



Elizabeth Boehringer and Matt Weaver
August 21, 2014

PLANET CAMS

Agenda

General Overview

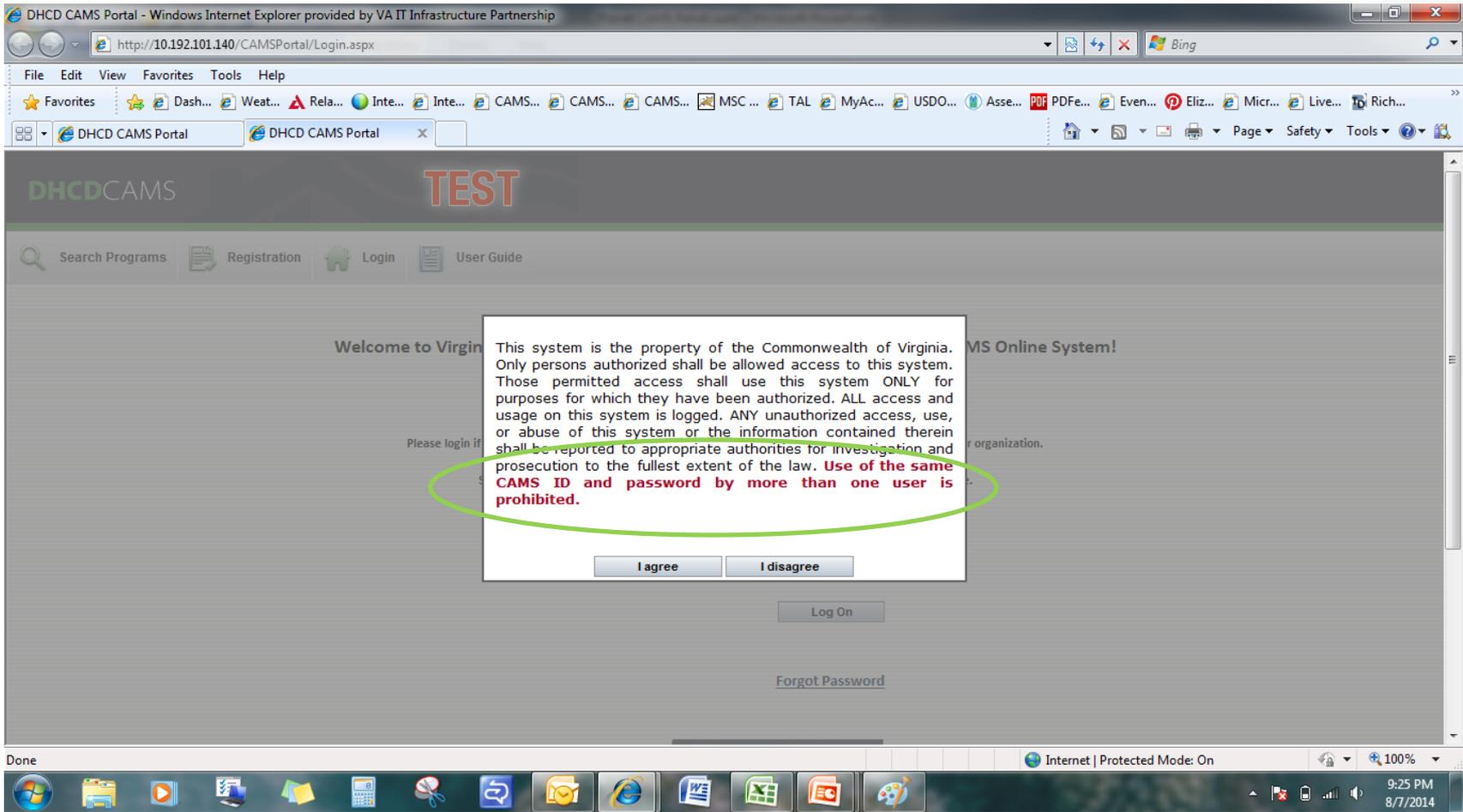
Project Budgets

Remittances

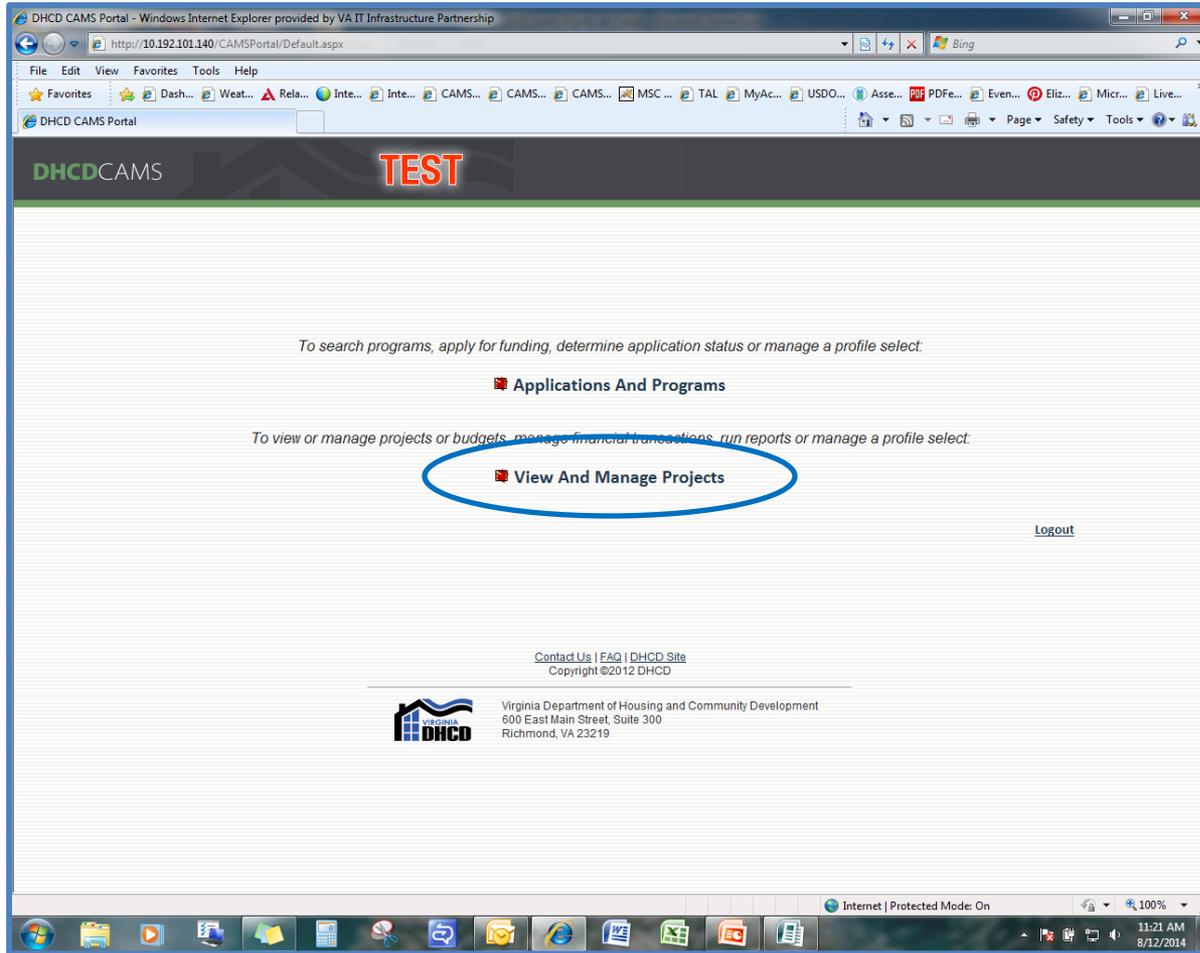
Reports and Communication

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

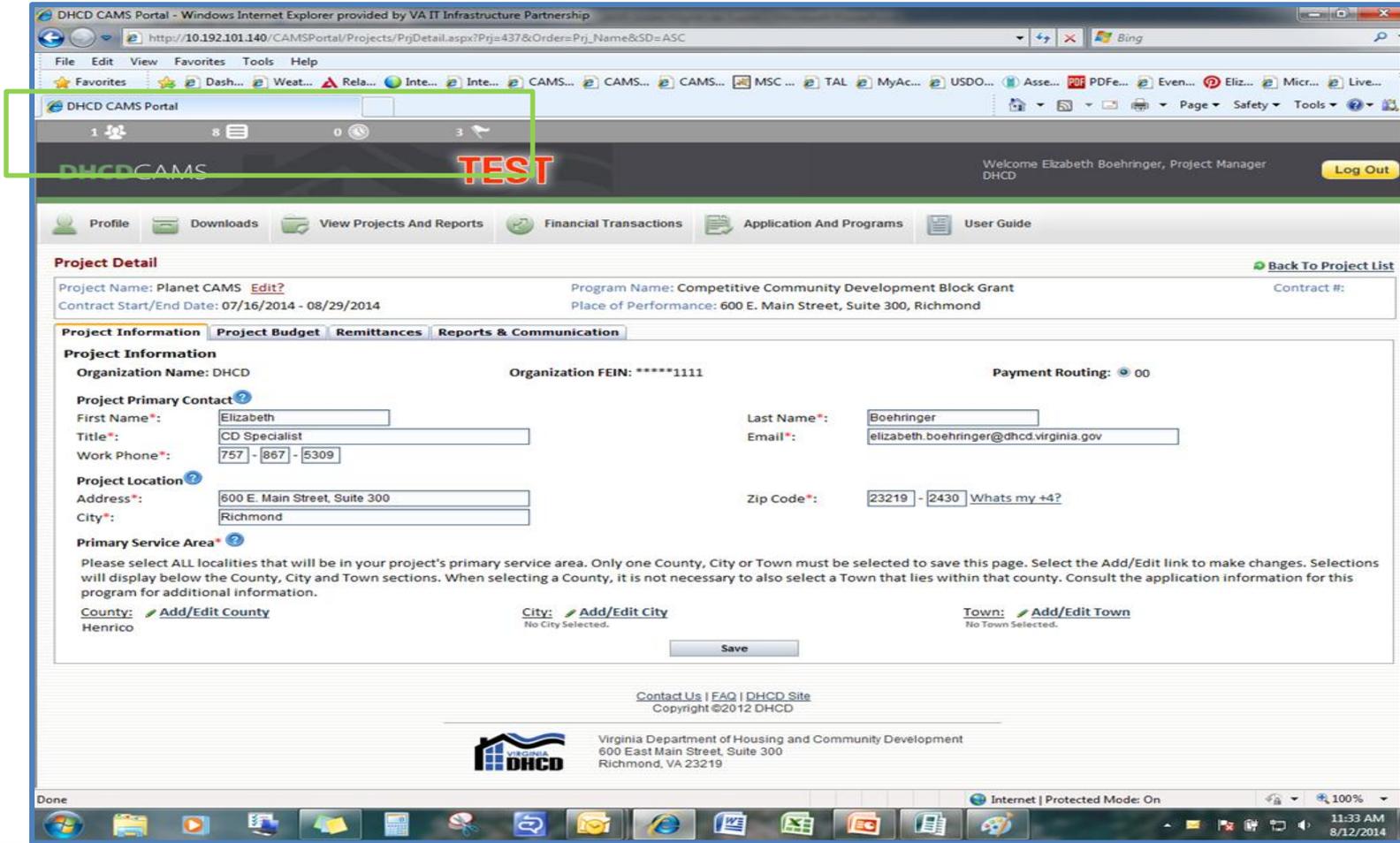
Project	Program	Reports	Date Due	Status	Last Updated On	Last Updated By	Comments
Chris1	ARC Area Development	Quarterly Report	10/7/2013	Not Started			
Chris1	ARC Area Development	Quarterly Report	1/5/2014	Not Started			
Chris1	ARC Area Development	Quarterly Report	4/5/2014	Not Started			
Chris1	ARC Area 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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600 East Main Street, Suite 300
Richmond, VA 23219



Dashboard



Profile Button



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

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 Organization](#)
[Manage Staff](#)
[Manage Profile](#)
[Manage Audits](#)
[Manage Project Roles](#)
[Password Reset](#)

[Back To Project List](#)

[Edit?](#)
 Program Name: Competitive Community Development Block Grant
 Place of Performance: 600 E. Main Street, Suite 300, Richmond
 Contract #:

[Fact Budget](#)
[Remittances](#)
[Reports & Communication](#)

