

# HCD Consolidated Schedule of Rental Income (SRI) Workshop





# Overview of Presentation

- Consolidated SRI Form
  - Highlights of the new form
  - Consolidated SRI samples
  - Common sponsor user errors
  - Helpful hints
  - SRI Feedback, Questions and Answers

# New Consolidated SRI Form



# Highlights of the Consolidated SRI Form

- ▶ Combines five previously used forms into one consolidated form
- ▶ Can be used for 18 of HCD's 21 funding programs
  - CALDAP, CHRP, DDS, DPRLP, FHDP, FMTW, FWHG, GHI, HLCP, HOME CHDO, HYMHP, MHP, RHCP-B, SERA, SHMHP, SURHP, TOD and VHHP
- ▶ Auto-populates Program rent and income limits
- ▶ Produces unit mix pivot table to show compliance with RAs
- ▶ Hides or unhides data fields based on # of Regulatory Agreements and types of HCD funding
- ▶ Bright yellow shading used to indicate possible compliance issues



# Consolidated SRI Samples

- ▶ Live Demonstrations



# Common Sponsor User Errors

- ▶ Not using Copy and "**Paste Values**" when copying data into the consolidated SRI. "Copy and Paste" corrupts the form by bringing in different formats.
- ▶ Tab 1 - not entering the number of Regulatory Agreements in the project - cell G5.
- ▶ Tab 1 - not checking box(es) in section B identifying HCD funding in the project.
- ▶ Tab 2 - entering or copying data into cells that does not conform to cell drop down list selections.



## Helpful Hints

- ▶ Always download the most recent version of the form from HCD's website at <http://www.hcd.ca.gov/grants-funding/already-have-funding/all-rental-projects.shtml>.
- ▶ Utility Allowances should only be applied if tenants pay utilities
- ▶ Managers Unit:
  - Report on “Non-assisted” (Tab 3) if not “assisted” or income-restricted
  - Even if the unit is rent-free, the gross potential rent must be listed
- ▶ Tab 2 - hide blank (unused) yellow shaded rows by clicking down arrow in cell A6 and unchecking (Blanks) box



# SRI Feedback, Questions and Answers





For additional information or technical assistance, please contact:

Your Assigned Program  
*Occupancy Compliance Representative*

