

5713 BRIEFING PACKET

5713.1 Documents and information provided in the briefing packet shall include the following:

- (a) 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;
- (b) An explanation of how DCHA determines the maximum allowable rent for an assisted unit;
- (c) The HUD-required Lease Addendum which shall be included in the lease.
- (d) A statement of DCHA policy on providing information about families to RAD Covered Project owners;
- (e) DCHA subsidy standards including when and how exceptions are made;
- (f) The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*;
- (g) Information on federal, state, and local equal opportunity laws and a copy of the housing discrimination complaint form;
- (h) Information on an applicant or participant's rights under VAWA, including the right to confidentiality and the exceptions;
- (i) Notice that if the Family includes a person with disabilities, the Family may request a list of available accessible units available in the RAD Project-Based Program;
- (j) The Family Obligations under the Program;
- (k) The grounds on which DCHA may terminate assistance or a lease for a Family because of Family action or failure to act;

District of Columbia Municipal Regulations

- (l) RAD Project-Based informal hearing procedures including when DCHA and the owner of the RAD Covered Project are required to offer a Family the opportunity for an informal hearing, and how to request a hearing;
- (m) 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 at 64 DCR 12956 (December 22, 2017); as amended by Final Rulemaking published at 66 DCR 6831 (June 7, 2019).