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 [Whats 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.

[Save](#)

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

Internet | Protected Mode: On

11:37 AM 8/12/2014

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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 600 East Main Street, Suite 300
 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.

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.

The navigation menu contains several items: Profile, Downloads, View Projects And Reports, **Financial Transactions** (circled in green), Application And Programs, and User Guide.

Below the navigation menu, the "Financial Transactions" section is active. It features a search area with "Program Name:" set to "Competitive Community Development Block Grant" and "Status:" set to "All Statuses". A "Go" button is present. To the right of the search area is a blue button labeled "Enter New Remittance" (circled in blue).

A table displays 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		

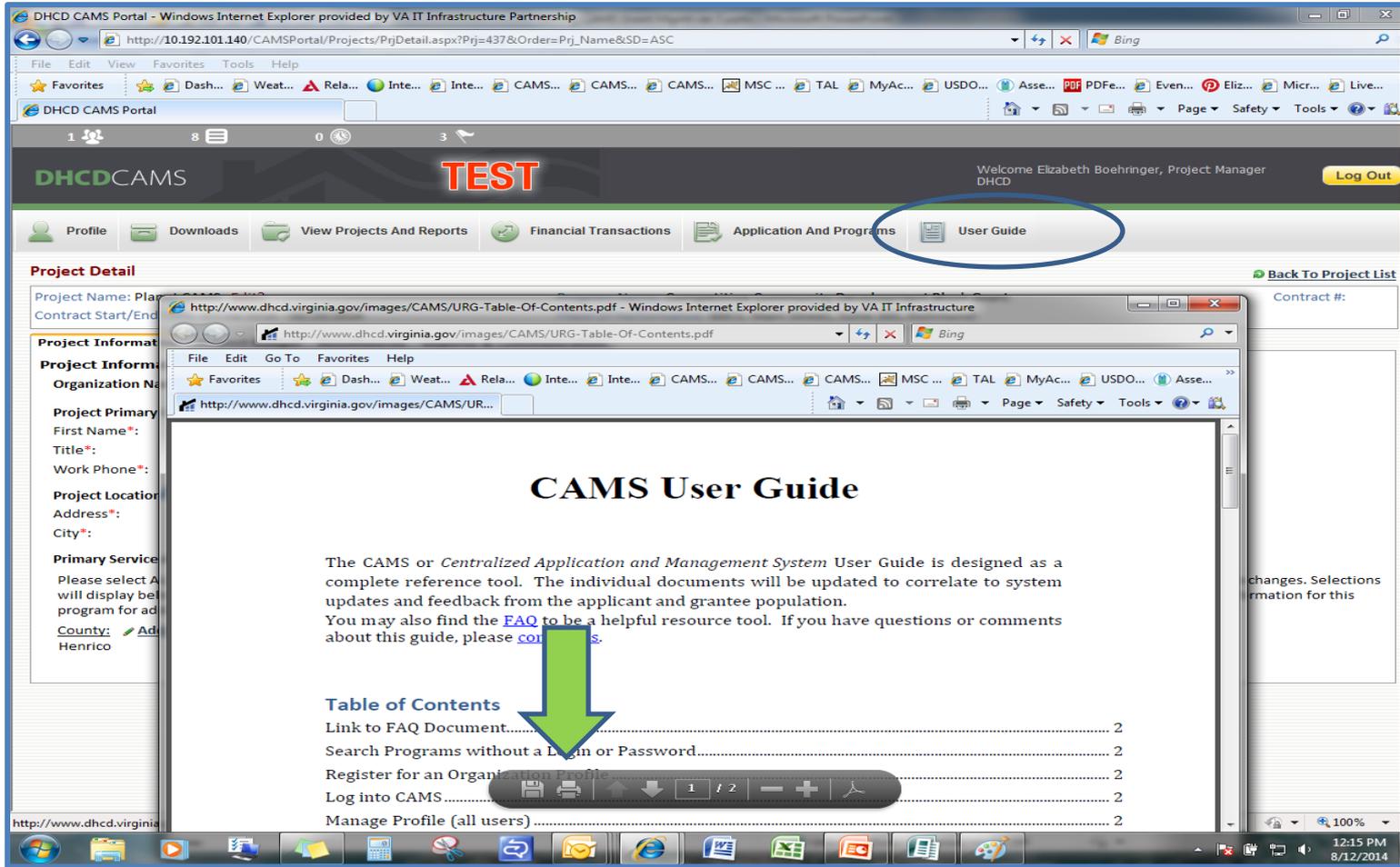
Three green arrows point to the "My Invoice #", "Status", and "Enter New Remittance" elements. The footer of the page includes the Virginia DHCD logo and contact information: "Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219".

