

**REQUEST FOR APPLICATIONS (RFA): # DHS-FSA-2015**

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration**

**FISCAL YEAR 2015**

**EMERGENCY RENTAL ASSISTANCE PROGRAM**

The District of Columbia, Department of Human Services, Family Services Administration invites the submission of applications for funding through proceeds from the Fiscal Year 2014 Budget Support Act of 2013, effective October 1, 2014, (D.C. Act 16-477), for emergency rental assistance to a target population in the District of Columbia.

|  |                                  |
|--|----------------------------------|
| <b>Announcement Date:</b>                    | <b>Wednesday, July 2, 2014</b>   |
| <b>RFA Release Date:</b>                     | <b>Wednesday, July 9, 2014</b>   |
| <b>Pre-application Conference Date:</b>      | <b>Wednesday, August 6, 2014</b> |
| <b>Application Submission Deadline Date:</b> | <b>Friday, August 29, 2014</b>   |

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

# NOTICE

**PRE-APPLICATION CONFERENCE**

**ATTENDANCE IS RECOMMENDED**

**EMERGENCY RENTAL ASSISTANCE PROGRAM**

**RFA: #DHS-FSA-2015**



**WHEN:** Wednesday, August 6, 2014

**WHERE:** Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002

**TIME:** **Session #1:** 10:00 a.m. until 12:00 p.m.  
**Session #2:** 1:00 p.m. until 3:00 p.m.

**CONTACT PERSON:** Lucille Hart, Executive Assistant  
Family Services Administration  
(202) 698-4170

**Please RSVP no later than Friday, August 1, 2014, as seating is limited. You may  
RSVP via telephone to Ms. Lucille Hart, Executive Assistant  
(202) 698-4170, or via email to Ms. Lucille Hart at Lucille.hart@dc.gov**

### **Checklist for Applications Emergency Assistance Program**

- The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS' approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- The applicant is submitting six (6) copies of the application: the required original and five (5) copies.
- The application format conforms to the guide listed in Section V Application Format.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application should be submitted to Lucille Hart at 64 New York Avenue, NE, 6<sup>th</sup> Floor, no later than 4:00 p.m., EDT, on the deadline date of Friday, August 29, 2014.**

**TABLE OF CONTENTS**

**SECTION I: GENERAL INFORMATION** 5

Introduction 5

Target Population 5

Expansion of ERAP to Include Individuals 5

Case Management Defined 5

Eligible Organizations / Entities 6

Source of Grant Funding 6

Award Period 6

Grant Awards and Amounts 6

Use of Funds 6

Contact Person 7

Pre-Application Conference 7

Explanations to Prospective Grantees 7

**SECTION II: PROGRAM SCOPE** 7

Overview 7

General Responsibilities 9

Additional Grantee Requirements 10

Confidentiality of Records 10

Reporting Requirements 11

Security Certifications 11

Language Access Act of 2004 12

American with Disabilities Act of 1990 12

Certifications and Assurances 12

**SECTION III: GENERAL PROVISIONS** 12

Insurance 13

Audits 13

Non-discrimination in the Delivery of Services 13

Monitoring 13

Staff Requirements 13

**SECTION IV: APPLICATION SUBMISSION** 17

Submission Date and Time 17

Number of Copies 17

Location to Submit Application 17

Mail / Courier / Messenger Delivery 18

**SECTION V: REVIEW AND SCORING OF APPLICATIONS** 18

Review Panel 18

Scoring Criteria 18

Decision on Awards 19

**SECTION IV: APPLICATION FORMAT** 20

Description of Application Sections 19

Applicant Profile 20

Table of Contents 20

Application Summary 20

Project Narrative 20

Program Budget and Budget Narrative 21

Appendices 21

**SECTION VII: LIST OF ATTACHMENTS** .....21  
Attachment A – Application Profile .....22  
Attachment B – Certifications .....23  
Attachment C – Assurances .....27  
Attachment D – Original Receipt .....30  
Attachment E – Work Plan .....31  
Attachment F – Staff Plan.....32  
Attachment G – Budget .....33  
Attachment H – Collaboration Commitment Form .....34  
Attachment I – Confidentiality Statement .....35  
Attachment J – Living Wage Act of 2006 .....36  
Attachment K – Emergency Rental Assistance Program Guidelines .....38

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration**

**Request for Applications (RFA): #DHS-FSA-2014**

**EMERGENCY RENTAL ASSISTANCE PROGRAM**

**SECTION I: GENERAL INFORMATION**

**Introduction**

The District of Columbia (District), Department of Human Services (DHS), Family Services Administration (FSA), is soliciting detailed proposals to provide crisis intervention services through the Emergency Rental Assistance Program (ERAP) to families with minor child(ren) under the age of eighteen (18), persons sixty (60) years of older, persons with a disability, and individual (single) head of households who are non-elderly, non-disabled adults without minor children who are at imminent risk of homelessness to remain in or access permanent housing. ERAP is authorized under the Homeless Services Reform Act of 2005, as amended, (D.C. Law 16-35; D.C. Official §§ 4-751.01, *et seq.*; 29 DCMR 7500, *et seq.*).

The Fiscal Year (FY) 2014 Budget Support Emergency Act of 2013, effective July 30, 2013 (A20-20-130;60 DCR 11384) will provide funding to DHS/FSA so that it can award multiple awards to non-profit organizations in the District of Columbia for the implementation of an ERAP. DHS/FSA seeks organizations that have demonstrated administrative capacity, can provide services through a network of locations, and services **must include case management services** to all applicants for whom case management appears warranted.

**Target Population**

DHS/FSA seeks to provide emergency rental assistance services to families with a minor child under the age of eighteen (18), a person sixty (60) years or older, persons with a disability. By targeting this population, critical services can be given to these vulnerable populations while preventing them from entering the homeless shelter system. See Section II – Program Scope for additional information regarding criteria governing the target population as well as Attachment K – Emergency Rental Assistance Program Rules.

**Expansion of ERAP to Include Individuals**

This year the Emergency Rental Assistance Program (ERAP) has been expanded to include emergency rental assistance to individual (single) headed-households who are non-elderly, non-disabled adults without minor children who would otherwise qualify for emergency rental assistance pursuant to Chapter 75 of Title 29 of the District of Columbia Municipal Regulations.

**Case Management Defined**

Providers will be responsible for assessments of ERAP clients who present with issues that would indicate they do not have the ability to pay rent moving forward once the provider assist them with their request. Providers will develop an individualized service-plan and implement the plan for people seeking ERAP assistance up to ninety (90) days. Providers shall assist with credit repair, financial planning and life skills training to include budget workshops, referrals to workforce development training, educational development, or vocational rehabilitation. The

provider will determine the number of clients per case manager that is appropriate based on the providers ability to operate using national best practice standards in order for the program to aid DHS in preventing homelessness.

### **Eligible Organizations/Entities**

Applicants will be judged in this competition based on past experience with administering one time only needs-based assistance payments, the extent of geographic service delivery capacity, and the ability to provide case management, including financial counseling services. These services may be provided directly or by a sub-Grantee. These organizations would be expected to provide case management services to all families for whom case management appears warranted.

This approach facilitates the provision of case management services, ensures accountability and involves a diverse array of community organizations. Provision of emergency assistance is most effective when combined with a strong case management effort. Such efforts minimize recidivism and help connect residents in need of emergency assistance with other services such as financial planning, employment and other supports that facilitate self-reliance.

The strong desire to couple emergency assistance payments with case management argues against a strict income maintenance approach to emergency assistance, such as was administered by the DHS/FSA in the past. As with all grants, DHS/FSA would retain responsibility for monitoring and assuring adherence to program eligibility criteria. A centralized computerized tracking system will be utilized to ensure accountability.

