

Weatherization Deferral Repair Program

CAMS Overview Webinar

July 14, 2021



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**

Partners for Better Communities



Housekeeping

- Lines muted due to size of call
- Call is recorded
- Slides/recording will be available at a later date

Overview

- CAMS overview
 - Managing your Weatherization Deferral Repair (WDR) project
- WDR required documentation
- How to get paid
- CAMS demo

Centralized Application & Management System

- Review contracts/agreements/budget
- Submit reports
- Submit remittances and associated documentation
 - Get paid

ACCESS CAMS

English



ABOUT

HOUSING

BUSINESSES

COMMUNITIES

CODES

RESOURCES

HOUSING INNOVATIONS IN ENERGY EFFICIENCY (HIEE)

CONTACT:

Daniel Farrell
daniel.farrell@dhcd.virginia.gov
Aaron Shoemaker
aaron.shoemaker@dhcd.virginia.gov



The Department of Housing and Community Development's (DHCD) Housing Innovations in Energy Efficiency



CAMS Login and Instructions

DHCD CAMS

 Program Search  Registration  Login  User Guide

Welcome to the Virginia Department of Housing and Community Development's Centralized Application and Management System!

Use the navigation bar at the top of the page to search programs without a login (Program Search) or request a profile for your organization (Registration).

If your organization has a CAMS profile, log in using your email and password below.

E-mail*:

Password*:

Log In

CAMS User Guide

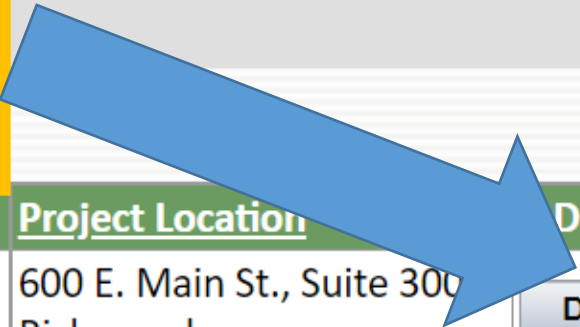
- How to:
 - Register your agency
 - Assign user roles (who needs access?)
 - Submit agency audit (required for payment)
 - Manage your project (reports, remittances, etc.)

Finalizing Project Creation

Manage Downloads Program Search Apply Application Status Projects And Reports Remittance

User Guide

Click "Detail" next to the WDR project for access.



Project List

Program	Project	Contract #	Start Date	End Date	Project Location	Detail
FY 15 Emergency Home and Accessibility Repair Program	EHARP Training Project	15-EHARP-00	7/1/2014	6/30/2015	600 E. Main St., Suite 300 Richmond	Detail
FY 16 Emergency Home and Accessibility Repair Program	EHARP Training Project FY 16		10/1/2016	12/31/2016	600 E. Main St., Suite 300, Richmond	Detail
HOME Rental Project Portfolio	DHCD Apartments		10/1/2015	9/30/2035	600 East Main Street, Richmond	Detail

Reporting Schedule

(Old EHARP Project used as example)

Finalizing Project Creation



Manage



Downloads



Program Search



Apply



Application Status



Projects And Reports



Remittances



Us

Project Management

Project Name: AppCAA - WDR - HIEE - 2022

Program Name: Weatherization Deferral Repair Program (WDR) 2022

Contract Start/End Date: 07/01/2021 - 06/30/2022

Project Location: 175 Military Lane, Gate City

Project Information

Budget

Remittances

Reports & Documents

Project Information

Organization Name: Appalachian Community Action

Organization FEIN: *****5849

Payment Round

Project Primary Contact ?

First Name*:

Lisa

Last Name:

Barton

Title*:

Executive Director

Email*:

lbarton@appcaa.org

Work Phone*:

276 - 452 - 2441

On the first tab, please update the information.

Project Location ?

Address*:

175 Military Lane

Zip Code*:

24251 - 2874 [Whats my +4?](#)

City*:

Gate City

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 Address 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 information for this program for additional information.

County: [Add/Edit County](#)

No County Selected.

City: [Add/Edit City](#)

Norton

Town: [Add/Edit Town](#)

No Town Selected.

