



# Contract On-boarding

# Steps to Get You Started

Complete Your  
Contract



Upload Financial  
Statement or  
Audit



Send EDI Form  
and updated W-9

# Complete Your Contract



1. Request for Prior Authorization
2. Program Design
3. Program Income Plan
4. Performance Pool Program Funds & Leveraged Funds Agreement
5. Anti-Displacement Plan
6. Fair Housing Certification

# Financial Statements or Audit



- If you're a first time DHCD grantee, submit financial statements (i.e., a statement of cash flow, the income statement, balance sheet) to CAMS
- If you're returning DHCD grantee, submit an updated financial audit to CAMS
- Access to upload is only available to the organization's Profile Manager, Head of Organization or Financial Analyst
- [Link to Instructions on Submitting Financial Statements or Audit](#)

# Complete EDI and W-9 Forms



- I will send W-9 and EDI forms once contract is completed
- W-9 is reviewed by DHCD fiscal office
- EDI form and copy of grantee's two bank statements are reviewed by Virginia Department of Accounts (DOA). During a pandemic, they only accept mailed documents.

Questions?



Thank you for all the work you do and I look forward to working with you!