

# Vibrant Community Initiative & Affordable and Special Needs Housing –Consolidated Application

## Webinar Instructions:

1. **Keep phone muted** [\*6] during the webinar
2. **Use the chat feature to ask questions.** The questions will be compiled after the webinar, answered, then distributed by email to participants, along with a copy of the presentation.

Virginia Department of Housing and Community Development

# Agenda

- How to Apply: Vibrant Community Initiative
- How to Apply: Affordable and Special Needs Housing –Consolidated Application
- Centralized Application & Management System (CAMS)

# Vibrant Community Initiative

Virginia Department of Housing and Community Development

# Vibrant Community Initiative (VCI)

- Year two (2016 – 2017)
- Combines multiple DHCD funding sources
- To fund comprehensive local/regional projects
- To create larger local/regional impact
- Consolidates DHCD project management, monitoring processes

# Vibrant Community Initiative (VCI): 2015 – 2016 Results

- Eight (8) pre-applications received
- Five (5) invited to submit full application
- Five (5) full applications received
- Two projects selected for VCI funding
  - Old Price's Fork
  - Richmond Church Hill North/East End Revitalization

# Vibrant Community Initiative (VCI): 2015 – 2016

- **Declined pre-applications**
  - Lacking or limited community involvement/process
  - Not particularly comprehensive
  - Limited capacity/experience
- **Declined full-applications**
  - All five projects were good projects –our job was to select the two best projects
  - Declined projects were less ready

# Preparing for a VCI Application

- Declined projects were less ready –needing:
  - More planning time and documentation
  - More funding secured and/or applications submitted
- Subsequent rounds of VCI are anticipated
- Consider access planning/predevelopment resources to prepare:
  - CDBG planning grants
  - VHDA
  - Pre-application consultations

# Vibrant Community Initiative (VCI): Old Price's Fork Comprehensive Revitalization Project

- Montgomery County (Blacksburg area)
- \$2.5 award (\$7,800,000 total costs)
- Adaptive re-use of old school property
- Existing structure to include senior rental housing, community kitchen, farm-to-table restaurant, business incubator, and market)
- New construction mixed-income rental on property
- Substantial local collaboration
- Diversity of funding

# Vibrant Community Initiative (VCI):Richmond Church Hill North/ East End Revitalization

- Richmond City
- \$2.5 award (\$22,324,030 total costs)
- Mixed-income, mixed-tenure, multi-phased
- Leveraging site of Armstrong High School
- Build-First approach to replacing older public housing
- Includes mixed-income family, senior rental, homebuyer
- Larger project includes gateway and economic corridor improvements
- Substantial local effort
- Diversity of funding

# Vibrant Community Initiative (VCI)

- Open process with pre-application accepted by October 28, 2016 deadline
- DHCD will review pre-applications
- Best, most promising (meeting pre-application scoring criteria) of pre-applications will be invited to submit full applications
- Tentative full application deadline in February 2017

# VCI Funding

Source	Amount
CDBG	\$2 Million
HOME	\$1 Million
Housing Trust Fund	\$1 Million
VHDA	\$500,000
<b>TOTAL</b>	<b>\$4.5 Million</b>

- Second round
- CDBG, HOME, HTF, VHDA, and other potential funding

- Two - three projects
- \$2.25 million -maximum request
- Must leverage other federal, state, and local resources
- 25 percent local match requirement (based on request)

# VHDA Funding Sources

- Homeownership
  - Down payment assistance and lower interest rates
- Rental
  - Predevelopment
  - Taxable and tax-exempt financing
  - SPARC
  - LIHTC
- Mixed-use/Mixed-income
  - Permanent loans
- REACH Resources
  - Grants supporting other affordable housing
- Contact:
  - Community Outreach:  
Chris Dimotsis  
chris.dimotsis@vhda.com  
804-343-5596

# VCI Leverage

- Pre-application reviews will favor projects that leverage other federal, state, and local resources
- Leverage may include resources used for planning, coordination, and implementation
- Leverage should be reflected in the application “other funding”

# VCI Match Requirement

- Projects must include a 25 percent match in locally controlled resources
- Match amount = 25 percent of VCI request
- May include locally controlled CDBG, HOME, fee waivers, local government resources, donated real property and/or other local funding (e.g. foundation)
- Will consider the value of a loan requiring repayment

