



# **Virginia Homeless Solutions Program 2015-16**

## **Implementation Webinars**

**Tuesday, June 23 at 10 am  
&**

**Wednesday, June 24 at 2 pm**



**To access webinar audio**

**Call-in toll free number  
1-8668425779**

**Conference Code: 804 371 7100**



# Virginia Homeless Solutions Program Goals

- To reduce the number of individuals/households who become homeless;
- To shorten the length of time an individual or household is homeless; and
- To reduce the number of individuals/households who return to homelessness





# Funding Sources

## Funding Sources (approximate annual amounts)

Name	Source	Amount
Emergency Solutions Grant	Federal -HUD	\$2,752,294
State General Funds – Homeless Assistance	Virginia	\$8,401,820 (including \$500,000 for non-specific RRH and \$500,000 for veteran RRH)
State General Funds Homeless Prevention	Virginia	\$4,050,000
Housing Opportunities for Person with AIDS/HIV (HOPWA)*	Federal -HUD	\$731,898
<b>TOTAL</b>		<b>\$15,936,012</b>



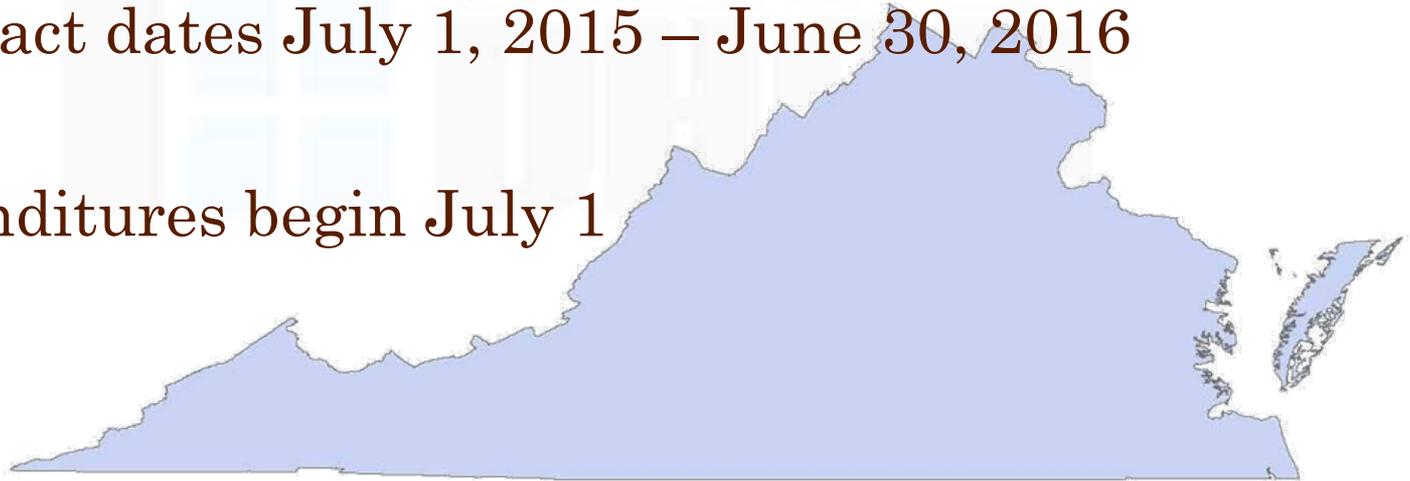
# FY 2016 VHSP Funding

- Renewal funding
- Additional RRH funding - \$500,000 (non-specific)
  - Requests for approximately \$1.4M
  - Awarded to CoCs/LPGs with scores above 75
  - Tiered percentages based on score
    - Over 100 points 75%
    - Between 90 and 99 points 50%
    - Between 80 and 89 points ~ 32%
- Additional RRH funding - \$500,000 (veterans)
  - All requests awarded
  - Encourage grantees serving veterans to talk with DHCD about accessing funds



# Grant Agreements

- VHSP agreement with the lead agency
- VHSP contracts with the grantees identified on the year two spending plan
- Contract dates July 1, 2015 – June 30, 2016
- Expenditures begin July 1





