



## Multifamily Policy and Procedures Memorandum

December 15, 2017

**MEMO #2017-1**

To: Owners and Management Agents

From: Sacramento Housing and Redevelopment Agency (Agency)  
Portfolio Management Division

Effective: January 1, 2018

Re: Policy and Procedure Changes

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NEW POLICY:

### **LATE ANNUAL CERTIFICATION:**

Certifications forms completed and signed by the resident after the effective date will be considered a late certification and will be noted as an exception.

### **UTILITY ALLOWANCE**

The current Non-HCV utility allowance effective January 1, 2017 will remain effective in 2018, until further notice.

NEW PROCEDURE:

### **2018 HOUSEHOLD COMPOSITION SUMMARY (HCS):**

The Agency has updated the HCS. We encourage owners/management agents to review the instructions tab for the HCS form prior to completion. The format of the HCS form has changed including key changes highlighted below:

Removed:

- Social Security Number Column
- Date of Birth Column

Additions:

- Increased Resident Signature Area



## **INCOME COMPUTATION CERTIFICATE (ICC)**

The Agency has updated the ICC. We encourage owners/management agents to review the instructions tab for the ICC form prior to completion. Please note, one individual form is required to be completed for each adult member of the household. The format of the ICC form has changed including key changes highlighted below:

Removed:

- Additional Household Member Rows
- Social Security Number Column

Additions:

- Check Boxes

## **2018 UNIT STATUS REPORT (USR):**

The Agency has made changes to the USR. We encourage owners/management agent to review the instructions on the 1<sup>st</sup> tab of the USR to avoid any exceptions. Additionally, the Agency will no longer accept older versions of the USR. Key changes are highlighted below:

Removed:

- Social Security Number Column
- Reduced number of Race options
- Reduced number of Income options

Additions

- Ethnicity Column
- Smoking/ Non-Smoking Column
- Additional Funding Columns
- Utility Allowance (UA) Drop Down Box

If you have any questions, please contact Adam Selvo at [aselvo@shra.org](mailto:aselvo@shra.org) or Mylinh Tran at [mtran@shra.org](mailto:mtran@shra.org).