# VCI: Eligible Applicant

- Entitlement or non-entitlement localities
- Housing developers (nonprofit and for-profit)
- Housing authorities
- Local and regional housing, community, and/or economic development organizations
- Good local process and partnerships are key
- Looking for comprehensive community projects

# What kind of projects are we looking for?

- Project can be located anywhere within the state of Virginia
- Ideally we would like both urban and rural projects
- Project should contain a range of activities such as neighborhood revitalization, downtown redevelopment, economic development, homeowner rehabilitation, down payment assistance, rental project development, water/sewer, and/or other infrastructure.
- Must include housing component

# What kind of projects are we looking for?

- Please note that localities with direct allocations of HOME and/or CDBG will be expected to leverage these resources in the project
- Intended to fund new efforts

# VCI Eligible Activities

VCI funding may support the following eligible affordable housing activities:

- Homebuyer Direct Assistance, down payment and closing cost assistance (targeting 80 percent or below AMI)
- Homebuyer Rehabilitation (targeting 80 percent or below AMI)
- Homebuyer New Construction (targeting 80 percent or below AMI)

# VCI Eligible Activities

VCI funding may support the following eligible affordable housing activities:

- Homeowner Rehabilitation (targeting 80 percent or below AMI)
- Rental New construction (targeting 60 percent or below AMI)
- Rental Rehabilitation (targeting 60 percent or below AMI)

# VCI Eligible Activities

VCI funding may support the following eligible economic development activities targeting low/mod income:

- Job Creation/Retention
- Site Redevelopment
- Business Readiness
- Business District Revitalization

# VCI Eligible Activities

VCI funding may support the following eligible community facilities/services activities targeting low/mod income:

- Water/sewer
- Health Clinics

# VCI Pre-Application Selection Criteria

- A plan and initial groundwork is in place on a comprehensive project that includes at least a housing component
- Evidence that the project has solid local regional support
- Partnerships in place to execute project
- Demonstrated success with similar project
- Demonstrated capacity (financial and development team)

# VCI Full Application Selection Criteria

- By invitation only
- Criteria:
  - Alignment
  - Need
  - Project Readiness
  - Capacity

# VCI Full Application Alignment Criteria

- Consolidated Plan
- Order Number 32: Advancing Virginia's Housing Policy
- HOME Investment Partnership
- Community Development Block Grant

# VCI Full Application Alignment Criteria

- Preservation of existing affordable rental units
- Preservation of existing affordable homebuyer units
- Creation of new affordable rental units
- Creation of new affordable homebuyer units
- Creation of integrated community housing units targeting special needs population

# VCI Full Application Alignment Criteria

- Fair housing and communities of opportunity
- Employment/infrastructure/community services that primarily benefit very low/low/ and moderate income households
- Blight removal as a part of a larger revitalization project

# VCI Full Application Need Criteria

- The degree to which the project is designed to meet an identified local need
- Must be demonstrated by a local market analysis or needs assessment
- What is the need, how do you know, and what is the expected result?

# VCI Full Application Project Readiness Criteria

- Review of project status, timeline (s), challenges and barriers
- Assessment of costs and status of other funding commitments
- Level of stakeholder involvement in needs assessment, planning, and design

# VCI Full Application Capacity Criteria

- Applicant, partners, and development team
- Existing development, project management, and financial capacity
- Must describe existing resources for project planning, coordination, and implementation
- Should identify project management gaps/needs

# VCI Timeline (Tentative)

Application Stage	Target Date
Release of guidelines and pre-application materials	August 31, 2016
How to Apply Workshops	Last week in August
Pre-application due date	October 28, 2016
Pre-application reviews	November 18, 2016
Site Visits	November/December
Invitation for full application	Mid - November
Full application due date	February
Application reviews complete	March 2017
Contract negotiations	March – July 31, 2017
VCI pilot projects under contract (goal)	September 2017

# Vibrant Community Initiative (VCI)

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(804) 371 - 7056

# Affordable and Special Needs Housing – Consolidated Application

Virginia Department of Housing and Community Development

# Affordable and Special Needs (ASNH) Funding Sources

2016 – 2017 ASNH	
Source	Amount
HOME	\$3,104,622
State Housing Trust Fund	\$3,312,000
National Housing Trust Fund	\$2,825,847
<b>TOTAL</b>	<b>\$9,242,469</b>

