**Section 380.406 Administration of Allocations**

a) Commitment: Each LAA shall enter into a Commitment with the Agency that is providing its Allocation. The Allocation may be less than the amount requested in the Application. The term of Commitments may be one, two or three years, subject to the availability of funds from Annual Receipts or a Fund Distribution, and may be renewed.

b) Record Retention: Each LAA shall maintain records in connection with all Units receiving Rental Assistance under the LAA's Commitment for five years after the date of termination of the Commitment.

c) Agency Monitoring: Each Agency shall have the right to monitor all records of LAAs relating to the administration of the Allocation granted by the Agency. Each Agency may perform its own physical inspection of Units in addition to the physical inspections that the LAA is required to perform. Each LAA shall make all records relating to its Commitment available for inspection by the funding Agency upon the Agency's request. The required documentation may include a copy of the LAA's response to the RFP, if applicable; all physical inspection records; occupancy records for all Units; a description of all outreach efforts made by the LAA; records of payments or Rental Assistance to Landlords and Reconciliation payments made to the Agency; copies of contracts with Landlords, the Agency and, where applicable, sub-contractors; documentation of the LAA's administrative expenses; and any other documentation required by the Agency.

d) Tenant Income Certifications: Each LAA shall obtain, maintain, and forward to the Agency copies of annual Tenant Income Certifications for all Tenants benefiting from Rental Assistance from the LAA.

e) Landlord Procedures: Each LAA shall be responsible for monitoring the Landlord's compliance with its Tenant Selection Plan and the Landlord's performance under any agreement between the LAA and the Landlord.

(Source: Amended at 46 Ill. Reg. 12608, effective July 7, 2022)