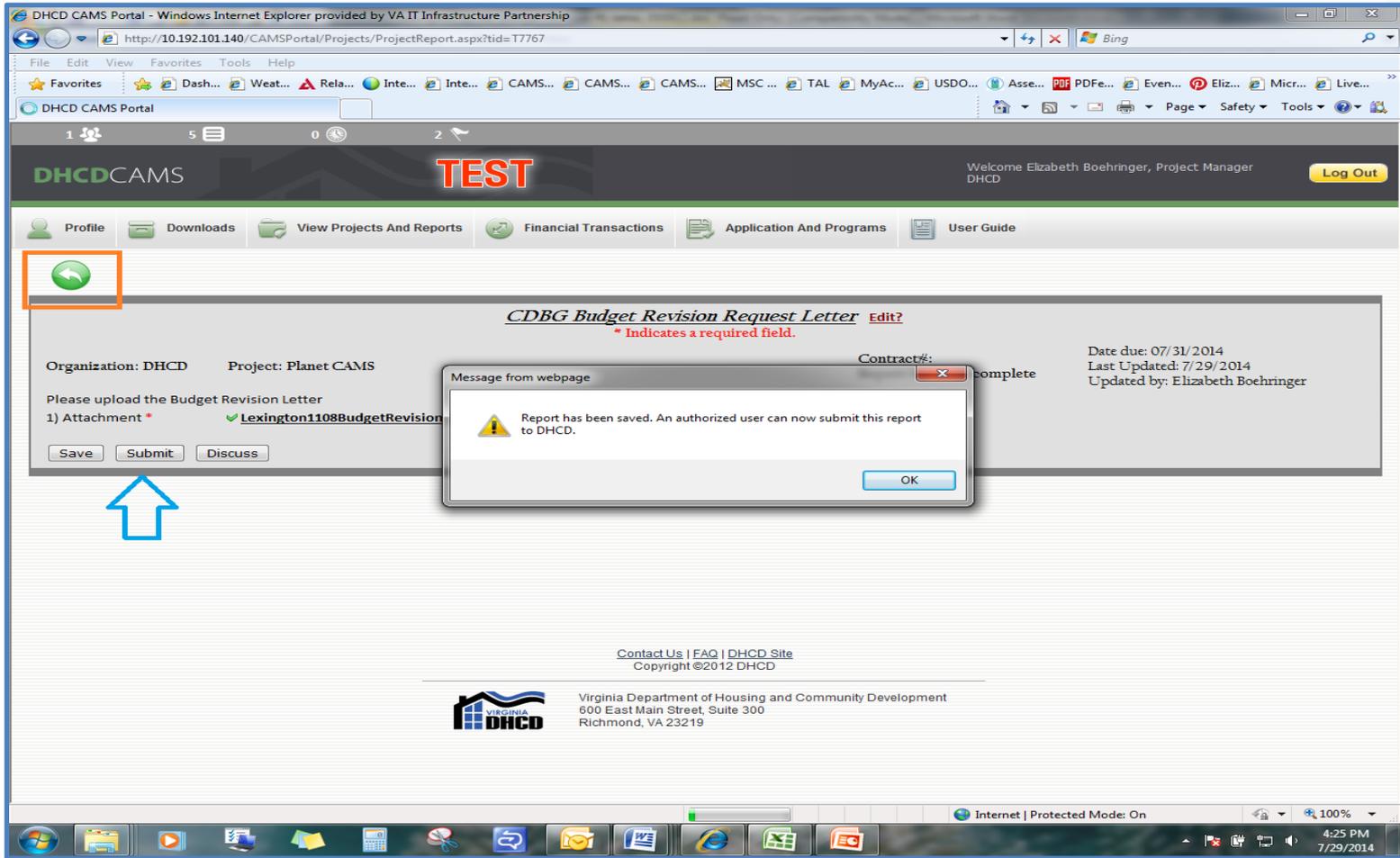
Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/> CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input checked="" type="checkbox"/> CDBG Budget Revision Request Letter	7/31/2014	Not Started			
<input type="checkbox"/> CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
<input type="checkbox"/> CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
<input type="checkbox"/> CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Total Reports: 7