# Affordable & Special Needs Housing (ASNH):

- One application but three funding opportunities
- Plan year: July 1, 2016 – June 30, 2017
- To create and preserve affordable housing in Virginia
- To increase the number of affordable units for special needs populations
- Rehabilitation or New Construction
- Typical type of Assistance
  - Deferred principal loans (interest-only)
  - 3% interest
- Application due dates:
  - November 30, 2016
  - May 31, 2017

# Affordable & Special Needs Housing (ASNH):

- One application but three funding opportunities
- Total Request Cap: \$1,200,000
- Total Request (including NHTF): \$2,000,000
- Project must have at least five units
- If 100% special needs then less than five is allowable

# Affordable and Special Needs (ASNH) Funding Sources

	HOME	VA -HTF	NHTF
Total Amount	\$3,104,622	\$3,312,000	\$2,825,847
Project limits	\$700,000/\$800,000	\$700,000/\$800,000	\$700,000/\$800,000
Geographic Targeting	Preference for non-entitlement	Statewide	Statewide
Match	25% entitlements	NA	NA
Mix-Income Projects	√	√	√
Homebuyer Projects	√	√	NA
Assisted Units (income)	60% or below AMI 80% or below (homebuyer)	80% or below AMI	30% or below AMI
Assisted Units (rent limits)	HOME	To be determined	NHTF
Affordability	15/20 yrs. Homebuyer (5-20 yrs.)	20 yrs.	30 yrs.

# Affordable & Special Needs Housing (ASNH)

- Rental or Homebuyer (exception NHTF)
- Rehabilitation or New Construction
- Typical type of Assistance
  - Deferred principal loans (interest-only)
  - 3% interest
- Application due dates:
  - November 30, 2016
  - May 31, 2017

# Eligible Applicant

- Non-profit or for-profit Housing Developer
- Project Owner, Developer, or Sponsor
- State –Certified CHDOs (Community Housing Development Organizations)
  - HOME preference given
  - NOT required for homebuyer development



For more information please see [state-certified CHDO](#) on DHCD's website.

# Eligible Applicant

- Owner –holds valid title to, or long term leasehold interest in the property
- Developer –owns the property and is developing the project, or has a contractual obligation to develop the project
- Sponsor –is the owner or partial owner and agrees to convey ownership to a second nonprofit at a predetermined time prior to development or upon completion (*requires consultation with DHCD prior to application*)

# Eligible Applicant

- Must be registered in CAMS
- Must be the primary partner in the project
- Must not be the project L.L.C.
- Must be the entity responsible for long-term operations and compliance
- Must be free of outstanding audit or compliance issues

# Applicant Eligibility

Applications will not be accepted from the project legal entity or limited liability Corporation.



# Developer Capacity

- DHCD must certify developer capacity prior to the commitment of HOME or NHTF resources
- Developer must have prior experience developing similar projects
- Developer must have staff with development experience (staff excludes consultants, contract positions, and partners)
- Developers must have current financial soundness



# CHDOs

- Community Housing Development Organization
- Nonprofit community based housing developers meeting specific board, mission, and capacity requirements
- Must be state-approved
- Given scoring preference for HOME funds
- Documentation **MUST** be maintained in CAMS

# CHDO Requirements

- Applicable to HOME funds
- Nonprofit status
- Primary mission is provision of affordable housing
- Board composition meets HUD requirements
- Independence in decision making authority
- Community-based organization
- Conformance to accounting standards
- No individual benefit
- Demonstrated capacity to develop affordable housing



# Eligible Projects



- Rental or Homebuyer (not NHTF)
- Targeting low, very low, and extremely low-income households
- Targeting low-income special needs households
- Scattered site okay –units must be under common ownership, management, & financing
- Minimum of \$15,000 per unit (or 3 out of 5 major systems) based on total development costs

# Special Needs

- Projects with special needs units receive scoring preference
- Higher maximum assistance (\$800,000) if least 20 percent of units are targeted to special needs households
- Projects are encouraged that will help the state meet the DOJ settlement agreement
  - Include a few units targeted to individuals with intellectual/developmental disabilities
  - Choice in services and service provider



# Special Needs

- Special needs households include at least one individual with a disability (physical, mental, developmental, intellectual)
- Elderly housing not necessarily special needs (must have at least 20 percent of units targeting individuals with disabilities)

# Single Room Occupancy (SRO)

- Multiple (at least five) single room units with food prep and/or bathroom facilities (if not in unit must be accessible in building)
- Maximum subsidy (number of separate units x 0-bedroom limit)
- Rents based on 0-bedroom (efficiency) HOME rent limits
- Leases required, program fee agreements are possible

Note: There is a preference for community integration and choice of service provider.