### **Source of Grant Funding**

The funds are made available from local funds through the Fiscal Year 2015 Budget Support Emergency Act of 2015, effective July 30, 2014 (A20-20-130;60 DCR 11384).

### **Award Period**

The grant period is for twelve (12) months from date of execution, with an option to renew for up to four (4) years based on funding availability and performance. The first grant award period will commence in FY'14.

### **Grant Awards and Amounts**

Approximately a total amount of up to **nine million eight hundred thirty-one thousand three eighty seven dollars and zero cents (\$9,831,387.00)** is available for this program through proceeds from the Budget Support Act of 2013, signed by the Mayor on DC. Act 16-477, effective October 1, 2014. DHS seeks to make multiple awards.

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Section II, Program Scope of this RFA and/or in the applicant's submission as part of their model program for an ERAP. Applicants shall only use grant funds to support ERAP services. Grant funds cannot be used to provide direct financial assistance to clients and their families.

### **Indirect Costs Allowance**

The applicant's budget submissions must adhere to no more than 12% of the requested funding for administrative fees and/or indirect costs.

**Contact Person for further information, please contact:**

Lucille Hart, Executive Assistant  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
Phone: (202) 698-4170

**Email Contact Information:**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Lucille Hart, Executive Assistant, at [Lucille.Hart@dc.gov](mailto:Lucille.Hart@dc.gov).

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

**Notice of Intent**

Organizations who anticipate submitting an application in response to this request should send, although not required, a brief letter via email to the DHS Homeless Services Coordinator. The Notice of Intent is not mandatory nor does it provide any specific obligation with regard to the review or award process.

**Pre-Application Conference**

The Pre-Application Conference will be held on **Wednesday, August 6, 2014**

**Session #1** will be held from 10:00 a.m. until 12:00 p.m.

**Session #2** will be held from 1:00 p.m. until 3:00 p.m.

Located at the Department of Human Services

64 New York Avenue, NE, 6<sup>th</sup> Floor, Hoteling Suite, Washington, DC 20002.

**Explanations to Prospective Grantees**

Applicants are encouraged to **Mail, Fax, or E-Mail** their questions to Lucille Hart, Executive Assistant on or before **Monday, August 18, 2014**. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

**SECTION II: PROGRAM SCOPE**

**Overview**

Under the ERAP, DHS is proposing to limit emergency rental assistance eligibility to those with incomes at or below the Federal Poverty Line (FPL) for their household (HH) size (see Chart A). This will be based on income in the month prior to seeking assistance. The District of Columbia has a large proportion of residents who have less than poverty level income. Additionally, many families face emergencies due to temporary declines in their income. This program design will provide assistance to both chronically poor families and individuals that are temporarily in need



of assistance. A program design which permits eligibility at levels that exceed the poverty line would decrease funds available for those who have greater financial need.

**CHART A**  
**Federal Poverty Guidelines for Fiscal Year 2014**

**ANNUALLY**

| <b>Size of family unit</b> | <b>100% of Poverty</b> | <b>110% of Poverty</b> | <b>125% of Poverty</b> | <b>150% of Poverty</b> | <b>175% of Poverty</b> | <b>185% of Poverty</b> | <b>200% of Poverty</b> |
|----------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>1</b>                   | \$11,490               | \$12,639               | \$14,363               | \$17,235               | \$20,108               | \$21,257               | \$22,980               |
| <b>2</b>                   | \$15,510               | \$17,061               | \$19,388               | \$23,265               | \$27,143               | \$28,694               | \$31,020               |
| <b>3</b>                   | \$19,530               | \$21,483               | \$24,413               | \$29,295               | \$34,178               | \$36,131               | \$39,060               |
| <b>4</b>                   | \$23,550               | \$25,905               | \$29,438               | \$35,325               | \$41,213               | \$43,568               | \$47,100               |
| <b>5</b>                   | \$27,570               | \$30,327               | \$34,463               | \$41,355               | \$48,248               | \$51,005               | \$55,140               |
| <b>6</b>                   | \$31,590               | \$34,749               | \$39,488               | \$47,385               | \$55,283               | \$58,442               | \$63,180               |
| <b>7</b>                   | \$35,610               | \$39,171               | \$44,513               | \$53,415               | \$62,318               | \$65,879               | \$71,220               |
| <b>8</b>                   | \$39,630               | \$43,593               | \$49,538               | \$59,445               | \$69,353               | \$73,316               | \$79,260               |

For all states (except Alaska and Hawaii) and for the District of Columbia.

Note: For optional use in FY 2013 and mandatory use in FY 2014

**MONTHLY**

| <b>Size of family Unit</b> | <b>125% of the Federal Poverty Level</b> |
|----------------------------|--|
| <b>1</b>                   | \$1,196.91                               |
| <b>2</b>                   | \$1,615.66                               |
| <b>3</b>                   | \$2,034.41                               |
| <b>4</b>                   | \$2,453.16                               |
| <b>5</b>                   | \$2,871.91                               |
| <b>6</b>                   | \$3,290.66                               |
| <b>7</b>                   | \$3,709.41                               |
| <b>8</b>                   | \$4,128.16                               |

Types and Amount of Emergency Rental Payment

Under the program as proposed, DHS/FSA seeks to limit the types of assistance offered to payment of rental arrearages, security or damage deposit, and first month's rent. Assistance for

utility arrearages, home mortgage arrearages, and cooperative or condominium fees will not be provided.

The rule proposes to limit the amount of the emergency rental payment to \$4,250, regardless of the number of months of the arrearage. A very limited exception would be permitted for large families or where the health of a family member would be seriously threatened if stable housing was not maintained. In these extraordinary situations the limit would be increased to \$6,000. Assistance payments under this program shall be made as specified in the program regulations.

### **General Responsibilities**

The following are general responsibilities of the selected program providers for the ERAP. However, all requirements for the ERAP, as they appear in the aforementioned rules, are provided as Attachment K. The Attachment should be read in its entirety when considering the approach included in your application submission to this RFA.

- The provider shall give to each applicant an application to be supplied by DHS that will constitute the request for assistance and obtain applicant identifying information. The provider will conduct an intake interview that will ascertain basic qualifying information and determine if ongoing case management is warranted.
- The provider shall give to each applicant a written request specifying the information needed to complete the application and the provider shall discuss with the applicant how to obtain the information. The application is complete when all required information is furnished.
- The provider may use documents, telephone conversations, personal and collateral interviews, reports, correspondence, and conferences to verify applicant information.
- If the emergency is expected to occur in less than ten (10) business days following the date of application, the provider shall take all reasonable steps to process the application in an expedited manner in time to resolve the emergency, if the applicant meets all eligibility criteria and a delay in processing the application is not caused by the failure of the applicant to provide documentation necessary for making an eligibility determination.
- The provider shall complete the eligibility and assistance determination in as short a time as possible but not later than ten (10) business days after the date of a completed application.
- If an applicant is determined eligible for emergency rental assistance, the provider shall give to the applicant a Notice of Eligibility and Assistance Determination. This notice shall include, but need not be limited to:
  - (a) The eligibility determination;
  - (b) The amount of the emergency rental assistance for which the applicant unit has been determined eligible and the computation of assistance pursuant to 29 DCMR § 7504, *et seq*;
  - (c) Any requirement needed by a recipient to authorize the provider to proceed with the disbursement of the emergency rental assistance grant to the appropriate vendors as necessary to alleviate the emergency; and

- (d) Notice of the recipient's right to appeal the eligibility and assistance determination through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to 29 DCMR§ 7510, *et seq.*, as well as the procedural rights the applicant will have during the appeals process.
- If an applicant is determined ineligible, the provider shall give to the applicant a clear, concise written statement of the reasons for the denial. Such written notice shall also inform the applicant of the right to appeal the denial through an administrative review and a fair hearing and the steps the applicant must take to appeal the denial pursuant to 29 DCMR§ 7510, *et seq.* as well as the procedural rights the applicant will have during the appeals process.