# Match Requirement

- 25 percent match is required
- Based on the total amount of funds allocated to the local CoC or planning group, excluding HOPWA funding
- May be met at the community and/or grantee level
- Allowable sources of match are cash, the fair rental value of any donated material or space and any salary paid from local or private sources which, have not otherwise been charged to VHSP
  - Match resources also may include in-kind donations, and volunteer labor. The worth of in-kind donations and labor are based on the value at the time of the donation or service rendered
  - As documented on the Corporation for National and Community Service website - [http://www.volunteeringinamerica.gov/pressroom/value\\_states.cfm](http://www.volunteeringinamerica.gov/pressroom/value_states.cfm), Virginia's volunteer hourly rate is **\$24.49**

# Eligible Activities:

## The focus of all activities are:

- To quickly obtain permanent housing (primary focus)
- To obtain housing stability (secondary focus)

## Eight eligible activities

- Shelter Operations
- Rapid Re-Housing (non specific and veteran specific)
- Prevention
- Centralized or Coordinated Assessment System
- CoC Planning
- HMIS
- Administration
- HOPWA Assistance



# Program Participant Eligibility

Program Participant Initial Eligibility by Activity Type*	
Eligible Activity	Program Participant Eligibility
<b>Shelter</b>	<ul style="list-style-type: none"> <li>• Literally homeless</li> <li>• At imminent risk of homelessness</li> <li>• Individuals exiting institution (where they resided temporarily) with no resources or anywhere to go.</li> </ul>
<b>Rapid Re-housing</b>	<ul style="list-style-type: none"> <li>• Literally homeless (shelter residents, living in other situations not meant for human habitation); or</li> <li>• Individuals who were literally homeless prior to entering an institution (where they resided temporarily – 90 days or less) and are exiting the institution with no resources or anywhere to go; AND</li> <li>• No other resources</li> </ul>
<b>Prevention</b>	<ul style="list-style-type: none"> <li>• At imminent risk of homelessness; AND</li> <li>• Household income below 30 percent AMI; AND</li> <li>• No other resources</li> </ul>



# Rapid Re-housing Veteran Specific

- All literally homeless veterans who lack a fixed, regular, and adequate nighttime residence including those residing in a shelter or a place not meant for human habitation, those exiting an institution where they resided temporarily, and those fleeing or attempting to flee domestic violence are eligible for veteran rapid re-housing.
- A veteran is any military member who has been released from their obligation to continue service in the armed forces. To be eligible for services, a veteran does not have to have received an honorable discharge. All veterans are eligible regardless of discharge type.
- Eligible household types include a single veteran or a family in which the head of the household, or the spouse of the head of the household, is a veteran.



# Housing Focused Case Management

**Clients must receive housing focused case management at least one time per month**

**Documentation of case management must be in the client file**

**This case management includes but is not limited to:**

- Conducting assessments
- Facilitating access to mainstream resources
- Monitoring and evaluating program participant progress
- Developing and following up on individualized housing and service plans
- Coordinating with and referring to other providers



# Voluntary Support Services

**While case management is required at least monthly, supportive services may not be required of program participants.**



# Elimination of Barriers

- Coordinated assessment
- Shelters
- Movement through the homeless system to permanent housing



# The Definition of 'family'

## Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

*Family* includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

<https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included>



# Appropriate Placement for Transgender Persons

## Single-Sex Emergency Shelters and Other Facilities

HUD assumes that a provider that makes decisions about eligibility for or placement into single-sex emergency shelters or other facilities will place a potential client (or current client seeking a new assignment) in a shelter or facility that corresponds to the gender with which the person identifies, taking health and safety concerns into consideration.

A client's or potential client's own views with respect to personal health and safety should be given serious consideration in making the placement.



# Reporting

- Quarterly
- Year End
- Veteran
- CoC/LPG System level



# Required Documents

- Minimum Eligibility Requirements (provided)
- Homeless Certification Form (provided)
- Basic Habitability Checklist (provided)
- Visual Lead Inspection (provided)
- Rent Reasonableness (documentation)
- Fair Market Rent (documentation)
- Proof of Attempted Diversion from homelessness (documentation)
- Comprehensive Standardized Assessment Tool (not provided)
- Housing Barrier Assessment (not provided)
- Housing Plan (not provided)
- Landlord/Program Participant Written Agreement (not provided)
- Signed Valid Lease (not provided)

*See program guidelines for all required documents*



# DHCD Website

[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

The screenshot shows a web browser window displaying the DHCD website. The main content area is titled "VIRGINIA HOMELESS SOLUTIONS PROGRAM (VHSP)". Below the title, there is a "Program Contact" section for Nichele Carver. The page describes the program's funding and goals, followed by an "ELIGIBILITY" section. A red arrow points to the "PROGRAM RESOURCES" section, which lists various documents and forms available for download. The right sidebar contains a search bar, social media links, and a "DHCD QUICK MENU" with links to various program and administrative pages.

