

## Checklist Verification of No Other Subsidy

THIS FORM TO BE COMPLETED BY AGENCY STAFF

RE: \_\_\_\_\_ SSN XXX-XX- \_\_\_\_\_  
Applicant's Name (print) (last four digits or another identifier)

Address of Proposed Unit

Rental Assistance funds from programs such as HOME TBRA, ESG, CoC, and HOPWA cannot be used with other forms of government subsidy for the same expense.

Agency staff must certify to the following steps to ensure no other subsidy is being received on the proposed unit:

- Agency staff have thoroughly read the lease of the proposed unit
  - The lease **DOES NOT** indicate any other type of subsidy
  - The lease **DOES** indicate a potential subsidy  
(This unit may or may not eligible, please verify with property manager or landlord)
- Agency Staff have reviewed the RD List of KY Properties (available on the HCA Partner Agency Portal),
  - This property **DOES NOT** appear on the RD List of KY Properties
  - This property **DOES** appear on the list, but it indicates some unsubsidized units  
(This unit may or may not eligible, please verify with property manager or landlord)
  - This property **DOES** appear on the list and all units are subsidized (This unit is **NOT** eligible!)
- Agency Staff have spoken with the property manager and/or landlord, who has ensured staff:
  - This unit **IS NOT** receiving another subsidy
  - This property has some units that are subsidized, but the proposed unit is not
  - This property has some units that are subsidized, and this unit is one of them  
(This unit is **NOT** eligible!)
  - This property only has subsidized units (This unit is **NOT** eligible!)

**Tip:** Also check for a Lease Addendum as sometimes subsidy may be described there, if not in the lease.

I certify this information is true and complete.

Staff Name and Title

Signature

Date

**WARNING: It is unlawful to provide false information to the government when applying for federal public benefit programs per Section 1001 of Title 18 of the United States Code.**

KHC Form HCA-306 (Rev. 4/23)