### **Additional Grantee Requirements**

- Participate in DHS sponsored training programs regarding how to perform the eligibility determination function, correct complete the application of related documentation, access and enter information into the automated tracking system, and maintain financial and other case records.
- Participate in DHS sponsored training programs with subject areas such as teambuilding, understanding and engaging families, confidentiality, etc., that assist your staff and assures DHS that your staff is adequately trained to work with families.
- Participate freely with the DHS monitoring team, providing information such as reports, positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the database management system to be used by DHS for this initiative.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-competent staff will be part of the model proposed.
- Agree to attend a Language Access Training Course to obtain certification to utilize the District's Language Access Line.
- Include in your model, plans to ensure that once referrals are made, the proposed population has a means to access additional sources of services and supports, as appropriate. Explain how you plan to coordinate and maintain information on referrals made, follow-up, outcomes of referrals to DHS and other referral organizations.
- The awardees will be governed by rules published by DHS for the program, which are subject to changes during the award period.

### **Confidentiality of Records**

Information concerning families referred to and/or receiving or have received ERAP services is strictly confidential and shall not be divulged to unauthorized persons, in accordance with the District of Columbia Public Assistance Act of 1982, as amended (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-754.11(7)); and the Adult Protective Services Act of 1984, as amended (D.C. Law 5-156; D.C. Official Code §7-1903) and all

applicable District and federal confidentiality laws. The Grantee must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS/FSA. Specifically, the applicant must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a person receiving ERAP services shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- The Grantee entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the ERAP grant.

### **Reporting Requirements**

Grantees should be prepared to report information to DHS/FSA in a manner conducive with the database management system to be utilized for this initiative. At a minimum, data collection items will include the following information:

- Date(s) and time(s) of all attempted and completed communications with customers;
- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker (if applicable) or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;
- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in activities to achieve self reliance;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance;
- Plans to ensure that follow-up activities with the customer occur after the case has been terminated;
- Participate in evaluation studies;
- Other relevant information that DHS/FSA requests; and
- Must submit a monthly aggregate narrative/financial expenditure report along with corresponding invoices.

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting will be prescribed by DHS/FSA and will be required to facilitate prompt review of grantee accomplishments in support of payment.

### **Security Certifications**

Since the Grantee will come into contact with students or children under 18 years of age, the applicant must provide certifications herein that if funded, as Grantees(s) it shall conduct routine pre-employment criminal record background checks of all the Grantees(s)' staff or sub-Grantee's that will provide services under this/these contact(s) as permitted by D.C. Official Code §§ 4-1501.01, *et seq.*, and applicable District law. Except for professionals licensed in accordance with D.C. Official Code §§ 3-1201.01, *et seq.*, the Grantee(s) representing official and any other

designated persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the Grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

#### **Language Access Act of 2004**

The Language Access Act of 2004 was enacted by Mayor Anthony A. Williams on April 21, 2004. The Act's purpose is to provide greater access and participation in public services, programs and activities for residents of the District of Columbia with limited or no-English proficiency (LEP/NEP).

The Act requires four things from District government programs, departments and services with major public contact. These four things include:

1. Assess the need for language services (Annual Baseline Assessment).
2. Provide written translation of vital documents into any non-English language spoken by an LEP/NEP population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.
3. Provide oral interpretation for limited/non English-proficient residents seeking services and/or referrals (DC Language Access Line or Other).
4. Provide cultural competency training opportunities for staff person occupying public-contact positions within the organization (DHS sponsored and/or supported).

Applicants must factor into their budget, proposed costs for language translation and interpretation costs. Applicants may use the DC Language Access Line (Tele-Interpretation Service) provided by DHS for DCFI clients.

#### **American with Disabilities Act of 1990 (ADA)**

During the performance of the grant, the Provider and any of its sub-grantees shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 (2006) *et seq.*

#### **Transfer of Ownership of Printed Materials**

The Grantee shall transfer ownership of all materials including flyers, brochures, and resource materials to the District of Columbia, Department of Human Services, Family Services Administration, upon the completion of this grant.

#### **Certifications and Assurances**

The Grantee shall complete and return the Certifications (Attachments B ) and Assurances (Attachment C) with the application submission.

### **SECTION III: GENERAL PROVISIONS**

#### **Payment Provision**

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by

a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by the DHS/FSA Program Administrator.

### **Insurance**

The Grantee, when requested, must be able to show proof of all insurance coverage required by law. All Grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

### **Audits**

At any time or times before final payment and three (3) years thereafter, DHS/FSA may have the applicant's expenditure statements and source documentation audited on any occasion during the grant period prior to final payment as well as three (3) years thereafter.

### **Non-discrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352; 42 U.S.C. §§ 2000a, *et seq.*), no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal funds.

In accordance with the DC Human Rights Act of 1977, as amended, (D.C. Law 2-38; D.C. Official Code §§2-1401.01, *et seq.*), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability source of income, status as a victim of an intra-family offense, and place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code §§ 2-1931, *et seq.*), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

### **Monitoring**

With responsibility for monitoring and evaluating funded project, representatives of the Family Services Administration will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

### **Staff Requirements**

#### **A. Living Wage Act**

- Pursuant to the Living Wage Act of 2006, as amended (D.C. Law 16-118, D.C. Official Code § 2-220.01 *et seq.* (2010)), sub-Grantees receiving grant awards of at least \$100,000, and any of their sub-Grantees receiving at least \$50,000 of that award, shall

ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$13.60 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
  2. For employees of non-profit organizations that do not employ more than 50 individuals.
  3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
  4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
  5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act.
- B. Upon site visits, Grantees must make available documents that demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$13.60 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.
- C. Each employee who receives compensation directly from the District of Columbia shall receive a copy of the Living Wage Act Fact Sheet, provided upon award.
- D. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- E. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties that they have been assigned.
- F. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- G. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.

- H. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, and records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.
- I. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- J. The Grantee shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- K. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS Grant Administrator.

### **Facility Requirements**

#### *(a) Regulations*

The Grantee's facilities used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the all required permits and licenses. The Grantee's failure to do so shall constitute a failure to perform under the agreement and become a basis for termination of the grant agreement for default.

#### *(b) Emergency Back-Up Site*

The Grantee shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

#### *(c) Accessibility*

All facilities offered for the provision of services under the grant agreement shall be accessible to persons with mobility and other limitations, e.g., persons who are blind, deaf or hearing impaired, consistent with Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101, *et. seq.*; and the Rehabilitation Act of 1973, as amended (Pub. L. No. 112-23; 29 U.S.C. § 794), which shall be incorporated in the agreement by reference.

#### *(d) Maintenance*

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup shall be provided by the Grantee.

### **Performance Standards and Quality Assurance**

The Grantee shall:

- Monitor and evaluate activities associated with completing this project. At a minimum,



the quality assurance program shall include a review of the timely completion of tasks and progress made toward achieving the goals of the project.

- Develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.
- Participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.
- Involve the target populations in customer satisfaction surveys to the extent possible and shall address issues and suggestions raised by the target populations when feasible.

### **Records**

The Grantee shall keep accurate records of the program and the ongoing progress of the program activities. The Grantee shall provide the Program Administrator, and other authorized representatives of the Department of Human Services and the District government, such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the Grantee's senior staff. The Grantee shall retain all records for at least three (3) years following final close-out of the grant. The Grantee shall retain all records for at least three (3) years following final close-out of the grant.