**VIRGINIA HOMELESS SOLUTIONS PROGRAM (VHSP)**

Program Contact  
Nichele Carver  
hsnh@dhcd.virginia.gov

The Virginia Homeless Solutions Program (VHSP) is a state- and federally-funded program funded by the State General Fund and the federal Emergency Solutions Grant (ESG) to support Continuum of Care (CoC) strategies and homeless service and prevention programs that align with the following goals:

- To reduce the number of individuals/households who become homeless;
- To shorten the length of time an individual or household is homeless; and
- To reduce the number of individuals/households that return to homelessness.

**ELIGIBILITY**

Eligible applicants include units of local governments, nonprofits, planning district commissions (PDCs)\* and public housing authorities (PHAs)\*. Eligible activities for the VHSP are shelter operations, rapid re-housing, prevention, child services coordination, centralized/coordinated assessment systems, CoC planning, HMIS, administration and HOPWA assistance.

\*Able to contract for all eligible VHSP activities excluding shelter operations and rapid re-housing

**PROGRAM RESOURCES**

- Program Guidelines
- VHSP Renewal Webinar
- FY15 VHSP Funding
- Crisis Assistance Directory
- Current Fair Market Rents
- HOPWA Service Providers Map
- HOPWA Reimbursement Form
- Rent Reasonableness Checklist
- VHSP Request for Reimbursement
- Income Re-Certification Form
- Basic Habitability Checklist
- Lead-Based Paint Visual Assessment Form
- Homeless Certification Form
- Prevention Program Participant Eligibility
- Rapid Re-Housing Program Participant Eligibility

**DHCD QUICK MENU**

- ABOUT DHCD
- COMPLETE PROGRAM LIST
- VIRGINIA'S RESILIENCY PLAN
- BUSINESS APPRECIATION MONTH
- BOARDS AND COMMISSIONS
- JOB OPPORTUNITIES
- PRESS RELEASES
- PROCUREMENT OPPORTUNITIES
- VIRGINIA HOUSING TRUST FUND PLAN
- LOOKING FOR RENTAL HOUSING?
- PRIVATE ACTIVITY BONDS
- GOVERNOR'S HOUSING CONFERENCE
- COMMUNITY BUSINESS LAUNCH (CBL)
- CALENDAR OF EVENTS

**MOST READ CONTENT**

- Virginia Uniform Statewide Building Code (USBC)
- Down Payment Assistance (DPA)
- Down Payment Assistance (DPA)
- Emergency Assisted Housing



# Proof of diversion attempt in shelter files

- Case notes or a form need to be present in each file clearly documenting all attempts to divert the individual or family from homelessness
- Each CoC/LPG needs to ensure that each partner receives the attempted diversion documentation when individuals/families enter shelter



# Fair Market Rent and Rent Reasonableness Requirement

When households are moved into a new unit or stabilized into an existing unit . The rent must meet two standards.

- Rent Reasonableness – rent is equal to or less than other like units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD established FMR for the unit size in the area



# Update CAMS Users

Log onto CAMS and go to profile then manage staff

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

Welcome Nichele R. Carver, Profile Manager  
Va Department of Housing and Community Development **Log Out**

**Staff**

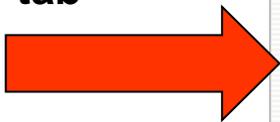
	Title	Contact Phone	Primary Role	
	Project Manager	Work: (804) 339-9935 Cell:	Project Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Associate Director	Work: (804) 555-9898 x 77776 Cell:	Project Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Housing Program Assistant	Work: (804) 371-7100 Cell:	Project Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Program Manager	Work: (804) 371-7113 Cell:	Profile Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Consultant	Work: (804) 554-0908 Cell:	Consultant	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Housing Program Analyst	Work: (804) 371-7014 Cell:	Organization Review	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	DHCD Staff	Work: (804) 371-7000 Cell: (804) 999-9999	Project Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Housing Program Administrator	Work: (804) 555-1212 Cell:	Organization Review	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Manager	Work: (804) 225-3128 Cell:	Organization Head	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	Project Manager	Work: (804) 339-9935 Cell:	Project Manager	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
	pm	Work: (804) 274-4448 Cell:	Consultant	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

