

2104 FINAL APPROVAL FOR LEASE IN-PLACE PROGRAM

- 2104.1 To the extent funding is available, housing providers shall be contacted in writing by DCHA in the order determined under § 2103.3 of this chapter with a letter of preliminary selection for the lease in-place program.
- 2104.2 Following receipt of the preliminary selection letter, the housing provider shall be provided a more detailed briefing by DCHA on participation in the program.
- 2104.3 The housing provider shall be required to advise all tenants in the selected property as follows:
- (a) A notice of preliminary property selection and opportunity to apply for program assistance shall be posted in a common area on each floor of each building of the property; and
 - (b) The notice shall provide tenants twenty-one (21) calendar days to complete an application for assistance, which the housing provider shall be requested to receive and submit to DCHA, containing information required by DCHA consistent with §§ 1803, 1810, 1811, 1812 and 1813 of chapter of this title.
- 2104.4 Tenant applications may be submitted directly to DCHA.
- 2104.5 The housing provider may elect, at its option, to obtain information verifying the information on tenant applications consistent with §§ 1804.5 and 1812 of chapter 18 of this title.
- 2104.6 All information and applications under §§ 2104.3 through 2104.5 shall be subject to review by DCHA.
- 2104.7 If the housing provider does not collect tenant verification information under § 2104.5, DCHA shall schedule appointments with tenants to obtain and verify application data.
- 2104.8 The housing provider shall also be required to provide information on rents, unit size and other appropriate data consistent with §§ 1900, 1901, 1902, 1906, 1907 and 1914 of chapter 19 of this title.
- 2104.9 DCHA shall inspect the property to determine if it conforms to the housing quality standards of § 1902 of chapter 19 of this title, and that units to be assisted conform with the occupancy standards of § 1813 of this title.
- 2104.10 If the property has deficiencies, the housing provider shall be required to make any required repairs within a reasonable period of time, as determined by DCHA, before assistance is provided.

2104.11 DCHA shall review tenant applicant information in accordance with the priority consideration criteria of § 1803.2 of this subtitle. Based on this review, assistance shall be offered to the property on the following basis:

- (a) Initial assistance shall only be offered to priority applicants; and
- (b) Additional assistance for units with non-priority applicants may be made available if all priority applicants from properties selected under § 2103.3 of this chapter have been assisted, but only to the extent funding is available, and in the same order of properties as determined in § 2103.3.

2104.12 In the event there are not sufficient funds available to assist all priority applicants in a property, or the number of priority applicants exceeds the limit DCHA may impose under § 2103.4 of this chapter, the following procedure for selection among priority applicants shall be used:

- (a) First priority shall be given to applicants on the waiting list, who live in the property concerned, as noted in § 1804; provided, that the date of their application for that program pre-dates the application for the in-place leasing program; and
- (b) Any priority applicants remaining shall be selected based on an order determined by a random selection process conducted by DCHA.

2104.13 When all information required by the housing provider and eligible tenants has been reviewed to the satisfaction of DCHA, the housing provider shall be provided final approval for participation in the lease in-place program and offered a tenant assistance contract consistent with § 1916 of chapter 19 of this title. DCHA may offer either an annual contract or a multi-year contract to the housing provider, at DCHA's option.

2104.14 DCHA shall be under no obligation to process lease in-place applications for final approval after an expiration date established under § 2102.5 of this chapter.

SOURCE: Notice of Final Rulemaking published at 36 DCR 4472, 4487 (June 23, 1989).