



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-8000

OFFICE OF THE ASSISTANT SECRETARY  
FOR HOUSING-FEDERAL HOUSING COMMISSIONER

February 5, 2002

MEMORANDUM FOR: All Hub Directors  
All Program Center Directors  
All Performance-Based Contract Administrators  
All Contract Administrators  
All Owners and Agents of HUD-Assisted Properties

FROM: John C. Weicher, Assistant Secretary for Housing - Federal Housing  
Commissioner, H

SUBJECT: Fact Sheets for Project-Based Assistance Programs

As part of the Department's continuing effort to reduce errors in the administration of its rental housing assistance programs, the Office of Housing is in the process of developing tools to assist owners, agents, and tenants in determining the correct rent and to ensure that the "right benefit goes to the right person." The attached Fact Sheets describe how rents are determined under the various project-based assistance programs.

The Fact Sheets are to be provided to owners, agents, for distribution to prospective and current residents of HUD-assisted housing. The Fact Sheets inform residents of the types of income they need to report to the owner and the exclusions from income the owner must allow when determining the household's annual income. They also informs residents of the deductions they may be entitled to receive to arrive at the adjusted income used in determining their rent. The Fact Sheets also serve as a reminder to owners and agents of their responsibilities for ensuring that accurate information is used in determining rent and that the rent is calculated correctly. The Fact Sheets are posted on the web at [www.hud.gov/offices/hsg/hsgmulti.cfm](http://www.hud.gov/offices/hsg/hsgmulti.cfm) under Rental Housing Income Integrity Improvement Project (RHIP).

Owners are responsible for making sure that the procedures used for determining rent and rental assistance at their property are adequate and that they reflect current provisions and requirements. Owners are also expected to maintain a high standard of accuracy in the rent determination process and must ensure the following:

- Project staff is properly trained in the rent determination process.

- The right questions are asked of prospective and current residents in order to obtain all of the sources of income of the household members and for determining the appropriate exclusions and deductions.
- Third party verifications are obtained and documented for all income, assets and expenses related to deductions from annual income and any other factors that affect the determination of adjusted income.
- The resident's portion of the rent and the rental assistance provided by HUD are calculated correctly.
- Certifications are completed on time (initial, annual, and interim).
- Residents are notified of rent changes and provided copies of the rent determinations.
- Tenant data is accurate and is transmitted to the Tenant Rental Assistance Certification System (TRACS) on a timely basis.

The attached Fact Sheets are a summary of current HUD Policies and regulations concerning resident income certification(s). We trust that owners and agents will distribute them to residents as part of an educational process that explains resident entitlements and responsibilities.

Attachments