For directions on how to update staff roles in CAMS go to the [CAMS user guide](#)



# Finalizing Project Creation

Go to the Project Information tab



The screenshot shows the DHCD CAMS Portal interface. The browser address bar displays the URL: [https://dmz1.dhcd.virginia.gov/CAMSPortal/Projects/PrjDetail.aspx?Prj=636&Order=Prj\\_Name&](https://dmz1.dhcd.virginia.gov/CAMSPortal/Projects/PrjDetail.aspx?Prj=636&Order=Prj_Name&). The page title is "DHCD CAMS Portal". The user is logged in as "Nichele C, Profile Manager" and is in the "Va Department of Housing and Community Development".

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

The "Project Detail" section shows the following information:

- Project Name: TEST - Homeless Crisis Response System [Edit?](#)
- Program Name: Virginia Homeless Solutions Program 2014 - 2016
- Contract #: VHSP-1011
- Contract Start/End Date: 06/01/2014 - 06/30/2015
- Place of Performance: 600 E. Main Street, Richmond

The "Project Information" tab is selected, showing the following details:

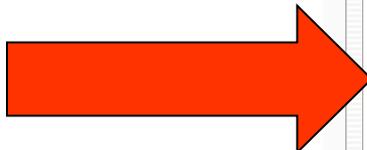
- Organization Name: Va Department of Housing and Community Development
- Organization FEIN: \*\*\*\*\*9782
- Payment Routing: 00
- Project Primary Contact: Nichele (First Name), C (Last Name), Program Manager (Title), nichele.carver@dhcd.virginia.gov (Email), 804-371-7113 (Work Phone)
- Project Location: 600 E. Main Street (Address), Richmond (City), 23219-2416 (Zip Code)
- Primary Service Area: Henrico (County), No City Selected (City), No Town Selected (Town)

A "Save" button is located at the bottom of the form.



# Finalizing Project Creation

Verify the information; update if needed.



Browser: [https://dmz1.dhcd.virginia.gov/CAMSPortal/Projects/PrjDetail.aspx?Prj=636&Order=Prj\\_Name&](https://dmz1.dhcd.virginia.gov/CAMSPortal/Projects/PrjDetail.aspx?Prj=636&Order=Prj_Name&)

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

Welcome Nichele C, Profile Manager  
Va Department of Housing and Community Development [Log Out](#)

### Project Detail

[Back To Project List](#)

Project Name: TEST - Homeless Crisis Response System [Edit?](#)      Program Name: Virginia Homeless Solutions Program 2014 - 2016      Contract #: VHSP-1011  
Contract Start/End Date: 06/01/2014 - 06/30/2015      Place of Performance: 600 E. Main Street, Richmond

Project Information | Project Budget | Remittances | Reports & Communication

#### Project Information

Organization Name: Va Department of Housing and Community Development      Organization FEIN: \*\*\*\*\*9782      Payment Routing: 00

**Project Primary Contact**

First Name\*: Nichele      Last Name\*: C  
Title\*: Program Manager      Email\*: nichele.carver@dhcd.virginia.gov  
Work Phone\*: 804 - 371 - 7113

**Project Location**

Address\*: 600 E. Main Street      Zip Code\*: 23219 - 2416 [Whats 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.

[Save](#)



# Finalizing Project Creation

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

Project Name: TEST - Homeless Crisis Response System [Edit?](#) Program Name: Virginia Homeless Solutions Program 2014 - 2016 Contract #: VHSP-1011  
Contract Start/End Date: 06/01/2014 - 06/30/2015 Place of Performance: 600 E. Main Street, Richmond

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

**Project Information**

Organization Name: Va Department of Housing and Community Development Organization FEIN: \*\*\*\*\*9782 Payment Routing: 00

**Project Primary Contact**

First Name\*: Nichele Last Name\*: C  
Title\*: Program Manager Email\*: nichele.carver@dhcd.virginia.gov  
Work Phone\*: 804 - 371 - 7113

**Project Location**

Address\*: 600 E. Main Street Zip Code\*: 23219 - 2416 [Whats 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.