Finalizing Project Creation

Project Management

Project Name: AppCAA - WDR - HIEE - 2022
Contract Start/End Date: 07/01/2021 - 06/30/2022

Program Name: Weatherization Deferral Repair Program (WDR) 2022
Project Location: 175 Military Lane, Gate City

Project Information Budget Remittances Report & Documents

Project Information

Organization Name: Appalachian Community Action

FEIN *****5849

Payment Round

Project Primary Contact

First Name*: Lisa

Last Name: Barton

Title*: Executive Director

Email*: lbarton@appcaa.org

Work Phone*: 276 - 452 - 2441

Project Location

Address*: 175 Military Lane

Zip Code*: 24251 - 2874

City*: City

Primary Service

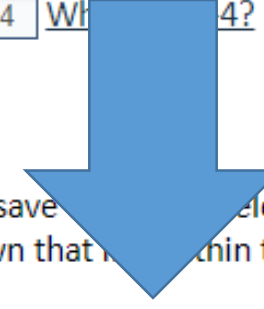
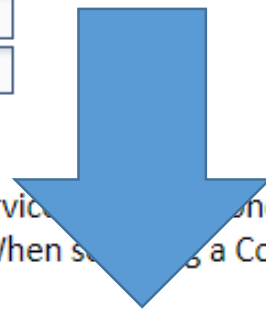
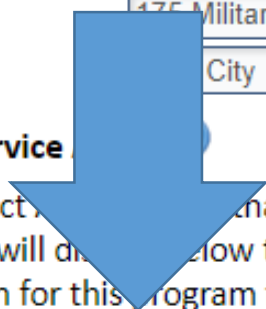
Please select the County, City or Town that will be in your project's primary service area. One County, City or Town must be selected to save. Select the Address information for this program for additional information.

County: Add/Edit County
No County Selected.

City: Add/Edit City
Norton

Town: Add/Edit Town
No Town Selected.

Update the counties, cities, and towns in your service area. Refer to program agreement for details.



Finalizing Project Creation

Title*: Housing Program Analyst

Email*: michelle.hill@dhcd.virginia.gov

Work Phone*: 804 - 371 - 7014

Project Location

Address*: 600 E. Main St., Suite 300

Zip Code*: 23219 - 0001


[Whats my +4?](#)


City*: Richmond

Once you have entered and updated all the information, click "Save"

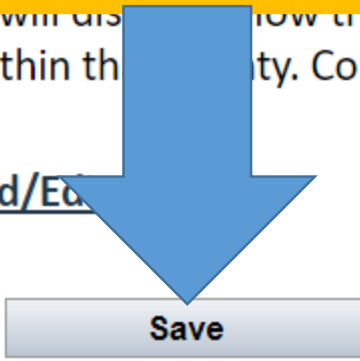
Primary Service Area*

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 the County. Consult the application information for this program for additional information.

County:  [Add/Edit County](#)
Richmond

City:  [Add/Edit City](#)
Richmond

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



Contract in CAMS

Project Management

Project Name: AppCAA - WDR - HIEE - 2022

Program Name: Weatherization Deferral Repair Program (WDR) 2022

Contract Start/End Date: 07/01/2021 - 06/30/2022


Project Location: 175 Military Lane, Gate City

[Project Information](#) [Budget](#) [Remittances](#) [Reports & Documents](#)

Reports & Documents

Add Report/Document:

Download Selected Report(s)/Document(s)

<input type="checkbox"/> Display Name Report Name	Date Due	Status	Date Last Updated	Last Updated By
<input type="checkbox"/> Contract Document 		Accepted	7/7/2021	DHCD Accepted

Total Reports: 1

On "Reports & Documents" tab you can access your fully executed program agreement

Click on the Contract Document.

Contract in CAMS

DHCD CAMS

Welcome Aaron Shoemaker, Organization Review
Appalachian Community Action

Log Out

Manage

Downloads

Program Search

Apply

Application Status

Projects And Reports

Remittances

User Guide



Contract Document

Organization: Appalachian Community Action Project: AppCAA - WDR - HIEE - 2022

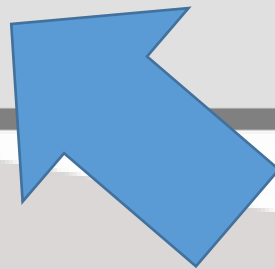
Contract#: 22-WDR-18 Date due:
Report Status: Accepted Last Updated: 07/07/2021
Updated by: DHCD Accepted

1) Attachment

✓ AppCAA772021102533.pdf

2) Attachment Description

Discuss



Click on the Contract Document.

Your WDR CAMS Budget

Project Name: AppCAA - WDR - HIEE - 2022
Contract Start/End Date: 07/01/2021 - 06/30/2022

Program Name: Weatherization Deferral Repair Program (WDR) 2022
Project Location: 175 Military Lane, Gate City

Budget tab displays the total request and remaining funds each repairs and admin.

