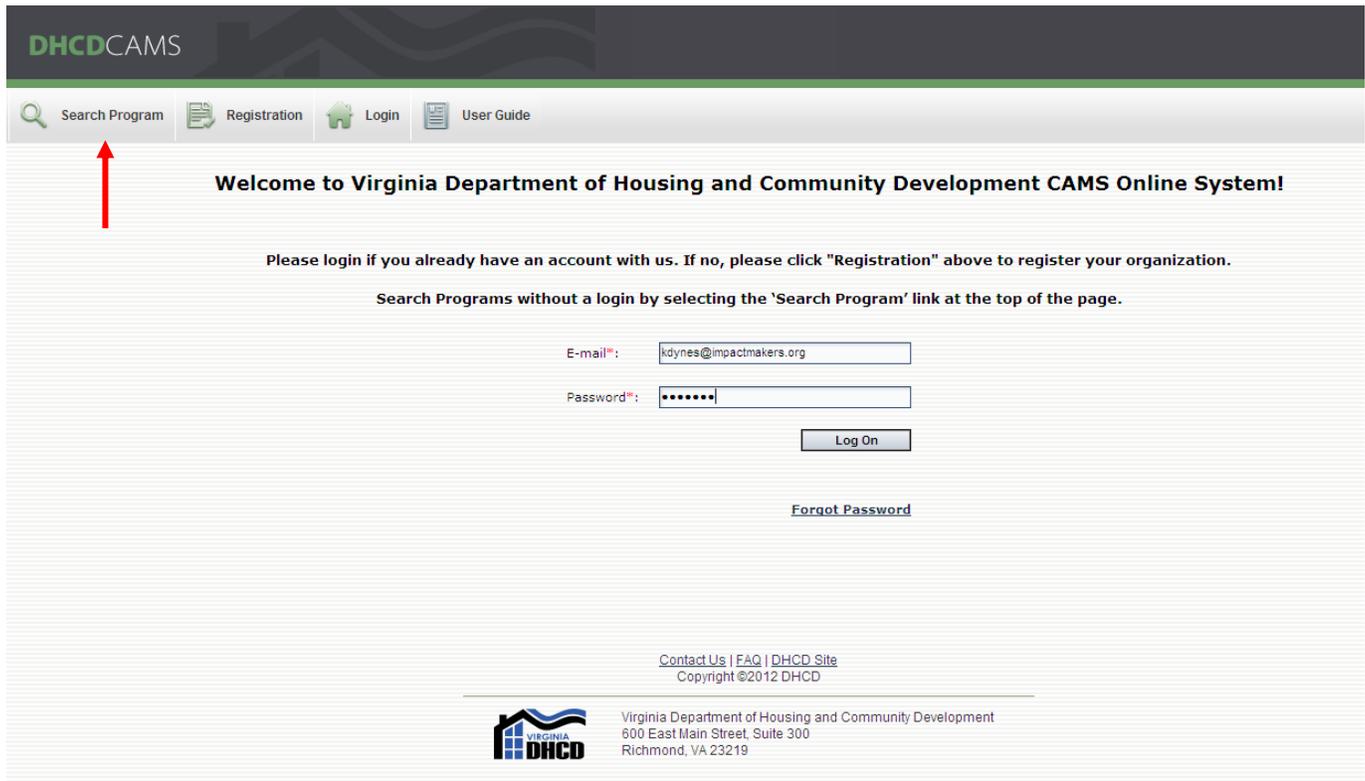


User Reference Guide – Search Programs without a Login

The CAMS application is designed so that customers may explore the details of DHCD programs without the benefit of a Login ID and password. However, in order to apply for funding available through DHCD programs, a CAMS organization profile must be requested and approved. Once approved, Login IDs and passwords will be issued to the Profile Manager and the head of the organization. Additional Login IDs can then be created for organization staff. See the User Reference Guide titled “Register for an organization profile.”

The same program details are available from a search menu after login as well.

Upon selecting the CAMS url, the Login page shown below will display.
Select the ***Search Program*** menu at the top left corner of the page.