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 one application entry. Green arrows point from the 'Application Status' button to the 'Application ID' column of the table.

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

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 Information

Organization Name: DHCD Organization FEIN: *****1111 Payment Routing: 00

Project Primary Contact

First Name*: Elizabeth Last Name*: Boehringer
 Title*: CD Specialist Email*: elizabeth.boehringer@dhcd.virginia.gov
 Work Phone*: 757 - 867 - 5309

Project Location

Address*: 600 E. Main Street, Suite 300 Zip Code*: 23219 - 2430 [What's my +4?](#)
 City*: 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.

County: [Add/Edit County](#) City: [Add/Edit City](#) Town: [Add/Edit Town](#)
 Henrico No City Selected. No Town Selected.

Project Budget Tab-CDBG

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 - Windows Internet Explorer provided by VA IT Infrastructure Partnership".

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

- 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 St, Ste 300, Richmond

The "Project Budget" tab is selected, showing the following table:

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	\$518,800.00	\$0.00	\$518,800.00	\$516,535.00
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	\$981,734.98

Below the table is a "Budget Narrative" field containing the text: "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."

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".

Project Budget Tab-IPR

- Individual IPR set-up budget
- Narrative describes a specific situation e.g.; “Post-construction 1978 house; lacking a bathroom; alternative septic-system being installed

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. The table lists various cost/activity categories with their respective DHCD Request, Other Funding, and Total amounts.

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

Below the table, there is a 'Budget Narrative' section with a text area containing the following text: '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.'

At the bottom of the page, there are links for 'Contact Us', 'FAQ', and 'DHCD Site', along with a copyright notice for 2012 DHCD. The footer also includes the Virginia Department of Housing and Community Development logo and address: 600 East Main Street, Suite 300, Richmond, VA 23219.

Project Budget Detail

Project Detail

Project Name: Planet C
Contract Start/End Date:

Project Information

Project Budget Info
Please enter your Total

Cost/Activity Category

- Administration
- Clearance and Demolition
- Interim Assistance
- Owner-Occupied Housing Rehabilitation
- Substantial Recons
- Sewer/Storm Drain

TOTAL

Budget Narrative:
2 neighborhood clean-up inspection costs reflect the 7/29/14. Budget revision Worksheet have been upl

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	\$457,000.00	\$0.00	\$457,000.00
Construction Related Soft Costs	\$61,800.00	\$0.00	\$61,800.00
Rehabilitation Specialist	\$45,300.00	\$0.00	\$45,300.00
Temporary Relocation	\$18,000.00	\$0.00	\$18,000.00

Print file (Ctrl+P)

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 title is "DHCD CAMS Portal".

The main content area is titled "Project Detail" and includes 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 #: [Link]

The "Remittances" tab is selected, showing a table of remittance information:

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

A yellow callout box highlights the "Pending" status in the table. The callout text reads: "The contracts for the grant management, rehab specialist, PE and first rehab construction contract have been executed. First Rehab Specialist invoice is attached." A link labeled "View Remittance" is also visible.

Three yellow arrows point to the "My Invoice #", the "Pending" status, and the "View Remittance" link.

Preparing a Remittance

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 navigation menu contains links for 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". Below this, there are tabs for Project Information, Project Budget, Remittances, and Reports & Communication. The "Remittances" tab is active, displaying a table with the following data:

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

Below the table, it indicates "Total Remittances: 1". A blue circle highlights the "Enter New Remittance" button in the top right corner of the table area. The bottom of the screenshot shows the Windows taskbar with the system clock at 10:18 PM on 8/7/2014.

Remittance Request Submitted

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

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.

Save Submit Remittance Request

Done Internet | Protected Mode: On 1:07 PM 7/30/2014

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 #:
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:

<input type="checkbox"/> <u>Display Name</u> <u>Report Name</u>	<u>Date Due</u>	<u>Status</u>	<u>Last Updated On</u>	<u>Last Updated By</u>	<u>Comments</u>
<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: 7

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Virginia Department of Housing and Community Development
600 East Main Street, Suite 300

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: \$ 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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Entering Changes-CDBG

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

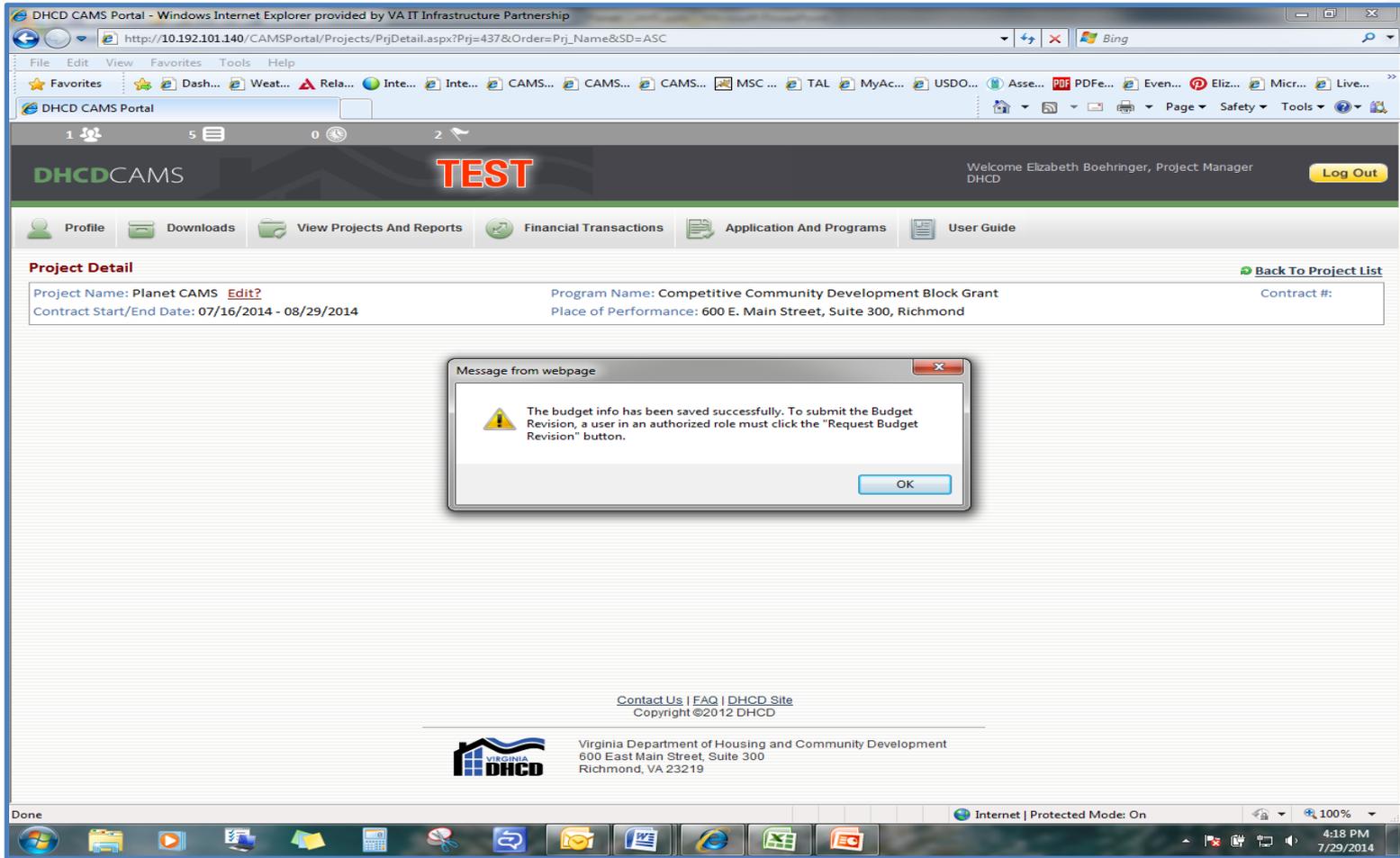
Budget Narrative:
 2 neighborhood clean-ups; Demolition/clearance of 3 vacant structures; Rehab of 10 units; SR of 1 unit; and sewer improvements. Inspection costs reflect that periodic inspections will be used.
 7/29/14: Budget revision to show the Rehab of 9 units and the SR of 2 units. The cover letter,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