Add all applicable Primary Service Areas





# Finalizing Project Creation

Once all project information has been entered and checked click **Save** at the bottom of the page.

Project Detail [Back To Project List](#)

Project Name: TEST - Homeless Crisis Response System [Edit?](#) Program Name: Virginia Homeless Solutions Program 2014 - 2016 Contract #: VHSP-1011  
Contract Start/End Date: 06/01/2014 - 06/30/2015 Place of Performance: 600 E. Main Street, Richmond

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

**Project Information**

Organization Name: Va Department of Housing and Community Development Organization FEIN: \*\*\*\*\*9782 Payment Routing: 00

**Project Primary Contact**

First Name\*: Nichele Last Name\*: C  
Title\*: Program Manager Email\*: nichele.carver@dhcd.virginia.gov  
Work Phone\*: 804 - 371 - 7113

**Project Location**

Address\*: 600 E. Main Street Zip Code\*: 23219 - 2416 [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.



# Contract in CAMS

Go to the Reports and Communications Tab

To access the signed grant agreement click Contract Document



Project Detail

Project Name: Test VHSP 2014-15 Edit2 Program Name: Virginia Homeless Solutions Program 2014 - 2015 Contract #: VHSP - 1011  
Contract Start/End Date: 07/01/2014 - 06/30/2015 Phase of Performance: 600 East Main Street, Richmond

Project Information | Project Budget | Remittances | Reports & Communication

Reports & Communication

Display Name	Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/>	Contract Document		Incomplete	1/21/2015	Luke B. Tate	X
<input type="checkbox"/>	Contract Document		Incomplete	1/23/2015	Luke B. Tate	X
<input type="checkbox"/>	Contract Document		Accepted	6/18/2015	DHCD Accepted	
<input type="checkbox"/>	VHSP grant agreement 2015-16 Contract Document	7/31/2015	Not Started			

Total Reports: 4

Contact Us | FAQ | DHCD Site  
Copyright © 2012 DHCD

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



# Contract in CAMS

You will then open signed grant agreement and print it for your agency director's signature

The screenshot shows the DHCD CAMS Portal interface. The browser address bar displays the URL: <https://dmz1.dhcd.virginia.gov/camsportal/Projects/ProjectReport.aspx?tid=E1680>. The page title is "DHCD CAMS". The user is logged in as "Nichele" and is the "Profile Manager" for the "Va Department of Housing and Community Development". The navigation menu includes: Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The main content area is titled "Contract Document" and displays the following information:

Organization: Va Department of Housing and Community Development	Project: Test VHSP 2014-15	Contract#: VHSP - 1011	Date due: 06/18/2015
		Report Status: Accepted	Last Updated: 06/18/2015
			Updated by: DHCD
			Accepted