### **Evaluation**

The Grantee shall describe the plan that will be used to evaluate the effectiveness of the project, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The Grantee shall:

Indicate the criteria to be used to assess the results of the evaluation process.

Describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable. The Grantee shall explain the methodology that will be used to determine if the needs of the project designed are being met.

The Program Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purpose of the Grant Agreement. Specifically, the Grantee's performance shall be assessed to determine the quality of the services delivered and the Grantee's ability to deliver services according to the deadlines established in the Agreement.

### **Monitoring**

With responsibility for monitoring and evaluating funded project, representatives of the Family Services Administration will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

## **Termination of the Grant**

This grant is being issued from the date of award and is expected to continue until the project is completed or through September 30, 2015, whichever comes first. The FY'15 grant award indicates that all funds must be expended by September 30, 2015, so carry-over will not be possible if funds cannot be completely expended by September 30, 2015. DHS/FSA may exercise an option to renew the grant for up to four (4) additional years if services are satisfactory, and it is determined that it is in the best interests of the District to extend the grant, and funds are available. Should an Grantee intend to discontinue the provision of services prior to the conclusion of the grant period, the Grantee must notify DHS/FSA in a written statement at least sixty (60) days prior to the abatement of services.

## **Rights to Data**

All data first produced in the performance of this grant shall be the sole property of the District of Columbia. The applicant shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

## **Compliance with Tax Obligations**

Prior to execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

## **SECTION IV: APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than **4:00 p.m., Friday, August 29, 2014**. All applications will be recorded upon receipt. Applications attempted to be submitted after the deadline date and time will not be accepted, and therefore, will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

**Lucille Hart, Executive Assistant  
Department of Human Services  
Family Services Administration  
64 New York Avenue, NE, 6<sup>th</sup> Floor  
Washington, DC 20002  
Phone: (202) 698-4170**

### **Important Note:**

Due to security provisions, applicants should allow at least one (1) hour before the deadline time to clear security protocols.

### **Mail/Courier/Messenger Delivery**

Applicants should allow at least one (1) hour before the deadline time to clear security protocols. Applications mailed or delivered by **messenger/courier services must be received on or before 4:00 p.m., Friday, August 29, 2014.** Applications arriving via messenger/courier services after the posted deadline **will not be accepted** and therefore, will not be considered for funding. Application packages must be delivered to and received by Lucille Hart. **Receipt of applications must be by a DHS/FSA staff member and not left at the security desk or other location by the courier service.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## **SECTION V: REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The DHS Director shall make the final funding determinations.

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Ability to Implement Program Design (*Total 30 Points*)**

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population through a network of locations. In addition, information will be provided that describes how the program will include case management to all families for whom case management appears warranted. **(10 points)**
3. The proposal clearly delineates the following: (1) demographics outlining potential target population (s) within the delivery network locations; (2) the area(s) of social service assistance currently delivered in those locations; and, (3) specifies, the location of the proposed activities. **(10 points)**

#### **Criterion B: Organizational Capability and Relevant Experience (*Total 30 Points*)**

1. The applicant must demonstrate the knowledge and prior experience relevant to a one-time allotment needs-based distribution process that will incorporate this service to

clients through multiple locations. Applicant must also provide evidence of the financial and management experience necessary for demonstrated record keeping capability.

**(15 Points)**

- The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(15 Points)**
    - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
    - Letters of support from community-based organizations and/or advocacy groups are provided.
    - The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and related activities with the target population and has helped remove customer barriers to self reliance objectives. The applicant also has the technical capability to maintain an information data base sufficient to produce required reports for DHS.

**Criterion C: Sound Fiscal Management and Reasonable Budget (*Total 35 Points*)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. **(20 Points)**
2. The applicant demonstrates that the incorporation of this service into the organizations proposed budget is reasonable, realistic and will achieve project objectives. The applicant provides a detailed financial plan that outlines existing resources and how they will be utilized as a primary revenue stream and enhanced with the 10% administrative allotment cap allowed herein. **(15 Points)**

**Criterion D: Overall Feasibility of the Project (*Total 5 Points*)**

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

**SECTION VI: APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. **The review panel shall not review applications that do not conform to these requirements.**

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

#### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

#### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

**Program Budget and Budget Narrative**

The budget for this application shall contain detailed, itemized cost information that shows how this project will be integrated into the organizations existing financial plan. The detailed budget narrative shall contain a justification for the up to 10% administrative fee allowable for this program. The narrative should clearly state how the applicant arrived at the budget figures.

**Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

**SECTION VII: LIST OF ATTACHMENTS**

|                     |  |
|---------------------|--|
| <b>ATTACHMENT A</b> | <b>Applicant Profile</b>   |
| <b>ATTACHMENT B</b> | <b>Certifications</b>  |
| <b>ATTACHMENT C</b> | <b>Assurances</b>  |
| <b>ATTACHMENT D</b> | <b>Original Receipt</b>  |
| <b>ATTACHMENT E</b> | <b>Work Plan</b>   |
| <b>ATTACHMENT F</b> | <b>Staffing Plan</b>   |
| <b>ATTACHMENT G</b> | <b>Budget</b>  |
| <b>ATTACHMENT H</b> | <b>Collaboration Commitment Form</b>                                     |
| <b>ATTACHMENT I</b> | <b>Confidentiality Statement</b>   |
| <b>ATTACHMENT J</b> | <b>Living Wage Act of 2006</b>   |
| <b>ATTACHMENT K</b> | <b>Notice of Proposed Rulemaking Emergency Rental Assistance Program</b> |

**ATTACHMENT A**

**REQUEST FOR APPLICATIONS (RFA): # DHS-FSA-2014**

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration**

**FISCAL YEAR EMERGENCY RENTAL ASSISTANCE PROGRAM**

**APPLICANT PROFILE**

**Place this form at the front of the application.**

**Applicant's Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION:** Non-Profit Organization \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:**                      **Total Funds Requested:**    \$ \_\_\_\_\_

ATTACHMENT B



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR § 83.670, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**



**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 83, for prospective participants in primary covered transactions, as defined at 28 CFR §83.670, for prospective participants in primary covered transactions:**

**The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 CFR Part 83):**

**A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**

- (1) The dangers of drug abuse in the workplace;**
- (2) The applicant's policy of maintaining a drug-free workplace;**
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Risk Management, 441 4<sup>th</sup> Street, NW, 800 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
    - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
    - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, as amended (Pub. L. No. 100-690; 28 CFR Part 83):**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**DC Department of Human Services, Family Services Administration, 64 New York Avenue, NE, Fifth Floor, Washington, DC 20002 Attention: Ms. Tyra Watkins, Homeless Services Coordinator**

---

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

\_\_\_\_\_  
**2. Application Number and/or Project Name**

\_\_\_\_\_  
**3. Federal Tax Identification No.**

\_\_\_\_\_  
**4. Typed Name and Title of Authorized Representative**

\_\_\_\_\_  
**5. Signature**

\_\_\_\_\_  
**6. Date**



## ATTACHMENT C

### ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended (Pub. L. No. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC §§1501, *et seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the

Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, as amended (Pub. L. No. 93-234;42 U.S.C. §4002) Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (Pub. L. No. 89-665;16 USC §§470, *et seq.*), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966, as amended (16 USC §§ 569a-1 *et seq.*) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended (Pub. L. No. 112-23; 29 U.S.C. §§701, *et seq.*); Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990), as amended (42 U.S.C. §§ 12181-12189); Title IIX of the Education Amendments of 1972, as amended; and the Age Discrimination Act of 1975, as amended (45 C.F.R. §91).

- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will comply with the provisions of the Coastal Barrier Resources Act, as amended (Pub. L. No. 97-348; 16 U.S.C. §§3501, *et seq.*) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

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Signature & Title

---

Date

**ATTACHMENT D**

**DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION  
64 NEW YORK AVENUE, NE, 6<sup>TH</sup> FLOOR  
WASHINGTON, DC 20002  
ATTENTION: LUCILLE HART  
(202) 698-4170**

**SUBMISSION RECEIPT**

**EMERGENCY RENTAL ASSISTANCE PROGRAM  
RFA # DHS-FSA-2015**

**THE FAMILY SERVICES ADMINISTRATION (FSA) IS IN RECEIPT OF THE ORIGINAL APPLICATION AND SIX (6) COPIES OF THE RFA FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM FROM:**

---

**(Contact Name/ Please Print Clearly)**

---

**(Organization Name)**

---

**(Address, City, State, Zip Code)**

---

**(Phone/ Fax)**

---

**(Amount Requested)**

**FSA USE ONLY:**

**Please Indicate Time:**

**ORIGINAL and \_\_\_\_\_ COPIES**

**RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ / 2014**

**Received by: \_\_\_\_\_**

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:00 P.M.**

**ATTACHMENT E**  
**Emergency Rental Assistance Program**

**WORK PLAN**

|                              |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
|------------------------------|----------------------|-------------|-------------|-----------------------|-------------|-------------|-------------------------|------------|-------------|-----------------------|-------------|--------------|
| <b>Agency:</b>               |                      |             |             |                       |             |             | <b>Submission Date:</b> |            |             |                       |             |              |
| <b>Services Area:</b>        |                      |             |             |                       |             |             | <b>Project Manager:</b> |            |             |                       |             |              |
| <b>Budget:</b>               |                      |             |             |                       |             |             | <b>Telephone #:</b>     |            |             |                       |             |              |
| <b>Measurable Objectives</b> | <b>First Quarter</b> |             |             | <b>Second Quarter</b> |             |             | <b>Third Quarter</b>    |            |             | <b>Fourth Quarter</b> |             |              |
| <b>Objectives:</b>           | <b>Oct.</b>          | <b>Nov.</b> | <b>Dec.</b> | <b>Jan.</b>           | <b>Feb.</b> | <b>Mar.</b> | <b>April</b>            | <b>May</b> | <b>June</b> | <b>July</b>           | <b>Aug.</b> | <b>Sept.</b> |
|                              |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>Activities:</b>           |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>1.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>2.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>3.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>4.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>5.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>6.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |
| <b>7.</b>                    |                      |             |             |                       |             |             |                         |            |             |                       |             |              |



**ATTACHMENT F**  
**Emergency Rental Assistance Program**

**STAFFING PLAN**

| <b>Name</b> | <b>Position Title</b> | <b>Filled/<br/>Vacant</b> | <b>Annual<br/>Salary</b> | <b>% of<br/>Effort</b> | <b>Start Date</b> |
|-------------|-----------------------|---------------------------|--------------------------|------------------------|-------------------|
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |
|             |                       |                           |                          |                        |                   |

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENT G**

**Emergency Rental Assistance Program Budget Description**

Provide a budget narrative and evidence of the incorporation of this service into the organization's existing budget indicating that the proposed plan is reasonable, realistic and will achieve project objectives. The detailed financial plan must outline existing resources and delineate how those resources will be the project's primary revenue stream and enhanced with the 10% administrative allotment cap allowed herein.

**ATTACHMENT H**  
**Emergency Rental Assistance Program**

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**COLLABORATION COMMITMENT FORM**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

**MAY BE SINGLE-SPACED**

**ATTACHMENT I**

**Insert Grant Title Here:** \_\_\_\_\_

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_, hereby affirm that I will hold confidential any information gathered, released or disclosed to me as a ERAP project staff member/volunteer pursuant to the District of Columbia Public Assistance Act of 1982, as amended (D.C. Law 4-101; D.C. Official Code § 4-209.04); the Homeless Services Reform Act of 2005, as amended, effective October 22, 2005 (D.C. Law 16-35; D.C. Official Code § 4-754.11(7)); and the Adult Protective Services Act of 1984, as amended (D.C. Law 5-156; D.C. Official Code §7-1903) and any other applicable District and federal confidentiality statute. I also affirm that I will not disclose or redisclose any information from any project meetings that is not a matter of public record and in accordance with these statutes.

I understand that the unauthorized disclosure or redisclosure of any information divulged to me pursuant to any of the statutes above may be considered a crime and if convicted, subject me to a monetary fine or imprisonment, unless released in accordance to the statutes.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization



**ATTACHMENT J**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
FAMILY SERVICES ADMINISTRATION**

**LIVING WAGE ACT OF 2006 CERTIFICATION**

**CERTIFICATION:**

Pursuant to the Living Wage Act of 2006, as amended (D.C. Law 16-118, D.C. Official Code § 2-220.01 *et seq.* (2010)), sub-Grantees receiving grant awards of at least \$100,000, and any of their sub-Grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$12.50 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act.

*Please check the appropriate box:*

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$11.75 per hour.

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (Title I, D.C. Law No. 16-118 {D.C. Official Code 2-220.01-.11}) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code §§ 32-1301 *et. seq.*).

**SIGNATURE:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT K**

**DEPARTMENT OF HUMAN SERVICES**

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**NOTICE OF FINAL RULEMAKING**

The Director of the Department of Human Services, pursuant to the authority set forth in sections 7, 28, 30 and 31 of the Homeless Services Reform Act of 2005 (HSRA), effective October 22, 2005, D.C. Law 16-35, D.C. Official Code §§ 4-753.01, 4-755.01, 4-756.01 and 4-756.02 (2006 Supp.), section 2052(b)(8) of the Fiscal Year 2007 Budget Support Congressional Review Emergency Act of 2006, effective October 23, 2006 (D.C. Act 16-499), and any similar succeeding legislation (BSA), Mayor's Order 2006-20, dated February 13, 2006 and Mayor's Order 2006-115, dated August 30, 2006, hereby gives notice of the adoption of the following new Chapter 75 of Title 29 of the District of Columbia Municipal Regulations, entitled "Emergency Rental Assistance Program" ("ERAP" or "Program") as final rulemaking.

The District first published proposed rules for the ERAP on Friday, September 1, 2006. Public comments were received during the 15-day comment period authorized by the proposed rulemaking. The Department then revised the original proposed rulemaking to reflect the comments received, and because the revisions represent substantial alterations, the Department republished the ERAP rules on November 24, 2006 as emergency and proposed rulemaking as required by section 303(f) of the District of Columbia Administrative Procedure Act, as added by section 4 of the District of Columbia Documents Act, effective March 6, 1979, D.C. Law 2-153, D.C. Official Code § 2-553(f) (2006 Supp.). In addition, these rules were submitted to the Council on October 26, 2006 as required by section 31 of the HSRA. As the 45-day period of Council review, excluding Saturdays, Sundays, legal holidays, and days of Council recess, expired without action by the Council to either approve or disapprove the proposed rulemaking, the proposed rulemaking is deemed approved by the Council, as provided by section 31 of the HSRA.

The Program is developed pursuant to the HSRA which authorizes, among other things, crisis intervention services for purposes of preventing homelessness by enabling families and individuals who are elderly or have disabilities and who are at imminent risk of homelessness to remain in or access permanent housing. This Program is subject to funding and certification by the Chief Financial Officer of the availability of funds.

All comments received were reviewed and considered during the development of the final rulemaking contained in this notice. The Department wishes to thank all of the commenters for their thoughtful and detailed comments on the proposed rules. The Department found the commenters' recommendations and accompanying analyses very helpful. As we implement the program, we look forward to additional input from clients, providers, and advocates, based on actual experience with the program. The Department is open to revising these rules in the future as informed by experience, changes in funding availability, and other relevant information. We look forward to working with our partners in the community-clients, providers and advocates-to make this program as effective and beneficial as possible.