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

Entering Changes-IPR

- Budget changes due to a change order, which needs to be uploaded into “Reports and Communications” tab.
- Budget needs to be reduced at closeout because not all funds were expended.

After saving changes



Before 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

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 Street, Suite 300, Richmond

Project Budget Information Revision #: PR00002 (Incomplete) [View Budget Revisions](#)

Please enter your Total Request: \$

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	\$438,550.00	\$0.00	\$438,550.00	\$436,285.00
Substantial Reconstruction Add Delete	\$174,500.00	\$0.00	\$174,500.00	\$174,500.00
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.
 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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After submitting

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 Budget Information

Please enter your Total Request: \$

Cost/Activity Category	DHCD Request	Other Funding	TC	
Administration	\$80,000.00	\$0.00	\$80,000.00	\$80,000.00
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.
 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.

Uploading Request Letter

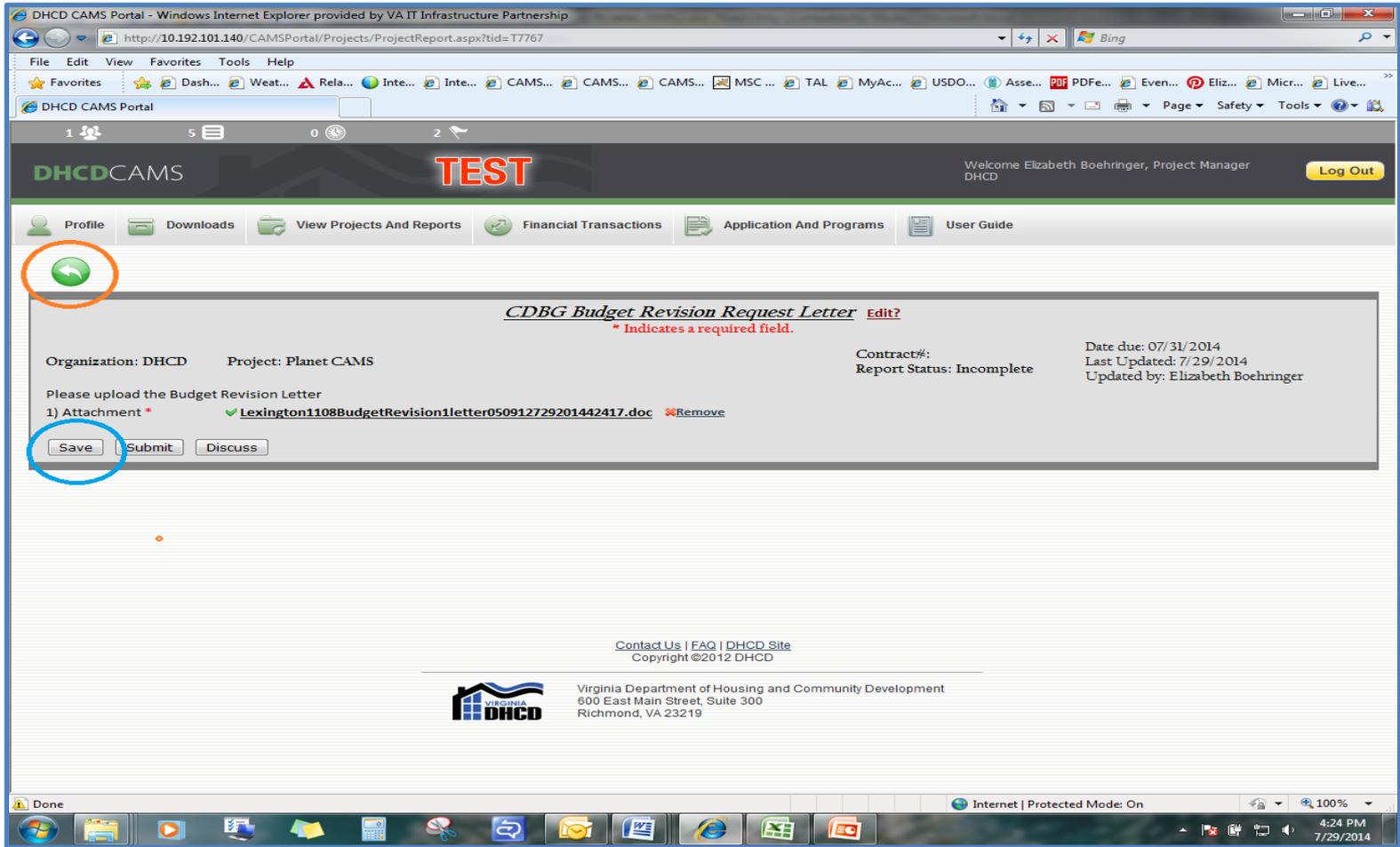
The screenshot shows the DHCD CAMS Portal interface. The browser address bar displays the URL: http://10.192.101.140/CAMSPortal/Projects/PrjDetail.aspx?Prj=437&Order=Prj_Name&SD=ASC. The page title is "DHCD CAMS Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership".

The main content area is titled "Project Detail" and shows information for "Planet CAMS". The "Reports & Communication" tab is selected, displaying a table of reports. A red circle highlights the "Download Selected Documents" button, and another red circle highlights the checkbox for "CDBG Budget Revision Request Letter".