# Income Targeting

(minimums)

Income Targeting –assisted units	
Source	Income (AMI)
Homebuyer (HOME and VA HTF)	80 percent or below
State Housing Trust Fund	80 percent or below
HOME Rental	60 percent or below
National Housing Trust Fund	30 percent or below

# Income Targeting



- Minimums
- Applies to “assisted units”
- Assisted unit may be a subset of total project units
- Assisted units must be at least proportionate number of units related to amount of assistance
- Preference for community integration, de-concentration, and choice of service provider.

# Local Match Requirement

- Applicable to the HOME funds
- 25 percent local match requirement
- 25% of total ASNH (HOME) program request
- Requirement applies to all HOME entitlements and any HOME consortium

# Local Match Sources

- Local CDBG or HOME
- Other federal, state or local funds
- Must be funding administered by the local government
- Projects involving local CDBG or HOME require state/local coordination

<b>HOME Entitlements and Consortiums – 25 percent Match Required</b>	
<b>Winchester Consortium</b> – including:	<b>Alexandria</b>
Winchester	<b>Chesapeake</b>
Fredrick County	<b>Danville</b>
Page County	<b>Hampton</b>
Clarke County	<b>Lynchburg</b>
Warren County	<b>Newport News</b>
Shenandoah County	<b>Norfolk</b>
<b>Charlottesville Consortium</b> - including	<b>Portsmouth</b>
Charlottesville	<b>Richmond</b>
Albemarle County	<b>Roanoke City</b>
Fluvanna County	<b>Virginia Beach</b>
Greene County	<b>Arlington County</b>
Louisa County	<b>Chesterfield County</b>
Nelson County	<b>Fairfax County</b> -including
<b>New River Consortium</b> – including	Fairfax City
Radford	Falls Church
Giles County	<b>Henrico County</b>
Montgomery County	<b>Prince William County</b> –including
Pulaski County	Manassas
Blacksburg	Manassas Park
Christiansburg	Bristol City (member of Tennessee consortium)
<b>Suffolk Consortium</b> –including	
Suffolk	
Isle of Wight	
Franklin City	
Southampton	

# Eligible Costs

- Hard costs including land acquisition
- Soft project costs
- Utility connections
- Relocation costs
- Up to 18 months of project reserves

## Maximum ASNH Subsidy Limits\*

0-Bedroom	\$140,107
1-Bedroom	\$160,615
2-Bedroom	\$195,304
3-Bedroom	\$252,662
4+-Bedroom	\$277,344

*\*Effective January 1, 2015*

# Rental Projects

- DHCD will determine the number of assisted units
- Assisted units must meet all program rules
- Rent limits are published annually by HUD (HOME and NHTF)
- Rents and Rent Increases must be approved by DHCD

# Rental Projects

- Project utility allowances must be determined by using the HUD Utility Schedule Model
- The HUD Utility Schedule Model is available here:  
<http://www.huduser.org/portal/resources/utilallowance.html>
- DHCD will assist in the initial development of project utility allowances

# Rental Projects (cont.)

- Maximum allowable tenant rent = HUD HOME or NHTF Rent Limit (Low or High) minus applicable utility allowance
- Tenant lease for at least one year or under mutual agreement between tenant and landlord
- Lease cannot be conditional upon receiving services

# Income Eligibility Restrictions (Assisted Units)

- Part 5 (Section 8) income definition
- Initial lease up and completion report
- Initial lease full source documentation and verification
- Annual recertification required –certified stated income
- Full source documentation every 6<sup>th</sup> year of service
- Over income issues

# Homebuyer Projects

- Limit to HOME and State HTF
- ANY eligible applicant
- All HOME units must be at 80 percent or below AMI
- Single family, condos, 2-4 unit attached
- Minimum occupancy & affordability requirements

# Homebuyer Projects

- Must meet DHCD minimum design standards
- Sales price cannot exceed 95% of area median sales price
- Must be sold (ratified sales contract) within nine months of Certificate of Occupancy
- Units not meeting the nine month deadline automatically convert to rental units (with rental requirements applied)