Request Letter Uploaded



Request Letter Saved



Request Letter Submitted

The screenshot shows the DHCD CAMS Portal interface. At the top, there is a navigation bar with the DHCD CAMS logo and a large red 'TEST' watermark. The user is identified as Elizabeth Boehringer, Project Manager. Below the navigation bar, the 'Project Detail' section is visible, showing project information for 'Planet CAMS' under the 'Competitive Community Development Block Grant' program. The 'Reports & Communication' tab is active, displaying a table of reports. The 'CDBG Budget Revision Request Letter' report is highlighted with a blue circle around the 'Submitted' status. Other reports include 'CDBG Contract Document', 'CDBG Project Management Plan', 'CDBG Response to Budget Revision Request Letter', 'CDBG Request for Prior Authorization Letter', 'CDBG Request for Contractor Debarment Check', and 'CDBG Response to Contractor Debarment Check'. The table columns are: Display Name, Date Due, Status, Last Updated On, Last Updated By, and Comments. The status 'Submitted' is circled in blue, and the report name 'CDBG Budget Revision Request Letter' is circled in orange. The bottom of the screen shows the Windows taskbar with the system clock at 4:26 PM on 7/29/2014.

Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014	Elizabeth Boehringer	
CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Questions?



Submitting Ad Hoc Documents

The screenshot shows the DHCD CAMS Portal interface. The page title is 'DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership'. The URL is 'http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC'. The user is logged in as Elizabeth Boehringer, Project Manager. The page displays project details for 'Planet CAMS' and a table of reports. A blue circle highlights the 'Ad Hoc Reports' dropdown menu, which is currently set to 'CDBG Contract Document'.