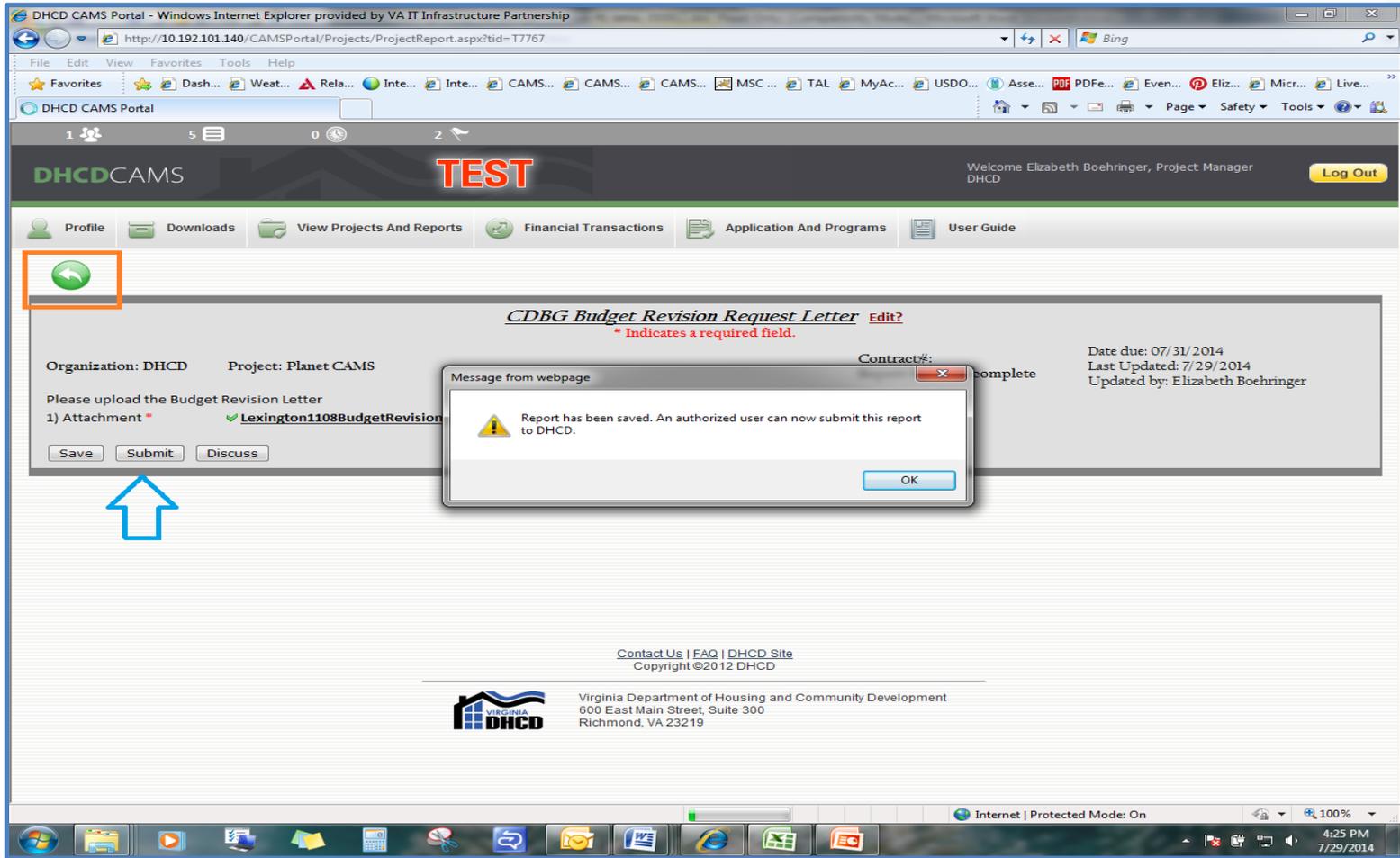
Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/> CDBG Contract Document	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input type="checkbox"/> CDBG Project Management Plan	7/31/2014	Accepted	7/29/2014	DHCD Accepted	
<input checked="" type="checkbox"/> 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, and its status is 'Submitted', also circled in blue. 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 page shows the Virginia Department of Housing and Community Development logo and contact information.

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			

Approved Budget Revision

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

DHCD CAMS **TEST** Welcome Elizabeth Boehringer, Project Manager DHCD **Log Out**

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 #: PR00002 (Approved) New Budget Revisions

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

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

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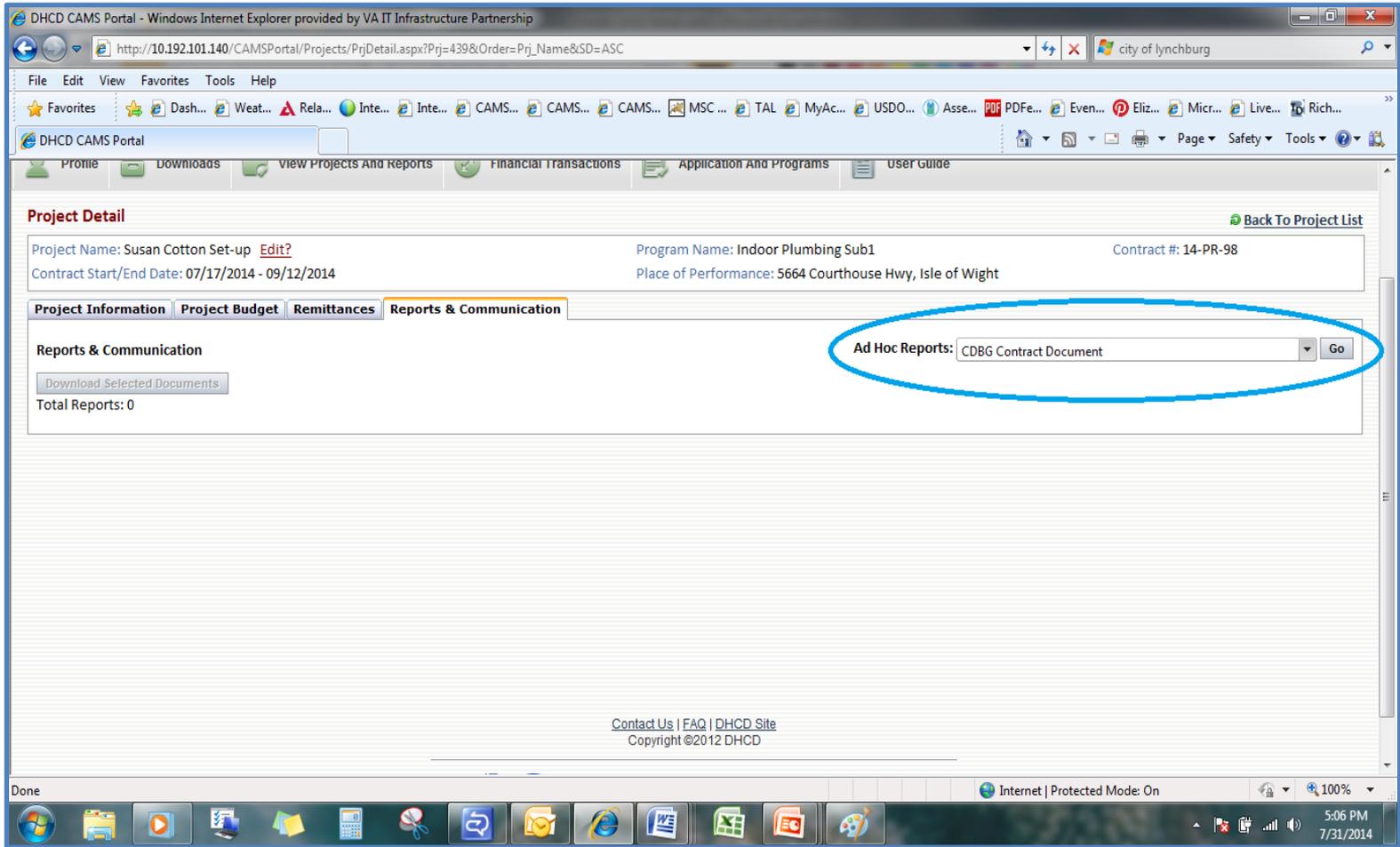
Virginia Department of Housing and Community Development
 600 East Main Street, Suite 300
 Richmond, VA 23219