# Affordability Period

Affordability Periods by source/activity	
Source/Activity	Years
<b>National HTF</b>	
National HFT (only rental eligible)	30 years
<b>HOME</b>	
HOME Rental New Construction	20 years
HOME Rental Rehabilitation	15 years
HOME Homebuyer (less than \$15,000)*	5 years
HOME Homebuyer (\$15,000 - \$40,000)*	10 years
HOME Homebuyer (more than \$40,000)*	15 years
<b>State HTF</b>	
State HTF Rental	20 years
State HTF Homebuyer	5 years

*\*If only homebuyer developer subsidy resale applies. If DHCD DPA is included in a unit then a recapture provision applies and affordability is based on the amount of DPA only.*

# Underwriting Template

- Six sheets – five required for completion
- Instructions
- Project Overview
- Income
- Expenses
- Sources and Uses
- Operating

# Underwriting

- Must be completed for all projects
- Must reflect all requests as applicable (NHTF, State HTF, ASNH)
- For lines that are not appropriate for your project, leave blank
- Scoring will be negatively affected if underwriting template is not completed

# Rental Monitoring and Compliance

- Rental Compliance Monitoring includes verification of:
  - Rent and Occupancy Requirements
  - Tenant Eligibility
  - Property Standards (onsite monitoring)
  - Other program regulations: affirmative marketing, fair housing laws, etc.

# Environmental Review

- Some projects are exempt
- Requires public notices
- Requires a “release of funds” from HUD
- No development activity can occur prior to the “release of funds”
- Proceeding with development prior to “release of funds” will jeopardize funding

# Fair Housing

- Applies to all assisted projects
- Prohibits discrimination in the sale or rental of housing based on race, color, religion, sex, national origin, handicap or familial status
- Rental projects are monitored throughout the affordability period for compliance

# Furthering Fair Housing

- Site and Neighborhood Standards form required for all projects
- Must be completed and signed by local government official
- Must be submitted with project application in CAMS

# Lead Safe

- Some projects may be exempt
- If applicable projects must assure that:
  - Rehab or demolition activities meet lead safe requirements
  - Development costs include associated costs
  - Homebuyer or tenants will receive notification
  - Rental operating costs include costs associated with ongoing maintenance
  - Records are maintained to document all measures taken including ongoing maintenance

# Uniform Relocation Act

- All projects must submit a completed URA Supplement with application
- Applies to all projects where development activities will cause temporary or permanent displacement
- Applies to displacement of households, businesses, farms, and nonprofits
- Notice of intent and survey of occupants must be completed prior to application
- Costs must be reflected in the development costs

# Section 3

- Applies to all federally assisted projects
- Virginia HTF-only projects doesn't trigger requirement
- Development activity must be designed to benefit to the greatest degree possible low and very low income persons in the project's service area and the businesses that employ them.
- Impacts developer hiring, contracting, and subcontracting
- Requires notices, documentation of efforts, and reporting
- Developer will sign a Section 3 plan at project management conference
- Reporting in CAMS

# ASNH Program Funding Process

- Due Dates:
  - ❑ November 30, 2016
  - ❑ May 31, 2017
- Review Panel
- Review Criteria:
  - ❑ Need (40 points)
  - ❑ Feasibility (30 points)
  - ❑ Capacity (30 points)
- Minimum of 60 points (threshold) needed for funding



# Funding Process: Threshold Requirements

- Submitted by deadline
- Submitted in DHCD's Centralized Application and Management System (CAMS)
- Complete Application
- Eligible Applicant
- Eligible Project
- No unresolved findings/issues
- Minimum of 60 points needed

# Need (40 points):

- Market study or needs assessment supports need
- Low vacancy rates in similar projects
- Match between project unit numbers and types and demonstrated need
- Local government, service provider support of need (unit shortage and demand)
- Pipeline of qualified homebuyers
- Meeting priority need (special need units/ extremely low-income/accessible units/green built)
- Preference for non-entitlement projects (For HOME funds)