[Project Information](#) **Budget** [Remittances](#) [Reports & Documents](#)

Budget

Budget Instruction:

Either a 10% or 20% cap on administration costs (see WDR guidelines and program agreement for details)

Please enter your Total Request: \$

Revision #: 100001 (Approved) [View Budget Revisions](#)

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
+ Administration (20% limit)	\$25,980.00	\$0.00	\$25,980.00	\$25,980.00
+ Housing Repairs	\$129,900.00	\$0.00	\$129,900.00	\$129,900.00
TOTAL	\$155,880.00	\$0.00	\$155,880.00	\$155,880.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

Initiating WDR Jobs

Contract Start/End Date: 07/01/2021 - 06/30/2022
Project Location: P.O. Box 610, Urbanna

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

Reports & Documents

Add Report/Document: WDR Initial Set-Up Report

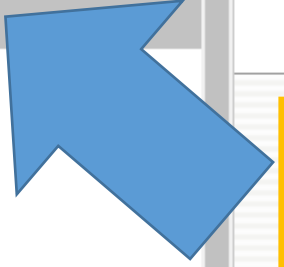
Download Selected Report

Display Name
Report Name

Contract Document

Total Reports: 1

- VMS Final Report
- GO VA Capacity Building Closeout Report
- Financial Sub-Recipient Monitoring
- VMS Grant Quarterly Report
- Norfolk QPR
- RISE QPR
- WDR Initial Set-Up Report**
- Media Document
- Correspondence Document
- Contract Document
- Down Payment Assistance Activity Set Up
- Miscellaneous



On the Reports & Documents tab, click the Add Report/Document dropdown menu.

Click "WDR Initial Set-up Report" and then "Add".

Updated	Last Updated By	Comments
	DHCD Accepted	

Initiating WDR Jobs


06/30/2022

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

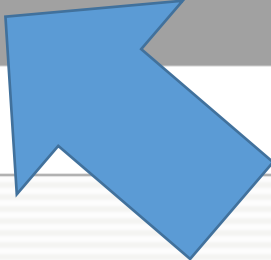
Reports & Documents

Add Report/Document:

Download Selected Report(s)/Document(s)

<input type="checkbox"/>	<u>Display Name</u> <u>Report Name</u>	<u>Date Due</u>	<u>Status</u>	<u>Date Last Updated</u>	<u>Last Updated By</u>	<u>Comments</u>
<input type="checkbox"/>	Contract Document 		Accepted	7/7/2021	DHCD Accepted	
<input type="checkbox"/>	WDR Initial Set-Up Report	8/31/2021	Not Started			

Total Reports: 2



Click "WDR Initial Set-Up Report" to access it.

WDR Initial Set-Up Report

Organization: Appalachian
Community Action

Project: AppCAA - WDR - HIEE - 2022

Contract#: 22-WDR-18
Report Status: Not Started

Date due: 06/31/2021
Last Updated:
Updated by:

1) Date *

2) Property Address *

3) Repair Type *

- Roof
- Structural
- Hazardous Material Removal
- Electrical
- HVAC Unit
- Plumbing
- Other

If "Other" was selected as Repair Type, describe below.

4) Describe

5) Total Cost *

6) Application Form and
Homeowner Agreement *

 No file chosen

7) Authorization and Release Form
*

 No file chosen

8) Photos *

 No file chosen

(Pre-Repair)

***Complete the report for
each individual WDR job.
Click "Save" and
"Submit" when
completed.***

*Attach all photos as single file - Select all photos to be attached (Ctrl + Click or Shift + Click) >
Right click > Send to > Compressed (zipped) folder*

WDR Initial Set-Up Report

Under Reports and Documents, you must add and complete the WDR Report. This includes

- Property address and other info
- WDR Application Form and Homeowner Agreement
- WDR Authorization and Release Form
- Pre-repair photos

WDR Application Form and Homeowner Agreement

- Agreement between your agency and homeowner and/or tenant
- Scope of Work
- Agreement to WAP services after WDR
- Signed by:
 - Your agency
 - Homeowner/Landlord
 - Tenant (if applicable)

[Available on HIEE Webpage](#)

WDR Authorization and Release

- Certification of property ownership and authorization of repairs
- Signed by:
 - You agency
 - Homeowner/Landlord
 - Tenant (if applicable)

[Available on HIEE Webpage](#)

Remittances

Remittances are requests for payment submitted in CAMS.

