

CAMS 101

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Program Administrator



VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
Partners for Better Communities

What is CAMS?

- A tool where you submit applications.
- A tool where you submit remittances.
- A tool where you can archive project materials.

CAMS Resources

- The *newly updated* User Guide is full of CAMS knowledge, available 24/7.
- Your Program Administrator!






















































































CAMS PORTAL USER GUIDE

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Version 2.0.0

Updated April 2026

User Roles- Primary/Project Role

Role		General Access						Project Access			
Name	Type	Organization	Staff	Project Roles	Audits	Documents	Applications	Project Information	Budget	Remittances	Reports & Documents
Profile Manager											
Organization Head											
Project Manager											
Project Administrator											
Financial Analyst											
Consultant											
Organization Review											
 Primary Only			 Partial Access					 View-Only			
 Primary / Project											

Full Access: User can initiate/edit and save/submit. **No Access:** User cannot access or view this information.
Partial Access: User can initiate/edit and save but cannot submit. **View-Only:** User can access and view this information but cannot make any changes.

Audits

- Only certain roles have permissions to upload audits.
- Audits need to be uploaded into the organization's profile in the audit section.



Reports and Documents

- What should be uploaded?
- What category to use?
- What to name things?

File Naming

- Project number
- Grantee
- Project name
- Document type



File Naming Example

- **25-99 Possumville rehab contract EXECUTED.pdf**



Files Types and Limitations



- CAMS only accepts PDF, ZIP, Excel, and Word file types.
- Attachments for applications can be up to 500MB, otherwise the file size limit is 100MB. May need to break up large files.



Remittances and Documentation

- Be sure to put funds under the correct budget category and sub-category.



Remittances and Documentation



- Be sure to include all necessary documentation in the file you attach.
- You can only attach one file.

Remittances and Documentation



- Ask your Program Administrator to review your documentation before submitting.
- Submit remittances at least quarterly.

Automatic Emails

Come from
noreply@dhcd.virginia.gov

Usually sent when something is approved or denied. Save the approval emails.





Let's Go To CAMS

<https://dhcd.virginia.gov/>

Take Aways

- Check the User Guide if you have questions.
- Remittances- take the time to make sure everything is correct. DHCD staff only have two options: Accept and Deny.
- **Ask your Program Administrator, we are here to help!**

THANK YOU

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