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
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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