Project Detail

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond

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

Reports & Communication

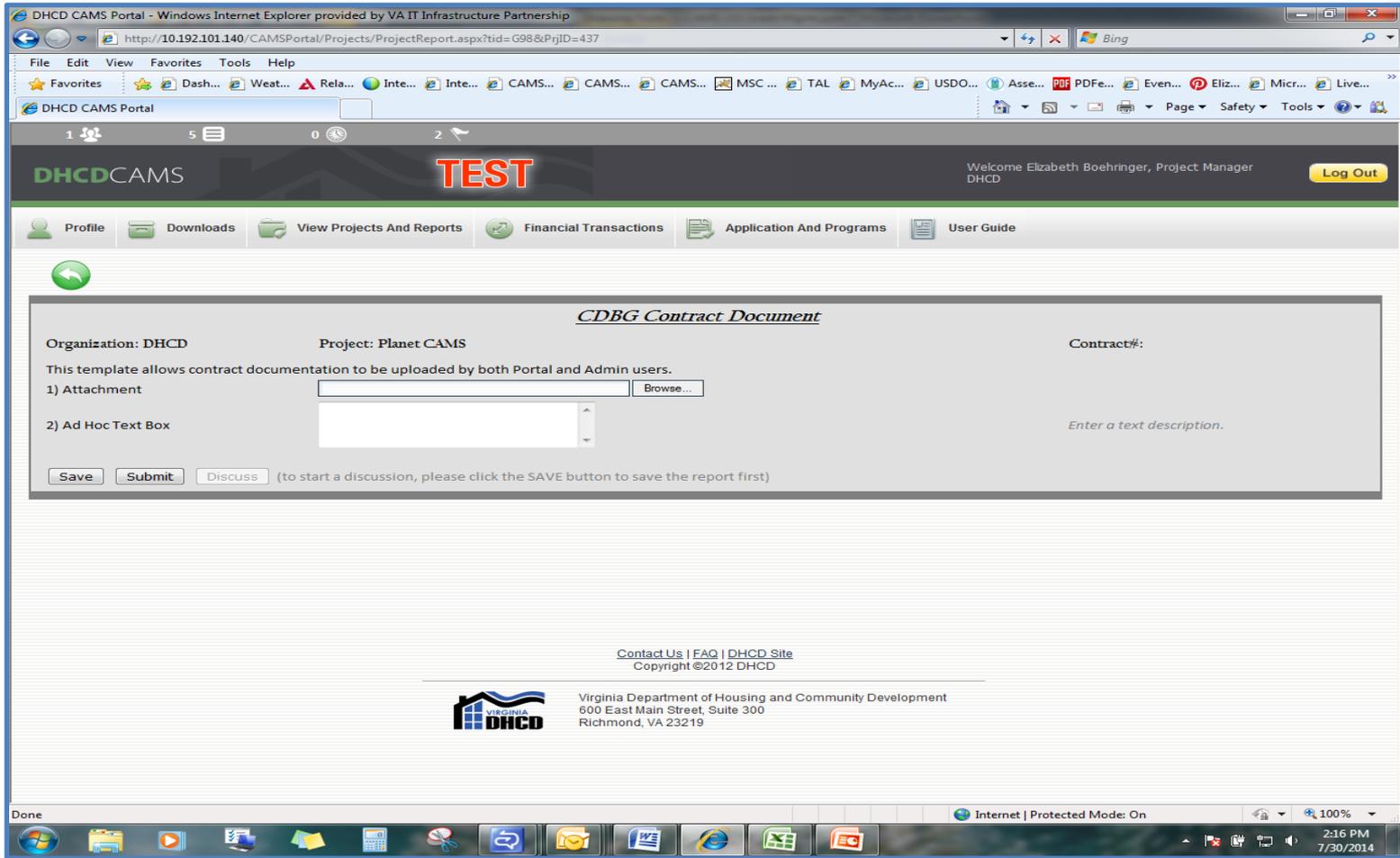
Download Selected Documents

Ad Hoc Reports: CDBG Contract Document

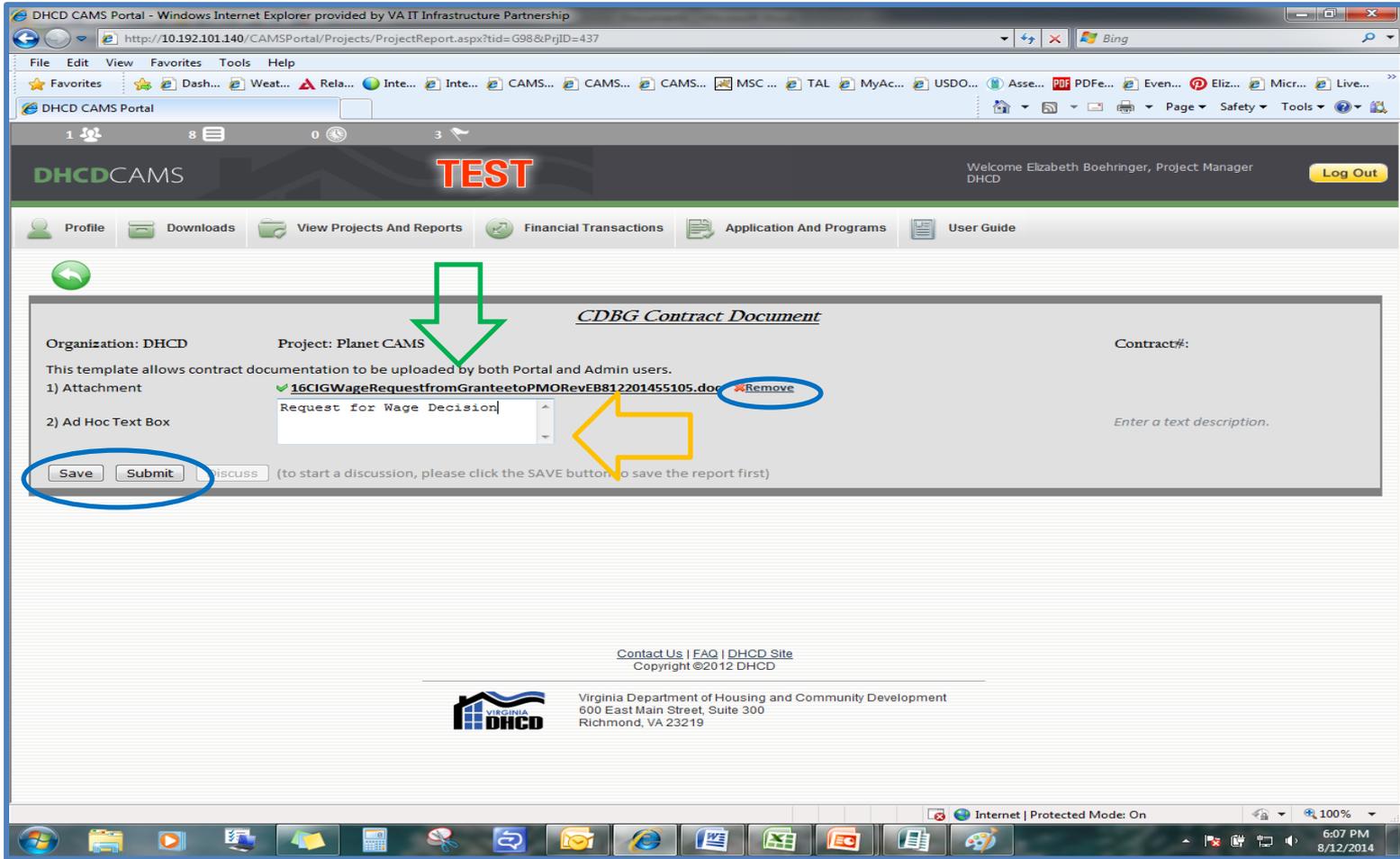
Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
Wage Decision Request CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
Issuance of Wage Decision CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014	Elizabeth Boehringer	
CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Total Reports: 9