Done Internet | Protected Mode: On 4:36 PM 7/29/2014

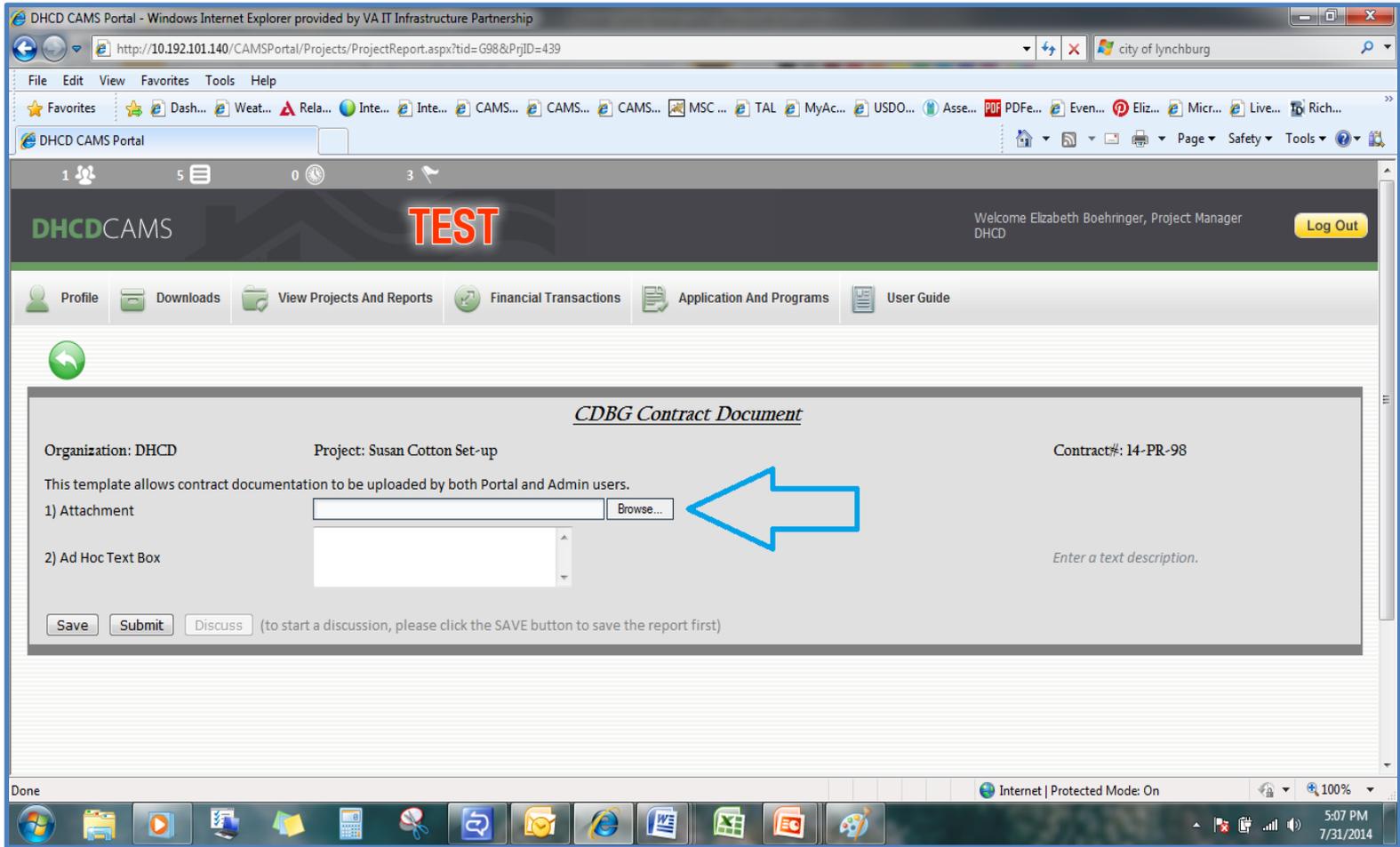
Questions?