# Feasibility (30 points):

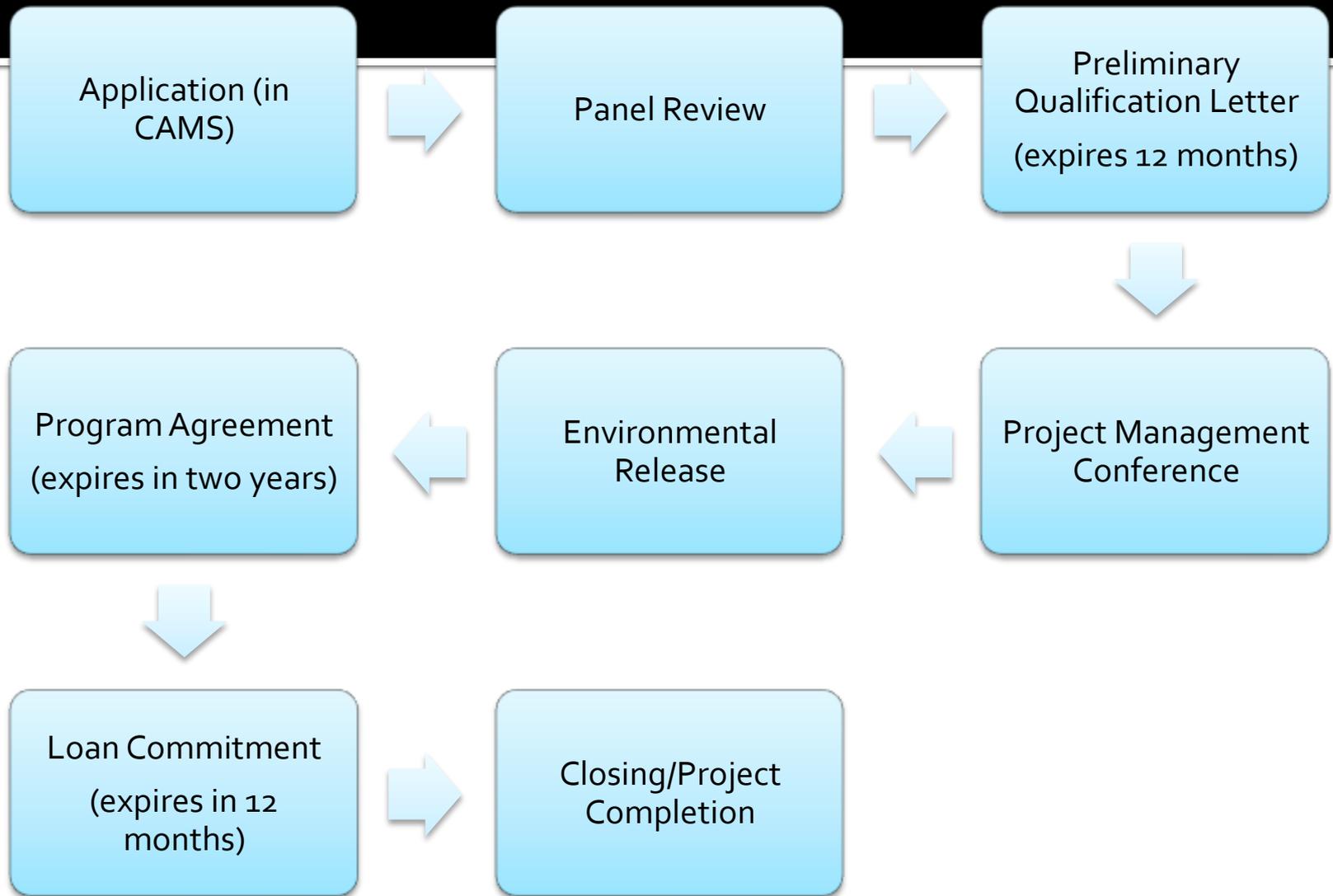
- Other funding committed and documented
- Recent costs estimates
- Appropriate design
- Location near jobs, schools, transportation services
- Reasonable operational costs with cash flow to meet expenses
- Reasonable timeline
- No logistical impediments

# Capacity (30 points):

- Development team experience with similar projects
- Financial soundness of key partners
- Property management experienced with similar projects
- Lack of or limited/resolved prior issues (performance or compliance)

# Funding Process

- Application submission and review
- Preliminary qualification letter (expires in 12 months)
- ASNH project management conference
- Program agreement (once conditions are met – expires in two years)
- Loan commitment (expires in 12 months)



# ASNH Technical Assistance

- Application Questions

Kevin Hobbs

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Nancy Palmer

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- Technical CAMS Questions

CAMS Help Desk

[CamsHelp@dhcd.virginia.gov](mailto:CamsHelp@dhcd.virginia.gov)