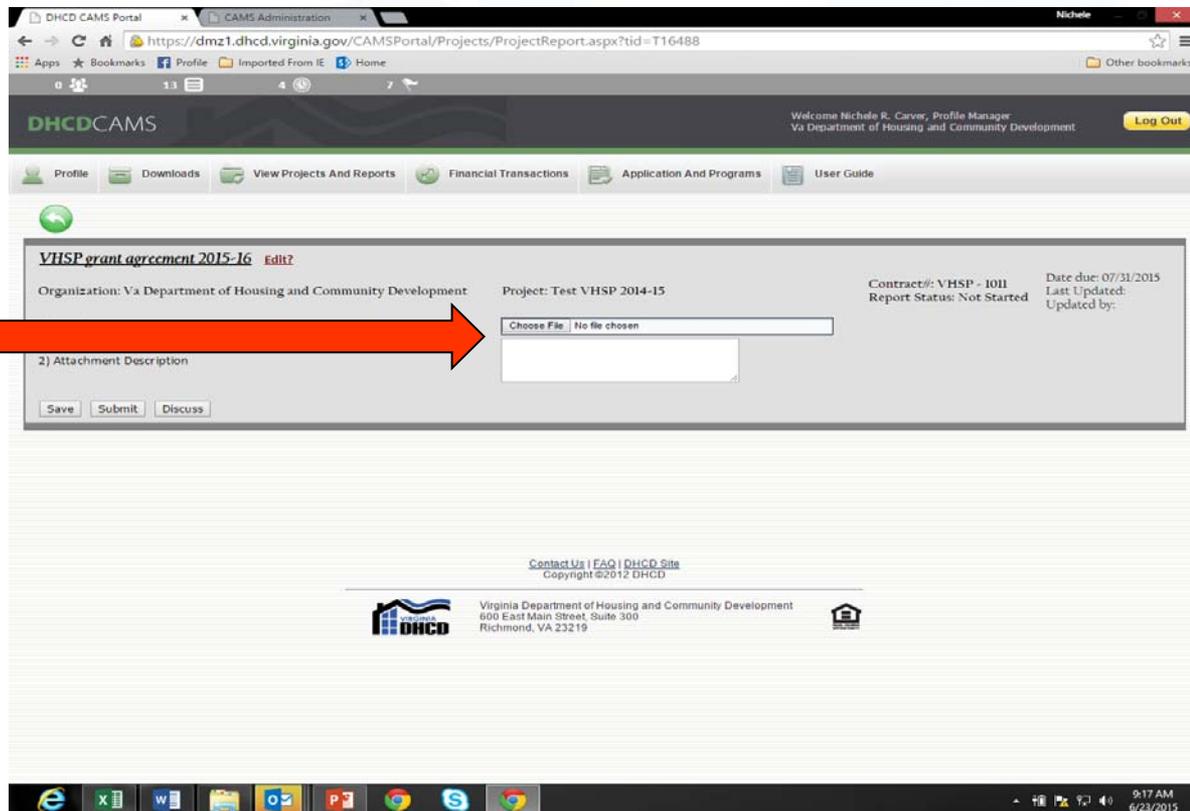
Below the contract information, there is a section for "2) Attachment Description" with a "Discuss" button. An orange arrow points to the attachment: "VHSPGrantAgreement2015finaltest2616201524842.pdf" with the description "VHSP grant agreement 2015-16".

At the bottom of the page, there is a footer with the 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: "9:14 AM 6/22/2015".



# Contract in CAMS

Lastly the grant agreement, signed by the agency director, will be uploaded into CAMS by the July 10, 2015 due date.





# Submitting budget in CAMS

Go to the Project budget tab



DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=314

Welcome Lyndsi Austin [Log Out](#)

Profile Search Programs Downloads Apply Application Status View And Manage Projects User Guide

**Application Submission** [Print](#)

Application ID: 34903292012124816 Project Name: IQ Project - HSG on 3/29 Program Name: HSG  
Application Start Date: 03/29/2012 Application End Date: 07/01/2012

**Project Budget** Narrative Information Attachments Additional Information

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

Please enter your Total Request: \$  Revision #: AO00001 [Original Budget](#)

Cost/Activity Category		DHCD Request	Other Funding	Total
+ Shelter Operations	<a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
+ Rapid Re-Housing	<a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
+ Stabilization Services	<a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
+ HMIS (5% limit)	<a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
+ ADM (5% limit)	<a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Done

Start | DHCD CA... | Home - Wind... | Integrated Di... | IT Matters ... | L:\Housing P... | Completing th... | Local intranet | 100% | 11:52 AM



# Submitting budget in CAMS

Enter grant award in the total request box

**DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership**

http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=314

Welcome Lyndsi Austin [Log Out](#)

**Application Submission** [Print](#)

Application ID: 34903292012124816 Project Name: IQ Project - HSG on 3/29 Program Name: HSG  
Application Start Date: 03/29/2012 Application End Date: 07/01/2012

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

Please enter your total request: \$

Cost/Activity Category	DHCD Request	Other Funding	Total
<input type="checkbox"/> Shelter Operations <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Rapid Re-Housing <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Stabilization Services <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> HMIS (5% limit) <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> ADM (5% limit) <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Revision #: AO00001 [Original Budget](#)



# Submitting budget in CAMS

The screenshot shows the CAMS Administration web application interface. The browser title is "CAMS Administration - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows the URL: [http://apps/cams/ProjManage/AppDetail.aspx?AppID=82&PID=15&SID=28&Value=0&By=0&Order=Company\\_Name](http://apps/cams/ProjManage/AppDetail.aspx?AppID=82&PID=15&SID=28&Value=0&By=0&Order=Company_Name). The page header includes the Virginia DHCD logo and the text "VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Partners for Better Communities". Navigation links include "Program Setup", "Admin Management", and "Glossary". The main content area is titled "Application Detail" and shows information for "ACTS Rapid Rehousing Project". The "Project Budget" tab is active, displaying "Project Budget Information" with a budget revision number of "AO00001". A table lists budget items with columns for "DHCD Request", "Other Funding", and "Total". A red arrow points to the "Add" button next to the "Cost/Activity Category" dropdown menu.