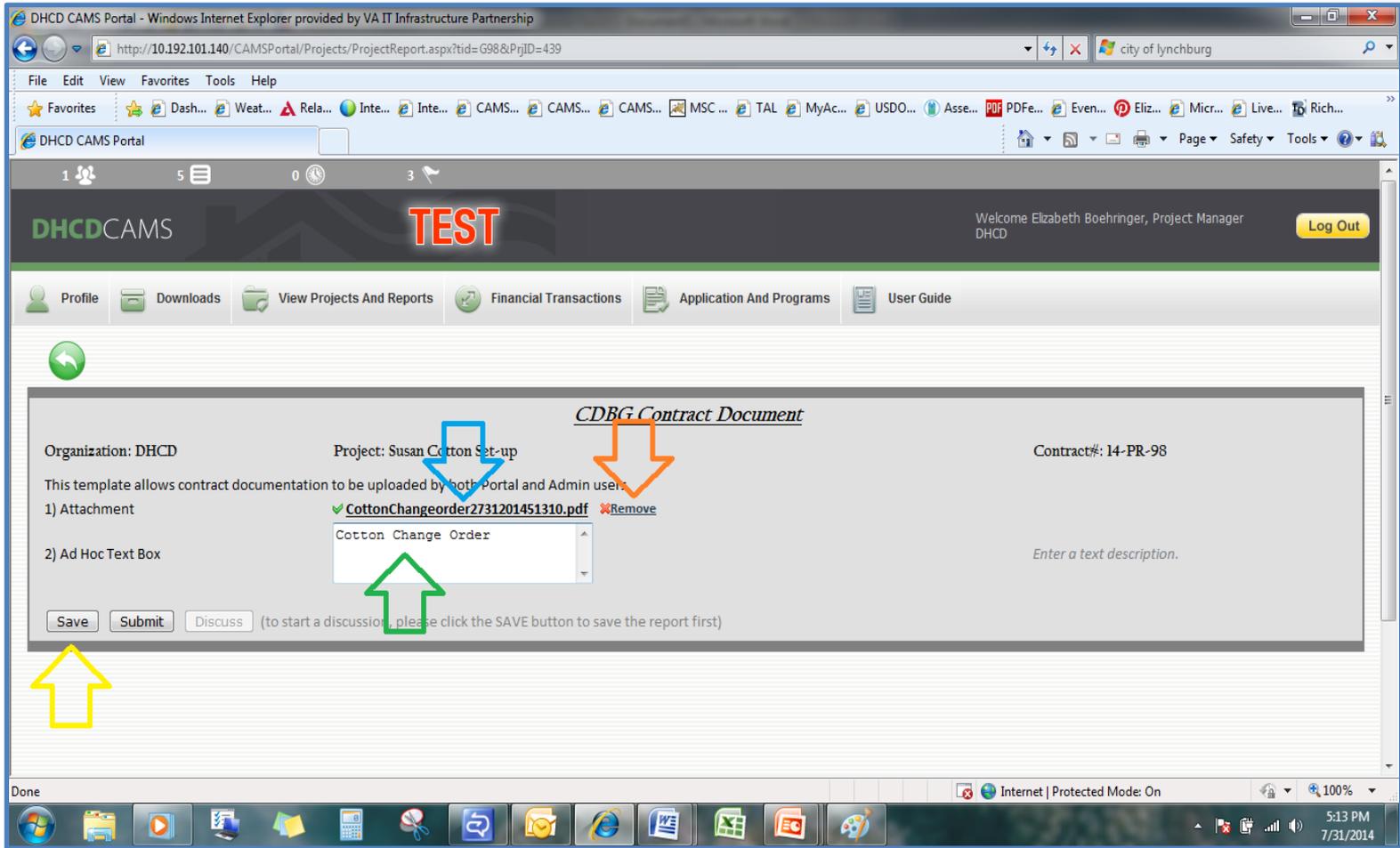
Submitting Ad Hoc Documents



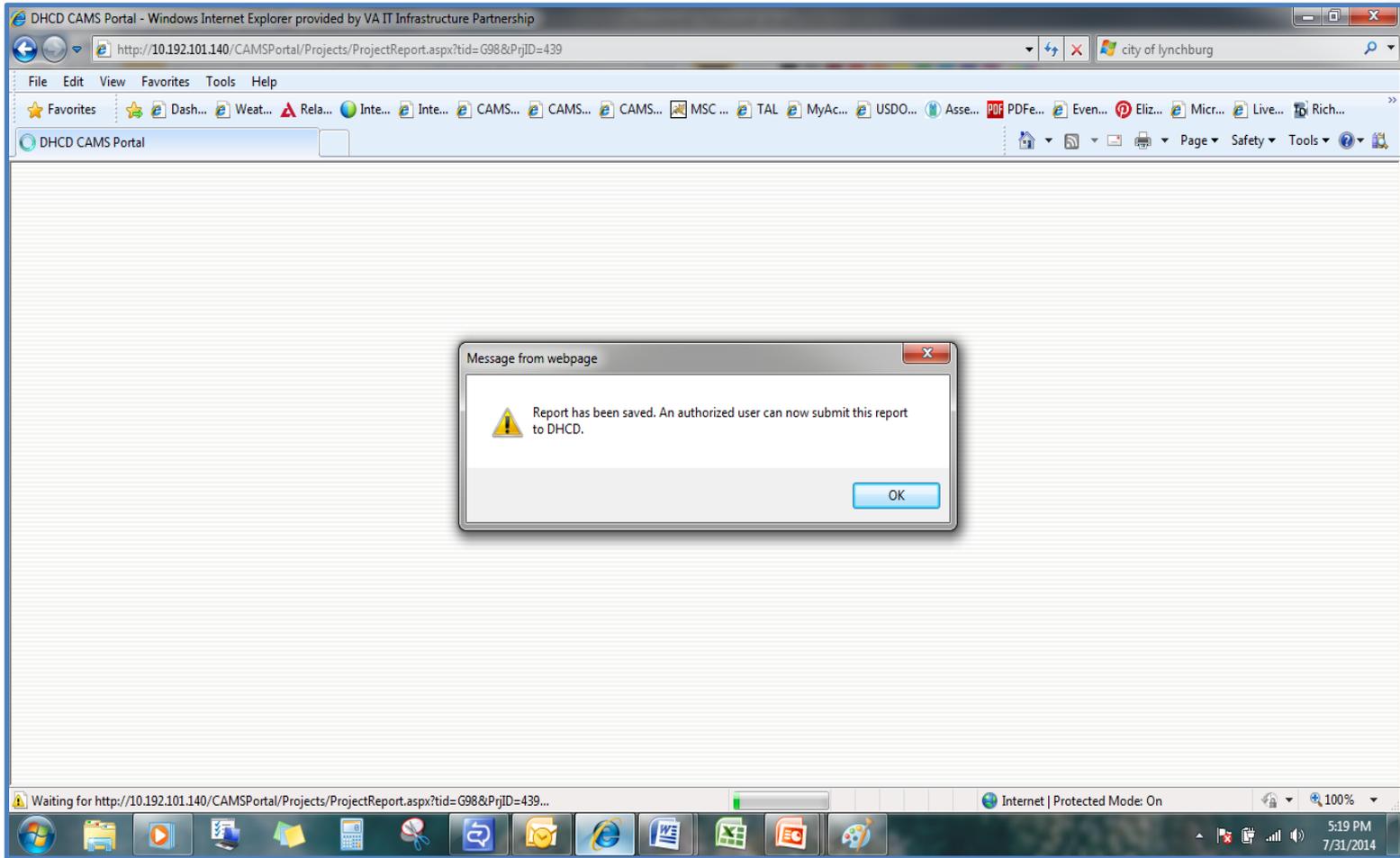
Browse for Your Document



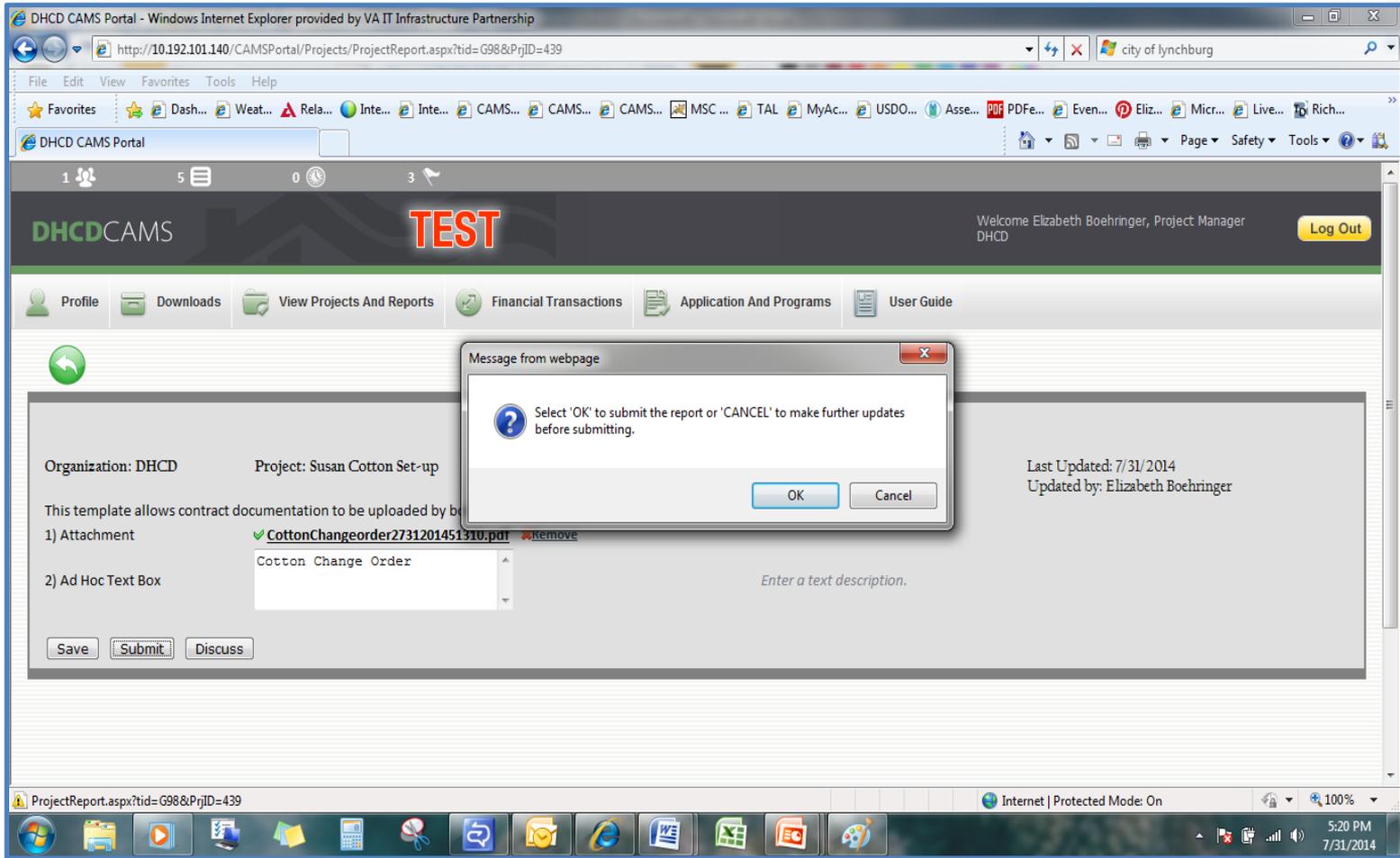
Download and Save



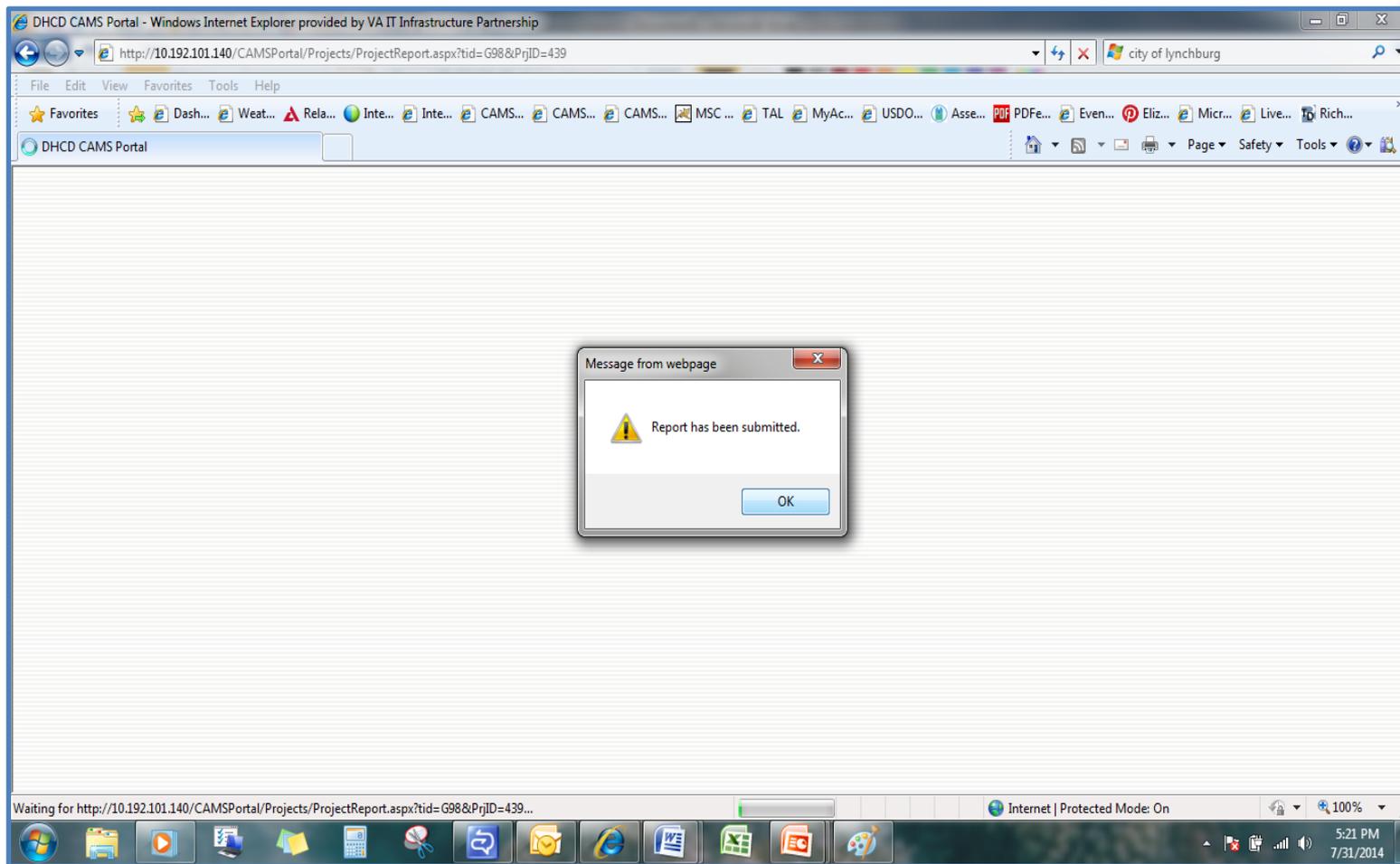
After Clicking Save



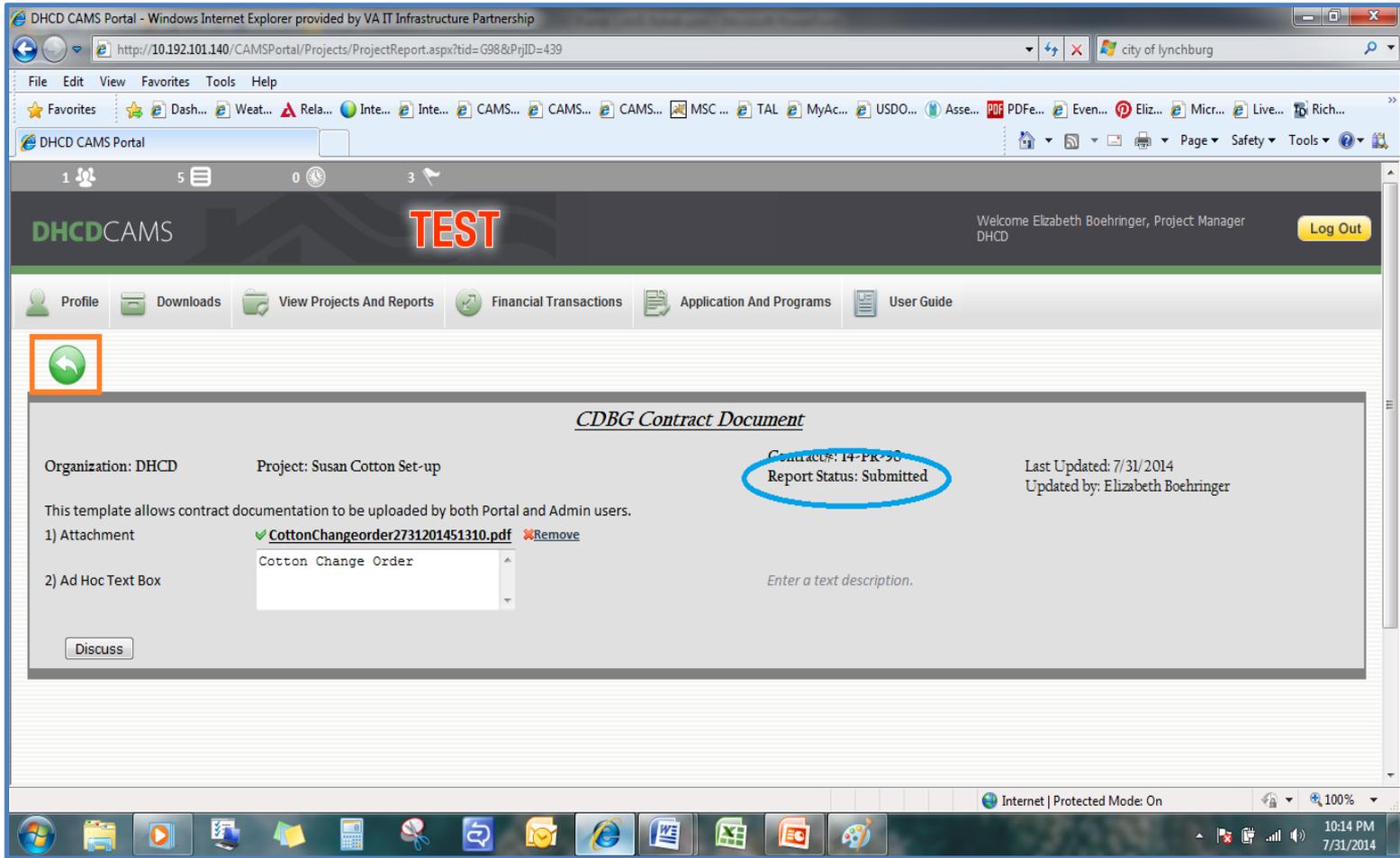
Submit Your Document



Submitted But Not Accepted



Change in Status



Submitted Change Order

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=439&Order=Prj_Name&SD=ASC'. The user is logged in as Elizabeth Boehringer, Project Manager at DHCD. The page displays project details for 'Susan Cotton Set-up' with a status of 'Submitted' circled in blue. A red 'X' icon is visible in the comments column of the report table.

Project Detail

Project Name: Susan Cotton Set-up [Edit?](#) Program Name: Indoor Plumbing Sub1 Contract #: 14-PR-98
 Contract Start/End Date: 07/17/2014 - 09/12/2014 Place of Performance: 5664 Courthouse Hwy, Isle of Wight

Reports & Communication

Display Name Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/> CDBG Contract Document		Submitted	7/31/2014	Elizabeth Boehringer	

Total Reports: 1

Questions and Answers

