

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	✓	✓