Cost/Activity Category	Original Budget		
	DHCD Request	Other Funding	Total
<input type="checkbox"/> [Dropdown]	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Case Management	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Security	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Rent	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> HI Supplies	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Ad Maintenance (mit)	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> Utilities	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/> T Other	\$ 0.00	\$ 0.00	\$ 0.00

Click on **Add** to view and select line item.



# Submitting budget in CAMS

**Application Detail**

App ID: 2804172012133429    Project Name: ACTS Rapid Rehousing Project    Program Name: Homeless Solutions Grant 2012-13  
Application Start Date: 04/06/2012    Application End Date: 05/18/2012    Submitted on: 05/16/2012

**Project Budget Information**

Budget Revision #: AO00001

Cost/Activity Category	DHCD Request	Other Funding	Original Budget	Total
<input type="checkbox"/> Shelter Operations <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> Case Management <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> Security <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> Rent <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> HI Supplies <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> Ad Maintenance (submit) <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> T Utilities <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00
<input type="checkbox"/> T Other <span>Add Delete</span>	\$ 0.00	\$ 0.00		\$ 0.00

Select applicable line item from the drop down menu.



# Submitting budget in CAMS continued

**IMPORTANT:**  
Repeat the add and selection process to pull down each line item for each Cost/Activity Category

The screenshot shows the CAMS Administration web application interface. The browser title is "CAMS Administration - Windows Internet Explorer provided by Virginia IT Partnership". The URL is [http://apps/cams/PriManage/AppDetail.aspx?AppID=82&PID=15&SID=28&Value=0&By=0&Order=Company\\_Name](http://apps/cams/PriManage/AppDetail.aspx?AppID=82&PID=15&SID=28&Value=0&By=0&Order=Company_Name). The page header includes the Virginia DHCD logo and the text "VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Partners for Better Communities". Navigation links include "Program Setup", "Admin Management", and "Glossary". The user name "Lyndsi Austin" is displayed.

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

- App ID: 2804172012133429
- Project Name: ACTS Rapid Rehousing Project
- Program Name: Homeless Solutions Grant 2012-13
- Application Start Date: 04/06/2012
- Application End Date: 05/18/2012
- Submitted on: 05/16/2012

The "Project Budget" tab is active, showing "Project Budget Information" with "Budget Revision #: AO00001". The "Cost/Activity Category" is "Shelter Operations". A dropdown menu is open, showing the following items:

- Case Management
- Security
- Rent
- Supplies
- Maintenance Utilities
- Other

Each item has "Add" and "Delete" buttons. The table below shows the budget details:

	DHCD Request	Other Funding	Total
Shelter Operations	\$ 0.00	\$ 0.00	\$ 0.00
Case Management	\$ 0.00	\$ 0.00	\$ 0.00
Security	\$ 0.00	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 0.00	\$ 0.00	\$ 0.00
Maintenance Utilities	\$ 0.00	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00	\$ 0.00



# Submitting budget in CAMS continued

Insert dollar amounts to correspond with line items. Some line items will remain zero as you may not plan to spend money from every line at this point

The screenshot shows the CAMS Administration web application interface. The main content area displays 'Project Budget Information' for a specific application. The table below shows the budget details for various cost/activity categories.

Cost/Activity Category	DHCD Request	Other Funding	Original Budget
			Total
Shelter Operations	\$ 0.00	\$ 0.00	\$ 0.00
Case Management	\$ 0.00	\$ 0.00	\$ 0.00
Security	\$ 0.00	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 0.00	\$ 0.00	\$ 0.00
Maintenance	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00	\$ 0.00

**Budgets will be denied if each line item has not been dropped down**



# Submitting budget in CAMS

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

Please enter your Total Request: \$  Revision #: A000001 [Original Budget](#)

Cost/Activity Category	DHCD Request	Other Funding	Total
Shelter Operations <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
Rapid Re-Housing <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
Stabilization Services <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
HMIS (5% limit) <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
ADM (5% limit) <a href="#">Add</a> <a href="#">Delete</a>	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Budget Narrative:**  
test budget  
good luck!