DHCDCAMS

Search Program Registration Login User Guide

Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*:

Password*:

[Forgot Password](#)

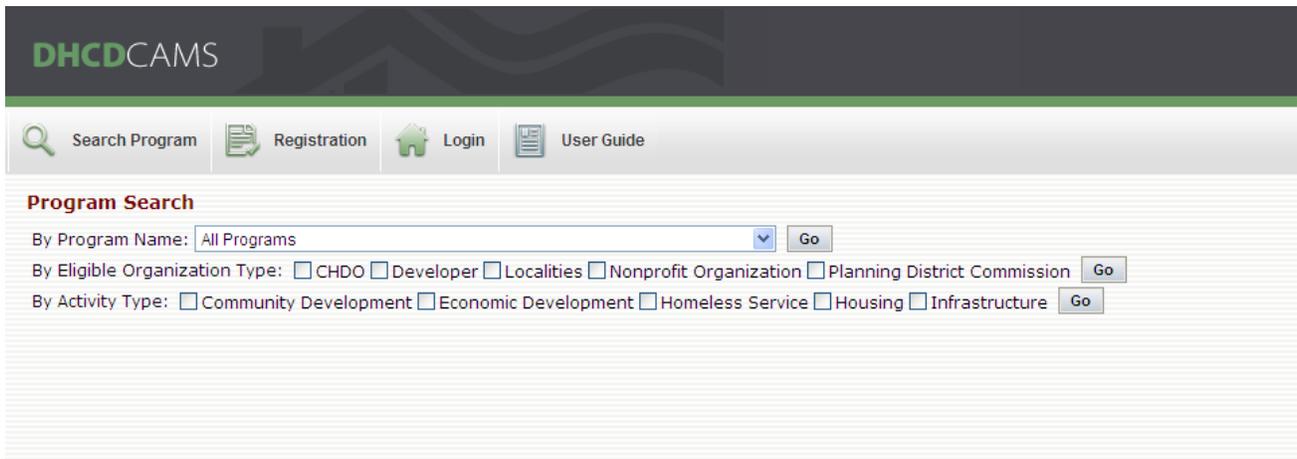
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 Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

User Reference Guide – Search Programs without a Login

The Program Search page will display with three exclusive search options:

- **By Program Name:** Search by All Programs or select a specific program from the dropdown selection, then click on the **Go** button.
- **By Eligible Organization Type:** Select as many as apply, then click on the **Go** button. When an organization registers for a CAMS profile, one or more organization types are selected as a part of the organization profile. By selecting the criteria of specific organization types, programs an organization is eligible for can be searched and all others will not display.
- **By Activity Type:** Select as many as apply, then click on the **Go** button. When an organization registers for a CAMS profile, any activity types that the organization is involved in are selected on the profile request. This information will allow DHCD to send notices and information based on the organization's area of work or interest.



DHCDCAMS

Search Program | Registration | Login | User Guide

Program Search

By Program Name:

By Eligible Organization Type: CHDO Developer Localities Nonprofit Organization Planning District Commission

By Activity Type: Community Development Economic Development Homeless Service Housing Infrastructure

User Reference Guide – Search Programs without a Login

By Program Name: If a specific program is selected for the search, only the details of that program will appear in the search results.

The program information that displays regardless of the type of search is:

Program Name

Program Description

Link - If applicable, a link to program information on the DHCD website

Application start date - if set. If not, “To Be Determined” will display.

Eligible Organization Type: This is the type or types of organizations that are eligible to apply for funding within this program.

Eligible Activity Type: Identifies one or more areas of interest specified on the program.

Additional Information: A link to a document containing additional program information may be included.

The screenshot shows the DHCD CAMS website interface. At the top, there is a navigation bar with the logo 'DHCD CAMS' and links for 'Search Program', 'Registration', 'Login', and 'User Guide'. Below this is the 'Program Search' section. It features three search criteria: 'By Program Name' (set to 'CDBG - Urgent Need'), 'By Eligible Organization Type' (with checkboxes for CHDO, Developer, Localities, Nonprofit Organization, and Planning District Commission), and 'By Activity Type' (with checkboxes for Community Development, Economic Development, Homeless Service, Housing, and Infrastructure). A 'Go' button is present for each criterion. Below the search filters, a message states: 'In order to apply for one of the programs below, your organization must first be registered. Select the Registration link above to initiate the registration process.' This is followed by a note: 'Following search results displays all available programs. Some programs may not be available to all organization types.' A blue header bar indicates '1 Results' and 'Page 1 of 1'. The search result is titled 'Urgent Need' and contains the following text: 'CDBG funding is available to eligible localities on an open submission basis to enable prompt response to existing serious and immediate threats to local health and safety. Up to \$700,000 of CDBG funding is available per project. Visit http://www.dhcd.virginia.gov/communitydevelopmentrevitalization/community_development_block_grant_program.htm for more information.' Below the main text, there are four lines of metadata: 'Application Start Date: TO BE DETERMINED', 'Eligible Organization Type: Localities', 'Eligible Activity Type: Community Development, Housing, Infrastructure', and 'Additional Information: UNOS RFP'.

