

5204

BRIEFING PACKET

5204.1

Documents and information provided in the briefing packet shall include the following:

- (a) The term of the Voucher and DCHA's policies on any extensions of the term;
- (b) A description of the method used to calculate the Housing Assistance Payment (HAP) for a Family, including:
 - (1) How DCHA determines the payment standard for a Family;
 - (2) How DCHA determines Total Tenant Payment (TTP) for a Family; and
 - (3) Information on the payment standard and utility allowance schedule;
- (c) An explanation of how DCHA determines the maximum allowable rent for an assisted unit;
- (d) Where the Family may lease a unit;
- (e) The HUD-required Lease Addendum which shall be included in the lease.
- (f) The form the Family shall use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy;
- (g) A statement of DCHA policy on providing information about families to prospective owners;
- (h) DCHA subsidy standards including when and how exceptions are made;
- (i) The HUD brochure on how to select a unit;
- (j) The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*;
- (k) Information on federal, state, and local equal opportunity laws and a copy of the housing discrimination complaint form;
- (l) Information on an applicant or participant's rights under VAWA, including the right to confidentiality and the exceptions;

- (m) Information on how to access a web based list of landlords willing to lease to assisted families and other resources to assist with housing search;
- (n) Notice that if the Family includes a person with disabilities, the Family may request a list of available accessible units known to DCHA;
- (o) The Family Obligations under the Program;
- (p) The grounds on which DCHA may terminate assistance for a Family because of Family action or failure to act;
- (q) DCHA informal hearing procedures including when DCHA is required to offer a Family the opportunity for an informal hearing and how to request a hearing;
- (r) Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within the District of Columbia and in its neighboring jurisdictions;
- (s) Information about the characteristics of areas outside of poverty or minority concentration, including job opportunities, schools, transportation, and other services;
- (t) An explanation of how portability works, including a list of portability contact persons for neighboring PHA's including names, addresses, and telephone numbers; and
- (u) The publication *Things You Should Know (HUD-1140-OIG)* that explains the types of actions a Family shall avoid and the penalties for program abuse.

SOURCE: Final Rulemaking published at 59 DCR 7875, 7877 (June 29, 2012).