

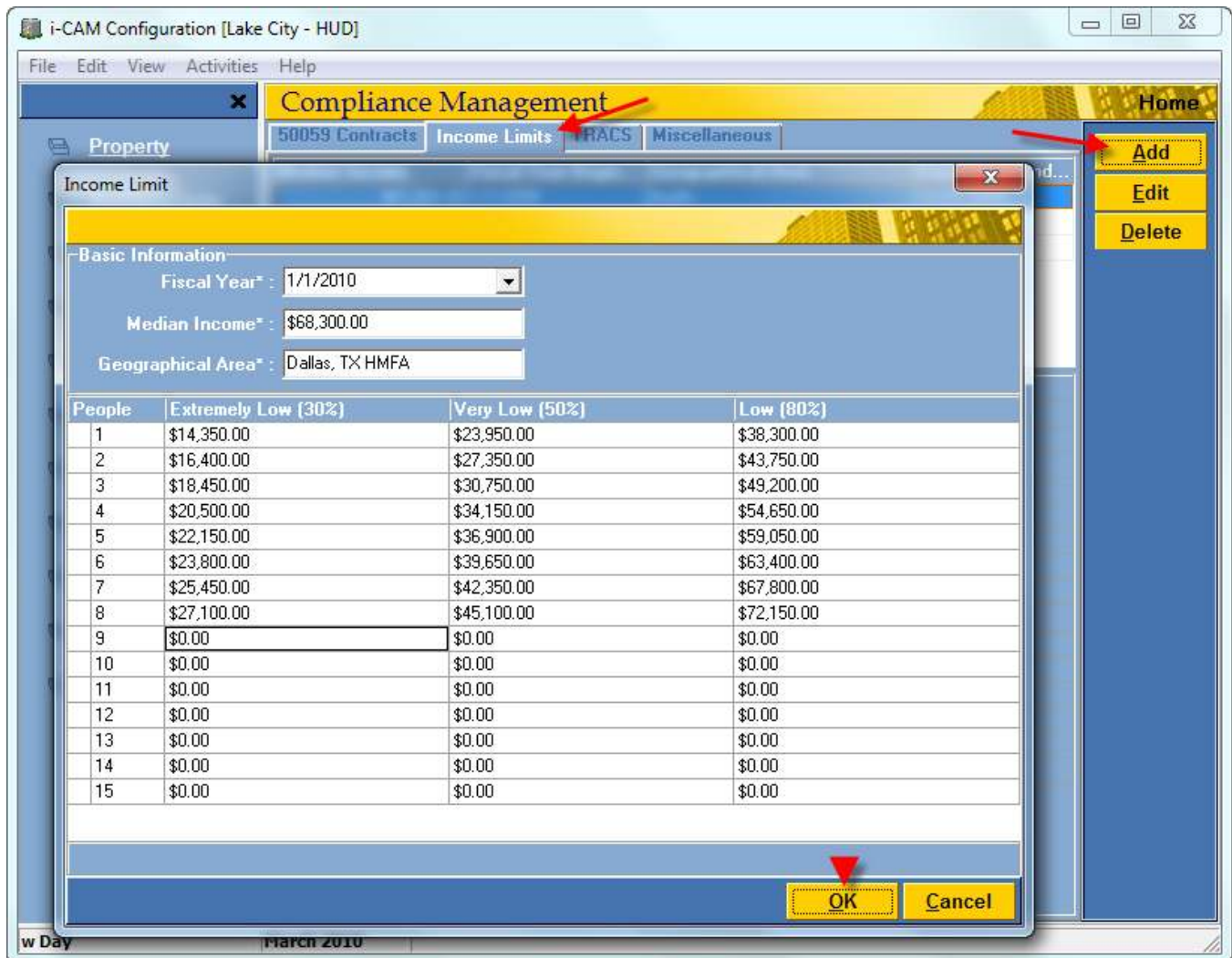
# i-CAM How To

## Update Income Limits

Every year when HUD releases new income limits, the new limits must be added to i-CAM.

### To update income limits:

1. In the Enterprise Console Manager (ECM), right-click on the property and select **Change Property Status > Exclusive**. **Note:** all other users must be out of the property in order for status to change to exclusive.
2. Right-click on the property again and select **Property Configuration > Configure**.
3. Click on the **Compliance** module on the left and select the **Income Limits** tab.
4. Click on the **Add** button, a new window opens, *Income Limits*.



5. Complete the *Basic Information* section at the top, the **Fiscal Year** should be 1/1/2010, not the day the income limits were published.
6. The **Median Income** is the FY 2010 MFI value under your MSA, example below shows the median income in the red box.

Dallas, TX HMFA  
 FY 2010 MFI: 68300

7. The **Geographical Area** is the name right above the MFI, in the example above, the area is Dallas, TX HMFA.
8. In the grid enter the appropriate amounts for each of the three sets of limits.
9. Double-check the limits for typos. The amounts should increase from top to bottom and left to right. Mistakes here will directly impact certification processing.
10. Click **OK** to save the limits.

**Note for BMIR properties:** there will be an additional column for BMIR (95%) limits, be sure to complete at least the Low and BMIR limits.

**Note for RD properties:** the income screen will contain the columns; Very Low (50%), Low (80%) and Moderate. The Very Low and Low can be obtained from the HUD Section 8 income limit table, the Moderate income limit is \$5500 above Low. For instance, if the low limit is \$38300, moderate is \$43800.