### Preamble to Final Rulemaking

The Department received a total of thirteen comment letters; one of which had five signatories but will be considered a single comment letter for the purposes of this preamble. Eleven of the thirteen comment letters received were from non-profit service providers; two were from advocacy organizations. This preamble discusses changes made from the proposed rules as a result of those comments. The preamble also addresses other concerns of commenters where changes were not made.

### Income Eligibility

The proposed rule would cap income eligibility at 100% of the Federal Poverty Level (FPL). The Department's purpose was to address the District's large population at the lowest end of the income spectrum, which data shows comprises the vast majority of those seeking emergency shelter in the District. The Department received ten comments on the income eligibility cap. Nine commenters proposed the Department increase the income eligibility to two hundred percent (200%) of the FPL. One commenter proposed expanding it to two hundred and fifty percent (250%) of the FPL.

The final rule will raise the income cap to one hundred twenty-five percent (125%) of the FPL. The Department is mindful that households with incomes between one hundred twenty-five percent (125%) and two hundred fifty percent (250%) of the FPL can also face serious and urgent housing crises that could be assisted by the ERAP. The program, however, received significantly less funding in FY 2007 than the advocates recommended would be needed to address the overall need. In addition, analysis of families seeking emergency shelter through the District's homeless shelter system during the first eight months of 2006 reveals that 91% percent had incomes below one hundred percent (100%) of the FPL. In order to ensure that ERAP funds are available to stabilize these families and, we hope, divert them from entering the homeless shelter system, the Department continues to believe that the income eligibility cap must remain fairly low. That being said, the Department is open to revisiting this issue based on program data of applicants, additional data from the homeless shelter system, and the availability of funding.

### Case Management

It was not the Department's intent in the proposed rule to condition eligibility for all applicants on agreement to participate in case management. The Department received eleven comments on the case management requirement. The commenters argued that case management would only be necessary where the applicant cannot demonstrate that they have the resources available to cover future expenses and that mandatory case management would be unnecessarily expensive.

The final rule will clarify that case management will only be required when the provider determines that the circumstances that led to the need for emergency assistance are unresolved. The clarifying language can be found in sections 7501.6 and 7503.2.



### Benefit Cap and Maximum Monthly Amount

The proposed rule would cap the total emergency assistance arrearage payment at four thousand two hundred fifty dollars (\$4,250). The Department received nine (9) comments arguing that the total payment should be capped at a much lower amount: four (4) commenters argued for a cap of \$1,500; two (2) urged a cap of \$2,500; and four (4) proposed varying the cap based on family size (one (1) of whom also argued for the \$1,500 cap). Finally, many of those who commented on this issue noted that the fair market rent of a studio apartment in the District is \$948 and argued, therefore, the Department should not impose a maximum allowable amount per month of arrearage.

The final rule will keep the total emergency assistance arrearage payment cap at four thousand two hundred fifty dollars (\$4,250). In addition, the final rule does not contain a maximum allowed benefit per month of arrearage, but does limit to five (5) the number of months of arrearage that will be allowed. The reasons for retaining the total arrearage assistance cap at four thousand two hundred fifty dollars (\$4,250) are as follows. First, the Department is acutely aware that fair market rents in the District have risen sharply in the past few years. In order for the program to realistically address the problem of households in serious danger of eviction for rent arrearages, the Department believes that it must be able to address an arrearage of more than two months. Often evictions decrease in winter months, but arrearages may be accruing. To limit the program to the equivalent of one or two months rent, which would be the result of decreasing the cap to \$1,500-\$2,500, could make ineligible the very households at greatest risk—those who are at imminent risk of eviction because of multiple months of rental arrearages. Second, having a cap does not mean that every applicant will either need or qualify for the maximum benefit. As such, the total number of households that can be served should considerably exceed the number that would be served if everyone got the maximum benefit. Third, the cap may be waived up to \$6,000 for applicants with either a family size of seven or more members or for families with a member whose health would be seriously affected by a disruption of housing. The Department continues to feel that this approach, which takes into account larger family size but does not try to predict how the rental scale will increase based on family size, allows an increased benefit for the larger than average family but does not lock the program into specific rental ranges by number of family members. Finally, the Department is willing to revisit the cap issue based on information about program applicants and benefits.

### Security Deposit and First Month's Rent

The proposed rule limited the emergency assistance benefit for both the security deposit and first month's rent to eight hundred fifty dollars (\$850). The Department received one comment recommending elimination of the security deposit benefit and five comments recommending that there be no limit placed on the amount available for first month's rent. The commenters' consensus concern was that the eight hundred fifty dollar (\$850) cap was below the cost of even an average efficiency apartment in the District, which they state is about nine hundred fifty dollars (\$950) and commenters urged the Department to eliminate the cap.

The final rule will increase the cap for the emergency assistance benefit for both the security deposit and first month's rent to nine hundred dollars (\$900) each. The Department wants to point out, however, that the actual cost of the housing obtained by an applicant may exceed nine

hundred dollars (\$900), even though the benefit is capped at that amount. While fair market rents in the District have increased rapidly, the Department anticipates that this level of benefit, combined with the applicant's contribution as determined by section 7504, should be sufficient in most cases. The Department is willing to revisit this issue based on program applicant data.

#### Eligible populations

The proposed rule would limit benefits for emergency rental assistance to households in which at least one person was a minor child eighteen (18) years or younger; a person age sixty (60) years or older; or a person with a disability. The Department received nine (9) comments urging expansion of the program to all types of households. While the Department would like to be able to serve all households in need of emergency rental assistance, the limited amount of funding provided for the program requires the Department to limit the program to those with the greatest need and vulnerability. Some commenters argue that expanding the eligibility for the program would allow the program to distribute all the funds rapidly, and the program could then simply stop taking applications. In order to ensure that program resources remain available throughout the year, particularly at the end of the winter season when evictions historically spike, the Department remains committed to a more measured approach that will make those households that have the greatest vulnerability a priority. Again, should the Council fully fund the ERAP, the Department can revisit the population eligibility issues.

#### Eligible uses

The proposed rules would limit the scope of the benefit to rental arrearages or security deposit and/or first month's rent. The Department received eight comments recommending that the Department expand the eligible uses of the emergency rental assistance program as follows: five recommended expanding to both utilities and mortgage assistance, and three recommended expanding the program to utilities only.

The final rule will remain limited to rental arrearages and security deposit and/or first month's rent as originally proposed. The Department's reasoning is again a simple matter of utilizing limited resources for the most critical need for which the funds were appropriated. In addition, for FY 2007, the LIHEAP program received over fifteen million (\$15M) in federal and District funding. As such, the Department believes it is most prudent to not dilute funds appropriated for rental arrearages to prevent eviction to other uses that independently receive more funding than the ERAP.

#### Application processing timeframe

The proposed rule would require the provider to complete the eligibility and assistance determination no later than ten (10) *business* days after the date of a completed application. The Department received nine (9) comments recommending that providers be required to make eligibility determinations *and* payments within ten *calendar* days.

The final rule will require the provider to complete the eligibility and assistance determination within ten (10) *calendar* days after the date of a completed application. This will shorten the required response time by the providers, but still allow a reasonable window within which providers can operate. The Department appreciates that timeliness is of the essence. As such, the

rules will continue to require that the provider complete its determination *in as short a time as possible* for all applications and to take all reasonable steps to process the application in time to resolve the emergency, if the emergency is expected to occur in less than 10 calendar days. The Department will track turnaround and response time by providers and can review this requirement based on actual performance.