User Reference Guide – Search Programs without a Login

By Eligible Organization Type: As many types as apply to your organization may be selected. The search results will reflect all programs with the selected organization types. The program information topics are the same as those reflected in the first search above. When the same program is searched, the exact same information will be returned in the search results.

The screenshot displays the DHCD CAMS web application interface. At the top, the logo 'DHCD CAMS' is visible. Below it is a navigation bar with links for 'Search Program', 'Registration', 'Login', and 'User Guide'. The main content area is titled 'Program Search' and features several search filters: 'By Program Name' (set to 'All Programs'), 'By Eligible Organization Type' (with checkboxes for CHDO, Developer, Localities, Nonprofit Organization, and Planning District Commission), and 'By Activity Type' (with checkboxes for Community Development, Economic Development, Homeless Service, Housing, and Infrastructure). A message states: 'In order to apply for one of the programs below, your organization must first be registered. Select the Registration link above to initiate the registration process.' Below this, a note says: 'Following search results displays all available programs. Some programs may not be available to all organization types.' The search results are displayed on 'Page 2 of 11' and show '21 Results'. The first result is titled 'Urgent Need' and describes CDBG funding available to eligible localities. It includes a link to a website for more information and specifies application dates (12/1/2011 to 10/31/2012) and eligible organization types. The second result is titled 'Local Innovation' and describes a program providing funds for innovative projects, with a list of examples: Individual Development Account programs, Loan funds to support Economic Restructuring activities, Entrepreneurship Development, and Heritage Tourism projects. The bottom of the screenshot shows a Windows taskbar with 'Local intranet' and a security warning.

User Reference Guide – Search Programs without a Login

By Activity Type: As many types as apply to your organization may be selected. The search results will reflect all programs with the selected activity types. The program information topics are the same as those reflected in the first search above. When the same program is searched, the exact same information will be returned in the search results.

The screenshot shows a web application interface for searching programs. At the top, there are navigation links: Search Program, Registration, Login, and User Guide. Below this is the 'Program Search' section. It includes a search bar with 'All Programs' selected and a 'Go' button. There are two rows of filters: 'By Eligible Organization Type' with checkboxes for CHDO, Developer, Localities, Nonprofit Organization, and Planning District Commission; and 'By Activity Type' with checkboxes for Community Development, Economic Development, Homeless Service, Housing (checked), and Infrastructure. A note states: 'In order to apply for one of the programs below, your organization must first be registered. Select the Registration link above to initiate the registration process.' Below this, it says 'Following search results displays all available programs. Some programs may not be available to all organization types.' A results bar shows '13 Results' and a pagination control with numbers 1 through 7. The first result is 'Planning Grants', with a description: 'Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation.' It includes a link to 'http://www.dhcd.virginia.gov/CommunityDevelopmentRevitalization/Community_Development_Block_Grant_Program.htm' and details: 'Application Start Date: TO BE DETERMINED', 'Eligible Organization Type: Localities', and 'Eligible Activity Type: Community Development, Economic Development, Housing'. The second result is 'Urgent Need', with a description: 'CDBG funding is available to eligible localities on an open submission basis to enable prompt response to existing serious and immediate threats to local health and safety. Up to \$700,000 of CDBG funding is available per project.' It includes a link to 'http://www.dhcd.virginia.gov/communitydevelopmentrevitalization/community_development_block_grant_program.htm' and details: 'Application Start Date: TO BE DETERMINED', 'Eligible Organization Type: Localities', and 'Eligible Activity Type: Community Development, Housing, Infrastructure'. The 'Additional Information' for this result is 'UNOS RFP'.