[Save](#)

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600 East Main Street, Suite 300

Once all budget line item detail has been entered click **Save** at the bottom of the page.



# Remittances

## New process

- Remittances may be submitted for reimbursement the month following the actual expense. i.e. expenses paid for during the month of Sept. can be submitted anytime between Oct. 1-31.

## Why?

- Assist with cash flow issues
- Allow DHCD to see a more accurate picture of expenditure rates

**Allow 30 days for payment to be deposited from a *correct* remittance**



# Remittances

## Common errors and reasons for denial

- Missing information (check numbers, dates, staff positions)
- Supporting documentation doesn't match CAMS remittance (wrong amounts, wrong activities)
- Dates outside of the remittance period
- Missing signature



# Remittances

**Each quarter random remittances will be selected for a more extensive expense review**

The program administrator will request supporting documentation for the remittance to include:

- pay stubs
- lease agreements
- bills and contracts



# Submitting remittances in CAMS

Go to the Remittances tab

The screenshot shows the DHCD CAMS Portal interface. At the top, there is a navigation bar with the DHCD CAMS logo and a user welcome message: "Welcome Katy Dynes, Profile Manager, Organization Head, Project Manager, Va Department of Housing and Community Development - Community Dev Division". A "Log Out" button is visible in the top right corner. Below the navigation bar, there are several menu items: Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The main content area is titled "Project Detail" and contains the following information:

- Project Name: test [Edit?](#)
- Contract Start/End Date: 07/01/2013 - 06/30/2014
- Program Name: Homeless Solutions Grant 2013-14
- Place of Performance: 123 Anywhere Lane, Henrico
- Contract #: test

Below the project details, there are two tabs: "Remittances" and "Reports". The "Remittances" tab is selected, and an orange arrow points to it from the text "Go to the Remittances tab". Under the "Remittances" tab, there is a section titled "Remittances Information" with the text "No Remittances found!" and a link "Enter New Remittance".

At the bottom of the page, there is a footer with the following text: "Contact Us | FAQ | DHCD Site", "Copyright ©2012 DHCD", and the Virginia Department of Housing and Community Development logo and address: "Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219".



# Submitting remittances in CAMS

Click on the Enter new remittances tab and begin the process

The screenshot shows the DHCD CAMS Portal interface. At the top, there is a navigation bar with the DHCD CAMS logo and a welcome message for Katy Dynes. Below this is a menu with options like 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 a project named 'test'. The 'Remittances' tab is selected, and a red arrow points to the 'Enter New Remittance' button. The footer contains contact information for the Virginia Department of Housing and Community Development.

Project Name: test [Edit?](#) Program Name: Homeless Solutions Grant 2013-14 Contract #: test  
Contract Start/End Date: 07/01/2013 - 06/30/2014 Place of Performance: 123 Anywhere lane, Henrico

**Project Information** | Project Budget | **Remittances** | Reports

Remittances Information  
No Remittances found!

[Enter New Remittance](#)

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Richmond, VA 23219



# Quarterly Conversations

**Each quarter the Program Administrator will work with the lead agency to set up a quarterly conference call or face to face meeting**

- Allows better tracking of expenditure rates
- Discuss any issues that may require DHCD intervention
- Learn about trends that are occurring at the local level (good and bad)



# Next Steps

- Revised guidelines will be sent out to you by the end of this week
- Once all of the year two requests have been returned (some required adjustments) contracts will be uploaded in CAMS



# Important Dates

## Housing Trust Fund How-to-Apply Sessions

**July 7, 2015 10 a.m.-noon**

REALTOR Association of Prince  
William

4545 Daisy Reid Avenue  
Suite 150  
Woodbridge, VA 22192

**July 8, 2015 2-4 p.m.**

Hampton Newport News CSB  
300 Medical Drive  
Hampton, VA 23666

**July 9, 2015 1-3 p.m.**

Wytheville Meeting Center  
333 Community Boulevard  
Wytheville, VA 24382

**July 13, 2015 1-3 p.m.**

Webinar



# Important Dates

## Homeless Assistance Programs Input Sessions

10/19 – Roanoke

10/20 – Abingdon

10/22 – Richmond

10/27 – Arlington

10/28 - Hampton

## CoC Pre-conference Meeting

Wednesday, November 18, 2015 - Hampton



# Questions ????



# Contact Information

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