#### Exclusion for voluntary unemployment or non-participation in training

The proposed rule would make an applicant ineligible if the emergency is the result of his or her refusal without “good cause” to accept employment or training for employment. The Department received eight comments urging the Department to reconsider this provision entirely or to expand the definition of good cause to be more comprehensive.

The final rule will keep the provision that an applicant is ineligible if the emergency is a result of his or her refusal without “good cause” to accept employment or training; however, the definition of “good cause” has been expanded, see section 7503.7, and will also allow for any situation of a similar nature that is outside of the applicant’s control. The Department does not anticipate that providers will use this provision much, if at all, but such a provision is standard in public benefit programs and needs to be available in the rare case where it is necessary.

#### Eligibility for Security Deposit and First Month’s Rent

The proposed rule would make any applicant unit that meets the general eligibility requirements for emergency rental assistance eligible for security deposit and/or first month’s rent if that applicant unit was homeless or will become homeless absent assistance, or if the purpose of the assistance is to reunite or prevent family separation, as broadly interpreted by these rules. The Department received three comments asserting that individuals who are over 60 years of age or who have a disability are not eligible for the security deposit and first month’s rent benefit.

The Department believes this is a misinterpretation of the proposed rules, and the final rule remains as proposed. Please note, that section 7507.1(a) and (b) provides that to be eligible *either* (a) *or* (b) must apply, not both. As such, elderly individuals or individuals with disabilities would not be excluded, as long as they meet the requirement that they are or would become homeless absent assistance.

#### Application Assistance for Persons with Disabilities

One commenter expressed concern that the application process could be too burdensome for some persons with disabilities, and recommended that the Department amend the rules to provide assistance with the application process for persons with disabilities. The Department has added a new section 7501.9 that will require the provider to assist a person with disabilities with the application process, if requested, in order to ensure that all applicants have an equal opportunity to apply for the program.

Add the following new Chapter 75 to Title 29 District of Columbia Municipal Regulations as follows:

**CHAPTER 75 EMERGENCY RENTAL ASSISTANCE PROGRAM**

Secs.  
7500 SCOPE  
7501 APPLICATION PROCESS  
7502 APPLICANT UNIT  
7503 ELIGIBILITY CRITERIA  
7504 COMPUTATION OF PAYMENT  
7505 EMERGENCY RENTAL ASSISTANCE PAYMENT  
7506 EMERGENCY ASSISTANCE – RENT ARREARAGES  
7507 EMERGENCY ASSISTANCE – SECURITY OR DAMAGE DEPOSIT  
7508 EMERGENCY ASSISTANCE – FIRST MONTH’S RENT  
7509 MULTIPLE REQUESTS FOR ASSISTANCE  
7510 RIGHT TO A FAIR HEARING AND ADMINISTRATIVE REVIEW  
7599 DEFINITIONS

**7500 SCOPE**

7500.1 The provisions of this chapter shall provide the application process, eligibility criteria, benefit and payment levels, and appeal procedures for the Emergency Rental Assistance Program (Program).

7500.2 Nothing in these rules shall be interpreted to mean that such assistance is an entitlement. This Program shall be subject to annual appropriations and the availability of funds.

7500.3 The Department of Human Services (Department) may execute contracts, grants, and agreements as necessary to carry out the Program.

**7501 APPLICATION PROCESS**

7501.1 Each application shall be in writing on a form prescribed by the Department and signed by the applicant under penalty of perjury. If the applicant is married and living with a spouse, both spouses shall sign the application as an applicant unit (hereinafter “applicant”).

7501.2 An authorized representative may apply on behalf of the applicant, if the applicant provides a written and signed statement stating why the applicant cannot apply in person and the name and address of the person authorized to act on the applicant’s behalf.

7501.3 The Department shall provide application forms and the provider of services shall accept applications from each applicant who requests assistance.

7501.4 At the time of application, each applicant shall be provided with a clear, concise, written notice containing the applicant’s rights and responsibilities and the provider’s responsibilities with respect to the Program.

- 7501.5 As a condition of eligibility of receipt of funds, all applicants must sign a document acknowledging receipt of the notice of applicant's rights and responsibilities and the provider's responsibilities and a release form authorizing the provider to obtain or verify information necessary to processing the application.
- 7501.6 If, pursuant to 7503.2, the provider determines that case management is necessary to ensure that the applicant addresses the circumstances which led to the need for emergency rental assistance, the applicant, as a condition of eligibility, shall agree to participate in such case management. Failure to agree to or cooperate in such case management may result in ineligibility.
- 7501.7 Each applicant shall cooperate fully in establishing his or her eligibility, the nature of the emergency, and the extent of the need. This shall include, but not be limited to, providing documentation or collateral proof of:
- (a) Household composition;
  - (b) Income and assets;
  - (c) Household expenses; and
  - (d) Facts and circumstances surrounding rental arrearages.
- 7501.8 The provider shall give to each applicant a written request specifying the information needed to complete the application and the provider shall discuss with the applicant how to obtain the information. The application is complete when all required information is furnished.
- 7501.9 If requested by an applicant with a disability, or the authorized representative of an applicant with a disability, the provider shall assist such applicant or authorized representative with any aspect of the application process necessary to ensure that the applicant with a disability has an equal opportunity to submit an application.
- 7501.10 The provider may use documents, telephone conversations, personal and collateral interviews, reports, correspondence, and conferences to verify applicant information.
- 7501.11 The provider shall complete the eligibility and assistance determination in as short a time as possible but not later than ten (10) calendar days after the date of a completed application. The provider shall not be responsible for delays caused by:
- (a) The applicant's failure to supply information to document facts stated in the completed application without which eligibility cannot be determined;
  - (b) The inability to contact the applicant;
  - (c) Evidence of misrepresentation in the application;
  - (d) Refusal of a landlord to accept payments;

- (e) Delay by a third party from whom the provider has requested information and over whom the provider has no control; or
- (f) Any other delay in receipt of information or documentation necessary to complete the application over which the provider has no control.

7501.12 If the emergency is expected to occur in less than ten (10) calendar days following the date of application, the provider shall take all reasonable steps to process the application in an expedited manner in time to resolve the emergency, if the applicant meets all eligibility criteria and a delay in processing the application is not caused by the failure of the applicant to provide documentation necessary for making an eligibility or assistance determination.

7501.13 If an applicant is determined eligible for emergency rental assistance, the provider shall give to the applicant a Notice of Eligibility and Assistance Determination. This notice shall include, but need not be limited to:

- (a) A clear statement of the eligibility determination;
- (b) A clear and detailed statement of the amount of the emergency rental assistance for which the applicant unit has been determined eligible and the computation of assistance pursuant to section 7504;
- (c) Any requirement needed from the recipient to authorize the provider to proceed with the disbursement of the emergency rental assistance grant to the appropriate vendors as necessary to alleviate the emergency; and
- (d) A clear and complete statement of the client's right to appeal the eligibility or assistance determination through fair hearing and administrative review proceedings pursuant to section 7510, including the appropriate deadlines for instituting the appeal and the procedural rights the applicant will have during the appeals process.

7501.14 If an applicant is determined ineligible, the provider shall give to the applicant a Notice of Denial of Eligibility. This notice shall include, but need not be limited to:

- (a) A clear statement of the denial of eligibility;
- (b) A clear and detailed statement of the factual basis for the denial;
- (c) A reference to the regulation or policy pursuant to which denial was made; and
- (d) A clear and complete statement of the client's right to appeal the determination or denial through fair hearing and administrative review proceedings pursuant to section 7510, including the appropriate deadlines for instituting the appeal and the procedural rights the applicant will have during the appeals process.

7501.15 An application shall be considered abandoned if the applicant has not obtained and provided to the provider the required information for eligibility and assistance determination within sixty (60) days.