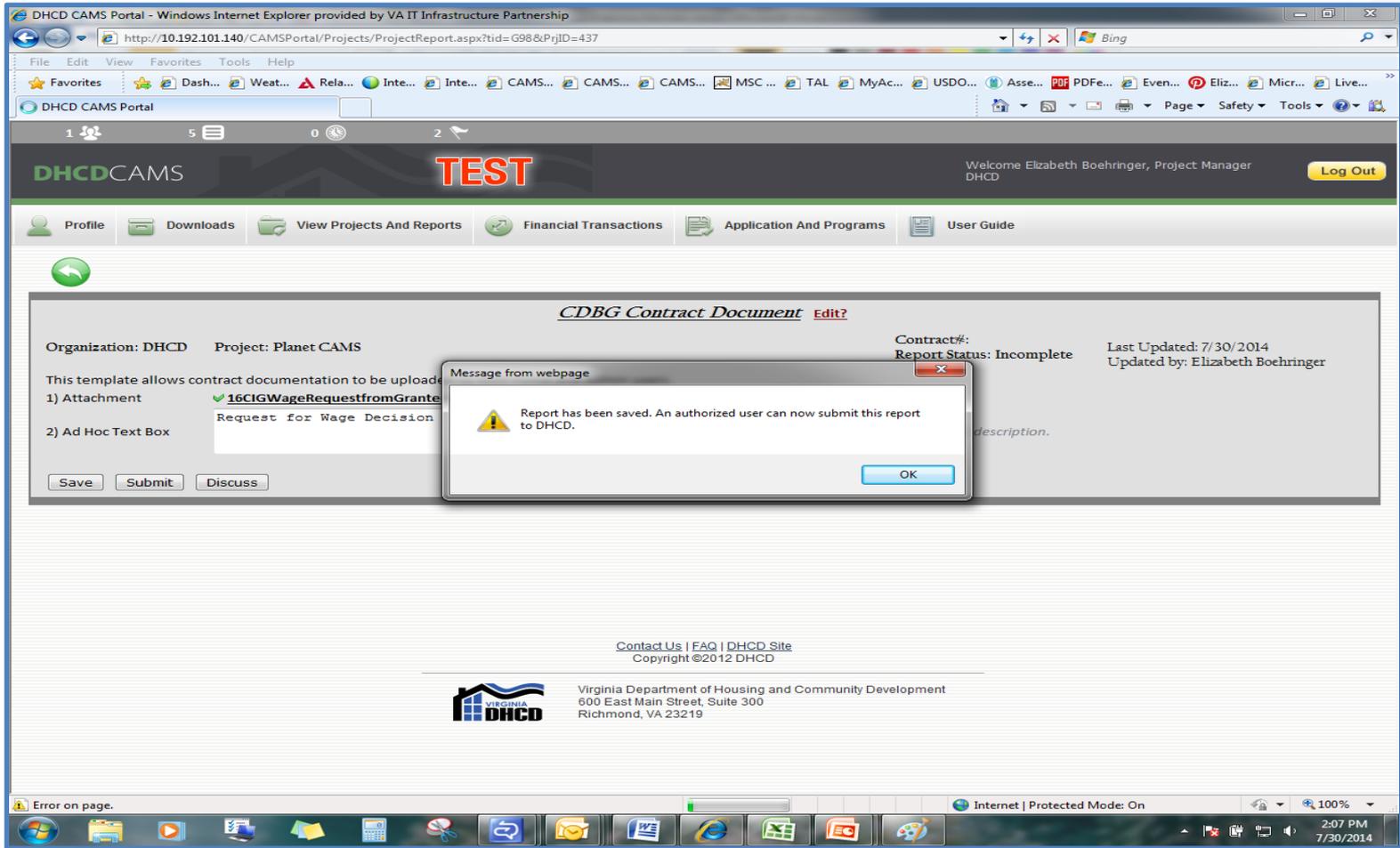
After Clicking Go



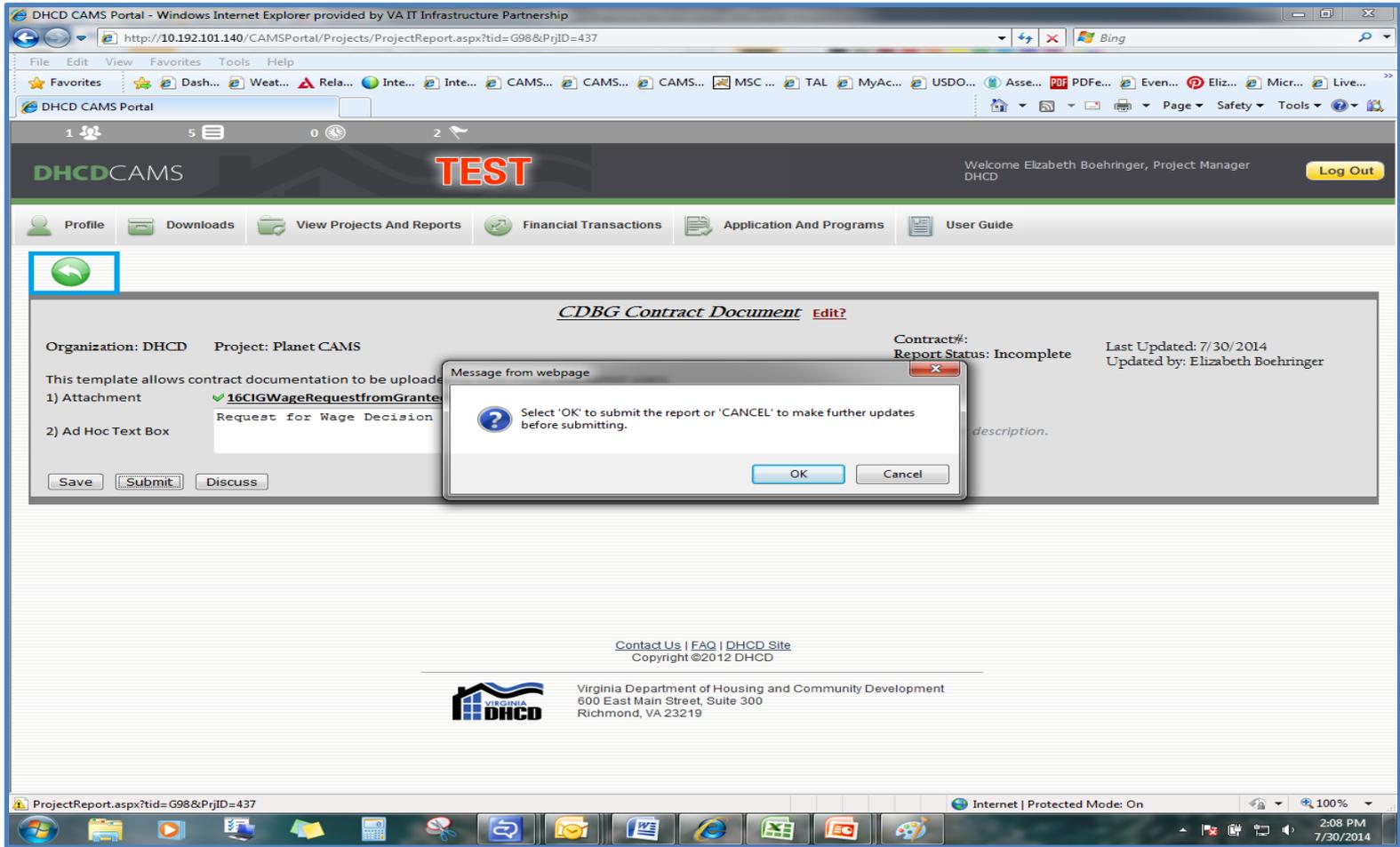
Download Your Document



Save Your Document



Submit Your Document



Submitted But Not Accepted

Project Detail

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond

Reports & Communication

Display Name	Date Due	Status	Last Updated On	Last Updated By	Comments
CDBG Contract Document		Submitted	7/30/2014	Elizabeth Boehringer	X
CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014	Elizabeth Boehringer	
CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Total Reports: 8

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Accepted and Approved

DHCD CAMS Portal - TEST

Welcome Elizabeth Boehringer, Project Manager
DHCD [Log Out](#)

Project Detail

Project Name: Planet CAMS [Edit?](#) Program Name: Competitive Community Development Block Grant Contract #:
 Contract Start/End Date: 07/16/2014 - 08/29/2014 Place of Performance: 600 E. Main Street, Suite 300, Richmond

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

Reports & Communication

Ad Hoc Reports: [Go](#)

Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/> Wage Decision Request CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
<input type="checkbox"/> Issuance of Wage Decision CDBG Contract Document		Accepted	7/30/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Budget Revision Request Letter	7/31/2014	Submitted	7/29/2014	Elizabeth Boehringer	
<input type="checkbox"/> CDBG Response to Budget Revision Request Letter	7/31/2014	Not Started			
<input type="checkbox"/> CDBG Request for Prior Authorization Letter	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Request for Contractor Debarment Check	7/31/2014	Not Started			
<input type="checkbox"/> CDBG Response to Contractor Debarment Check	7/31/2014	Not Started			

Total Reports: 9

Questions and Answers