Two options:

1. Request full payment after job completion (recommended)

OR

2. Split:

- 10% with application signing
- 60% with materials and equipment delivery
- 30% with installation and project delivery

**Click on the Remittances
tab**

Remittances

Project Management

[Back To Project List](#)

Project Name: EHARP Training Project [Edit](#)
Contract Start/End Date: 07/01/2014 - 06/30/2016








Program Name: FY 15 Emergency Home and Accessibility Repair Program
Project Location: 600 E. Main St., Suite 300, Richmond

Contract #: 15-EHARP-00

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

Remittances

[Enter New Remittance](#)

Remittance #	Date Submitted	Amount	Status	Hold	Comments	Print	Withdraw
		\$0.00	Incomplete				<input type="button" value="Withdraw"/>
	12/2/2014	\$0.00	Denied				
	4/10/2015	\$0.00	Denied				
	11/6/2015	\$0.00	Denied				
	6/3/2016	\$0.00	Denied				
	7/25/2016	\$0.00	Denied				
	11/7/2016	\$0.00	Denied				

Total Remittances: 7

**Click "Enter New
Remittance"**

**Enter request amounts
for repair and admin**

Remittances

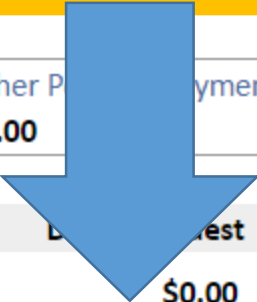
Your Internal Invoice #:

Payee Name: Virginia Department of Housing and Community Development

Payee FEIN: *****7510

Payment Routing: MAIN

Project Budget	=	Total Paid	+	Other Payments	+	This Remittance	+	Available Funds
\$0.00		\$0.00		\$0.00		\$0.00		\$0.00



Cost/Activity Category	Request	Other Funding	Available Funds
<input type="checkbox"/> Home Maintenance	\$0.00	\$0.00	\$0.00
Home Maintenance	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)

Enter an optional explanation for the remittance below (optional):

Attach supporting documentation: Signed cover sheet, invoices, forms, post-repair photos

(Old EHARP project used as example)



Submitting CAMS Remittances

Select Project:

Your Internal Invoice #:

Payee Name: Virginia Department of Housing and Community Development

Payee FEIN: *****7510

Payment Routing: MAIN

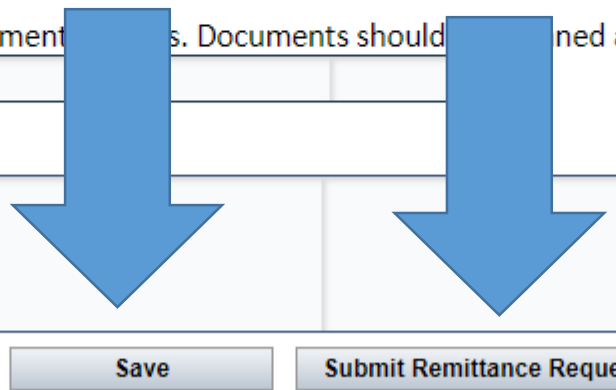
Project Budget	=	Total Paid	+	Other Pending Payments	+	This Remittance	+	Available Funds
\$0.00		\$0.00		\$0.00		\$0.00		\$0.00

Cost/Activity Category	DHCD Request	Other Funding	Available Funds
<input type="checkbox"/> Home Maintenance	\$0.00	\$0.00	\$0.00
Home Maintenance	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

Attach supporting documentation below in zip, pdf, excel or word documents. Documents should be named and consolidated into a single file. [Need Help?](#)

No file chosen

Enter any additional explanation for the remittance below (optional):



Save and click "submit remittance request"

(Old EHARP project used as example)

Remittance Documentation

- Signed summary cover sheet (available on HIEE webpage)
- Financial documentation (invoices)
- WDR General Contractor Affidavit, Warranty and Lien Waiver (HIEE webpage)
- WDR Certificate of Completion (HIEE webpage)
- Post-repair photos

Remittance Summary Cover Sheet

- Amount must match request in CAMS
- Can put up to five jobs/addresses per remittance
- Must be signed
- Submit as PDF (preferred) or zip file with other documentation

Remittance Summary Coversheet

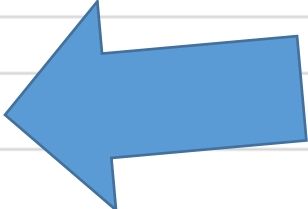
DHCD Weatherization Deferral Repair Payment Request Summary Sheet

Subgrantee Name:

Agreement Number: 22-WDR-

Date Submitted:

Authorized Person Submitting Report:



Fill in agency name, contract #, submission date, and person submitting

Activity

Work performed by
(Subgrantee/Contractor
names)

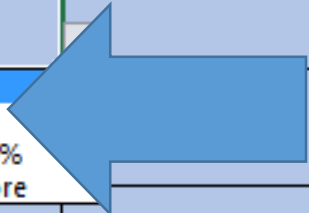
Job Address

Amount

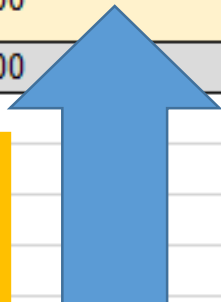
Remittance Summary Coversheet

Activity	Work performed by (Subgrantee/Contractor names)	Job Address	Amount
			\$0.00
Total Job Cost - 100% Agreement Signed - up to 10% Materials and Equipment Delivery - up to 60% Installation and Project Delivery - 30% or more			\$0.00
			\$0.00
			\$0.00
			\$0.00
Administration Request (if applicable)	Use "Administration" tab to document Administration expenses		\$0.00
Total Payment Request			\$0.00

Select "Total Job Cost" for completed WDR projects



Administration \$ populates from the Administration tab.



Attachment Checklist
Signed Certificate of Completion for all jobs
General Contractor Lien Waiver for all jobs
Post-repair photos for all jobs

Cover Sheet

Administration



Administration Expenses

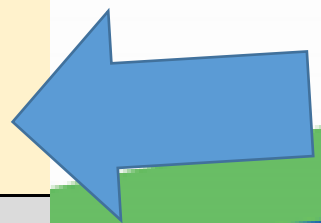
Admin Tab

Staff Name	Staff Job Title	Hourly Rate	Hours	Amount
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Admin Staff Request				\$0.00

Enter information and amount for staff admin expenses.

Description of other Admin Expenses	Amount
	\$0.00
Total Admin Request	\$0.00

For non-staff admin expenses, enter amount and a written description.



Remittances

Allow 30 days for payment to be deposited from a remittance that does not contain discrepancies/errors.

Common errors and reasons for denial:

- Cover sheet does not match remittance request
 - Cover sheet not signed
- Supporting documentation does not match CAMS remittance (wrong amounts, wrong activities, dates don't match remittance period)
- Missing documentation
- Ineligible costs

HIEE Webpage - dhcd.virginia.gov/hiee



The screenshot shows the top portion of the HIEE webpage. At the top center is the Virginia DHCD logo, which consists of a stylized house icon with the text 'VIRGINIA DHCD' below it. To the right of the logo is a search bar with the placeholder text 'What are you looking for?' and a magnifying glass icon. Below the logo and search bar is a navigation menu with the following items: ABOUT, HOUSING, BUSINESSES, COMMUNITIES, CODES, and RESOURCES. Below the navigation menu is a large orange banner with the text 'HOUSING INNOVATIONS IN ENERGY EFFICIENCY (HIEE)'. Below the banner is a white section containing contact information and a description of the program. On the right side of this section is a photograph of a green tree in a field with the chemical formula 'CO2' superimposed on its foliage.

Access CAMS

What are you looking for?

ABOUT HOUSING BUSINESSES COMMUNITIES CODES RESOURCES


HOUSING INNOVATIONS IN ENERGY EFFICIENCY (HIEE)

CONTACT:

Daniel Farrell
daniel.farrell@dhcd.virginia.gov

Aaron Shoemaker
aaron.shoemaker@dhcd.virginia.gov

The Department of Housing and Community Development's (DHCD) Housing Innovations in Energy Efficiency (HIEE) program makes energy efficiency upgrades to new and existing residential buildings to reduce energy bills for low-income Virginians. HIEE is funded through Regional Greenhouse Gas Initiative (RGGI) proceeds.



HIEE Webpage - dhcd.virginia.gov/hiee

Access the most recent versions of:

- WDR Program Guidelines
- Remittance cover sheet form
- WDR required forms

Questions

Contact Information

Weatherization Deferral Repair Questions

- Dan Farrell
Associate Director, Energy Efficiency Office
(804) 929-4271
daniel.farrell@dhcd.virginia.gov
- Aaron Shoemaker
Program Administrator, Energy Efficiency Office
(804) 762-3602
Aaron.Shoemaker@dhcd.virginia.gov

Weatherization Questions

- Nancy Palmer
Housing Program Manager
804-371-7102
nancy.palmer@dhcd.Virginia.gov

CAMS Help Desk

- CAMSHelp@dhcd.Virginia.gov