

# Summary of Rental Assistance Program (FCHI-2) Obligations

| Your Obligations   | Rental Assistance Program | New Requirement |
|--|---------------------------|-----------------|
| Eligibility Criteria for Assisted Households   | ✓                         |                 |
| Annual Declaration of Income and Household Composition and Verification of Income                    | ✓                         |                 |
| Full Occupancy Charge Set at the Same Level for Comparable Non-assisted and Assisted Units           | ✓                         |                 |
| Audited Statements and AIR Filings Due Four Months after Your Fiscal Year End (FYE)                  | ✓                         |                 |
| Annual Reconciliation of Assistance Submission Due within Four Months after FYE (sooner is better)   | ✓                         |                 |
| Notice of Sale or Lease of Property  | ✓                         |                 |
| Retention of Books and Records and Agency Access   | ✓                         |                 |
| No Discrimination (on Prohibited Grounds or against Assisted Households)                             | ✓                         |                 |
| Effective Management and Maintenance and Right to Inspect  | ✓                         |                 |
| Protection and Consent to Share Personal Information   | ✓                         |                 |
| Avoid Conflict of Interest   | ✓                         | ✓               |
| Selection of Rental Assistance Recipients: Formal and Consistent System                              | ✓                         | ✓               |
| No Subletting of Assisted Units  | ✓                         | ✓               |
| Adjustments to Housing Charge for Changes in Income and Household Composition between Annual Reviews | ✓                         | ✓               |
| Provision for Reporting Changes in Income  | ✓                         | ✓               |
| Provision for Occupancy of Assisted Units  | ✓                         | ✓               |
| Provision for Rehousing Offers   | ✓                         | ✓               |
| Refund of All Excess Assistance  | ✓                         | ✓               |
| Action Plan Submission with 12 months of Agreement Date  | ✓                         | ✓               |
| Action Plan: Annual Progress Report  | ✓                         | ✓               |
| Action Plan: Three-Year Update   | ✓                         | ✓               |
| No Pledging Security of Rental Assistance for Other Funding  | ✓                         | ✓               |
| No Third-Party Funding for the same purpose  | ✓                         | ✓               |