# CAMS Tips

- All work in CAMS should be frequently saved
- Please note that Chrome is the recommended browser
- Work in Word and copy and paste into the CAMS text boxes
- Use the “Print” tab at the top of the page and review them for completeness and accuracy
- The text box will only accommodate text responses. Graphic, tables, charts should not be pasted into the narrative section; instead, include the information in a separate attachment

# Project Information

## Application Submission



Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP  
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Project Information Project Budget Narrative Information Attachments Additional Information

**Project Information** You must click the "Save" button below to save the info you enter in the page!

Organization Name\*: DHCD

### Project Primary Contact ?

First Name\*: [ ] Last Name\*: [ ]  
Title\*: [ ] Email\*: [ ]  
Work Phone\*: [ ] - [ ] - [ ]

### Place of Primary Performance ?

Address\*: [ ] Zip Code\*: [ ] - [ ] [Whats my +4?](#)  
City/County\*: [ ]

### 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](#)  
No County Selected. No City Selected. No Town Selected.

Save

# Project Budget

VIRGINIA  
DHCD

VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT  
*Partners for Better Communities*

→ Project Management  
→ Admin Management  
? Glossary

Cost/Activity Category	DHCD Request	Other Funding	Total
<input type="checkbox"/> <b>Tenant-based Rental Assistance</b> <input type="text" value="Tenant-based Rental Assistance"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$0.00
<input type="checkbox"/> <b>Housing Relocation and Stabilization Services</b> <input type="text" value="Housing Relocation and Stabilization Services"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$0.00
<input type="checkbox"/> <b>Pre-Development</b> <input type="text" value="Pre-Development"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$ <input type="text" value="0.00"/>	\$0.00 \$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

CLOSE X

⚠ Error on page.

Local intranet | 100%

# Attachments

Title 1:	Implementation Timeline (required)	Temp.:	Implementaion Timeline
Title 2:	Certifications and Assurances (required)	Temp.:	Housing Trust Fund Certificates and Assurances
Title 3:	Applicant Financials (required)	Temp.:	

CLOSE X

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

**According to the program requirement, you must submit/upload following required documents:**

**UPLOAD ATTACHMENTS INSTRUCTION:**  
Please see the application instructions for details.

Implementation Timeline (required)  
(to get the template file by clicking [HERE](#))

Certifications and Assurances (required)  
(to get the template file by clicking [HERE](#))

Applicant Financials (required)

Outcome Logic Model

CoC Letter of Support

Addition Attachments

Copyright ©2013 DHCD

Done Local intranet 100%

# Additional Information

The screenshot shows a web browser window with the address bar displaying `http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=356`. The browser's address bar includes a search box with the text "Live Search". The browser's toolbar shows "Favorites", "Free Hotmail", and "Get more Add-ons". The page title is "DHCD CAMS Portal". The navigation menu includes "Profile", "Search Programs", "Downloads", "Apply", "Application Status", "View And Manage Projects", and "User Guide".

The main content area is titled "Application Submission" and includes a "Print" button. The application details are as follows:

Application ID: 8805152012161518	Project Name: Test Budget webform kld 5/15/12	Program Name: Urgent Need
Application Start Date: 12/01/2011	Application End Date: 10/31/2012	

The "Additional Information" tab is selected, showing a large text area for comments. The instructions read: "Enter optional comments regarding your application in the space below: You must click the 'Save' button below to save the info you enter in the page!". A "Save" button is located at the bottom of the text area.

At the bottom of the page, there are links for "Contact Us", "FAQ", and "DHCD Site", along with the copyright notice "Copyright ©2012 DHCD". The browser's status bar shows "Done" and "Local intranet".

# Application Status

- Multiple users can work on, edit and review application materials.
- CAMS will save the application as Incomplete. Applicant may return repeatedly to CAMS to work on application.
- Please be sure all work on the application is saved in CAMS.
- Once the application is submitted the status will change from Incomplete to Pending.

# Dates to Remember

- CDBG Input Sessions – September 26 (Richmond) and September 28 (Abingdon)
- Appalachian Regional Commission applications due – October 6
- ASNH Property Management Training (webinar) – September 28
- Vibrant Community Initiative pre-applications due, October 28

# Dates to Remember

- September 21-22, 2016 Housing Credit Conference - <http://thevirginiahousingcoalition.org/>
- Best Practices in CDBG Grant Management November 15 - 16
- Governor's Housing Conference – visit [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) November 16-18.
- Affordable and Special Needs Housing (ASNH) competitions, applications due -November 30th and May 31st