**7502 APPLICANT UNIT**

7502.1 The applicant unit shall be composed of each individual who lives in the same household and whose needs, assets, and income are combined to determine eligibility.

7502.2 The applicant unit shall include:

- (a) Persons related by full or half blood;
- (b) Persons related by legal adoption;
- (c) Persons related by marriage, including stepchildren and unmarried parents of a common child who live together; or
- (d) Persons with legal responsibility for an unrelated minor child, or an unrelated adult with a disability.

7502.3 A person temporarily away from home due to employment, hospitalization, vacation, or a visit shall be considered to be living in the household. A minor child who is away at school is considered to be living in the household if he or she returns to the home on occasional weekends, holidays and during the summer vacations.

7502.4 An applicant unit may be comprised of a single individual, if that individual meets one or more of the eligibility criteria in section 7503.1(b), as well as other eligibility criteria.

7502.5 Separate applicant units shall be established, but processed concurrently, if the requested payment is the joint legal responsibility of non-related household members. Assistance may be authorized only for the applicant unit's prorated share of the amount necessary to resolve the crisis.

7502.6 The name of a non-household member on a rental lease shall have no effect on eligibility, except that:

- (a) The applicant shall document that he or she is responsible for the payment; and
- (b) Both the applicant and the landlord shall agree to change the lease to reflect only the applicant's name.

**7503 ELIGIBILITY CRITERIA**

7503.1 In order to be eligible for assistance under this program, each applicant shall meet the following criteria:

- (a) Be presented with an emergency as defined in section 7599;
- (b) Be part of an applicant unit with an emergency with at least one member who is:
  - (1) A minor child age eighteen (18) years or younger;
  - (2) Age sixty (60) years or older; or
  - (3) A person with a disability.
- (c) Demonstrate that he or she has no other available resources for resolving the emergency, including resources actually available from a community resource, but excluding those exempted in section 7503.13; and
- (d) Demonstrate that the provision of emergency rental assistance services will substantially, if not entirely, alleviate the emergency during the thirty (30) day period immediately following the authorization of payment. If the permissible assistance payment does not entirely eliminate the emergency, the applicant shall provide reliable, convincing information that the remaining necessary amount is actually available from another source or that the landlord will accept a partial payment or longer-term repayment plan, which is within the applicant's financial means to execute. Failure to demonstrate that the emergency can be resolved shall result in a denial of eligibility for emergency rental assistance.

7503.2 An applicant shall agree to and participate in case management services, if the provider determines that the circumstances leading to the emergency remain unresolved. Failure to agree to or cooperate in such case management may result in ineligibility.

7503.3 An applicant shall be living in the District of Columbia at the time of application.

7503.4 The applicant shall be considered to be living in the District if he or she:

- (a) Is maintaining a home in the District as his or her principal residence; or
- (b) Is homeless, physically present in the District, and not a resident of another state.

7503.5 An adult applicant shall be denied emergency rental assistance if the emergency is the result of his or her refusal without "good cause" to accept employment or training for employment.

7503.6 An applicant shall be considered to have refused employment or training if the applicant:

- (a) Voluntarily quit employment or a bona fide training program within three (3) months prior to application; or



- (b) Rejected an employment or a bona fide training program opportunity within the three (3) months prior to the application.

7503.7 “Good Cause” reasons for voluntarily quitting a job or not participating in an employment training program include circumstances beyond the individual’s control, such as, but not limited to, the following, when the applicant can show, with reliable or credible information, that:

- (a) Wages are below the minimum wage;
- (b) The applicant is physically or mentally unable to perform the work or gain access to the worksite;
- (c) Working conditions violate health, safety, or worker’s compensation regulations and present a substantial risk to health or safety;
- (d) The employer discriminated against the applicant based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income or place of residence or business in violation of D.C. Official Code § 2-1401.01 *et seq.* (D.C. Law 2-38, effective December 13, 1977);
- (e) The requirements of the job would be contrary to his or her religious beliefs;
- (f) There existed a household emergency (including domestic violence);
- (g) The resignation is recognized by the employer as retirement;
- (h) Child care, which is necessary for the adult applicant to accept work or training, is not available; or
- (i) The applicant could not maintain work or participate in a training program because it was necessary for the applicant to take care of a family member who is either ill or has a disability.

7503.8 The applicant unit’s combined net income, as specified in section 7503.10, in the thirty (30) day period immediately preceding the date of application, and non-excluded assets, as specified in section 7503.15, on the date of application, must not exceed one hundred twenty-five percent (125%) of the monthly Federal Poverty Level as defined by the U.S. Department of Health and Human Services for the specified household size.

7503.9 The following shall not be counted in calculating income available to the applicant unit in the budget month:

- (a) Discontinued income, unless actually available in the budget month;

- (b) Any income in-kind including, but not limited to, Food Stamps, Women, Infants, and Children Program (WIC), school lunches, homemaker services, and benefits received under the Older Americans Act;
- (c) Deductions from earnings which are limited to actual amounts deducted by the employer for federal income tax, D.C. Income Tax, Social Security, Civil Service Retirement, life insurance, health insurance and any other deduction which is mandatory. Garnishments from wages are not considered mandatory deductions and will be counted in the determination of available income;
- (d) Payments for children in foster care;
- (e) Vendor payments made by the federal or District governments on behalf of the applicant directly to a vendor, except that any Department administered Rental Vendor Payments made on behalf of a Temporary Aid for Needy Families (TANF) client will be counted as income;
- (f) Value of Low Income Energy Assistance;
- (g) Earnings of persons fourteen (14) years of age and under;
- (h) Earnings from the first eighty (80) hours of employment per month of students ages fifteen (15) years or older and enrolled in secondary school;
- (i) Summer earnings of a student who was enrolled in school when school was dismissed for the summer vacation, but has not yet graduated from high school, regardless of the number of hours employed;
- (j) Work incentive payments, training stipends, or allowances to facilitate employment;
- (k) Income from any source which is used to pay court ordered child support in the budget month to another household; and
- (l) Expenses related to self-employment which may be reasonably associated with the cost of producing income, such that only net income from the self-employment is considered as available to the applicant.

7503.10 All income of an applicant unit that is not specifically exempted in section 7503.9 shall be considered in calculating the income of the applicant unit in the budget month.

7503.11 The following shall be considered in calculating the income of the applicant in the budget month:

- (a) The net amount of ongoing income received during the budget month including, but not limited to:
  - (1) Income from a boarder;

- (2) Earned income;
- (3) TANF grant;
- (4) Interim Disability Assistance grant;
- (5) General Assistance for Children grant;
- (6) Child support payments received;
- (7) Social Security retirement, survivors or disability insurance benefits;
- (8) Alimony;
- (9) Veterans Administration benefits;
- (10) Worker's compensation benefits, unemployment benefits and other governmental unemployment benefits;
- (11) Payments from private sick and accident insurance plans;
- (12) Pensions;
- (13) Retirement benefits;
- (14) Strike benefits; and
- (15) Military allotments.

- (b) The value of a rental vendor payment made to a vendor under the TANF program on behalf of the applicant;
- (c) The net amount of discontinued, sporadic, or lump sum income, if it is received in the budget month or has been received in an earlier month and is still available to the applicant;
- (d) The net amount of any proceeds from lottery winnings, cash gifts, or loans, except that need-based educational loans are exempt; and
- (e) The income of a recipient of Supplemental Security Income.

7503.12 The equity value of all assets, unless specifically exempt under section 7503.13, shall be added to the applicant's income to determine the total amount of resources available to the applicant in the budget month.

7503.13 The following resources or assets shall not be considered in calculating income available in the budget month:

- (a) The home and surrounding land in which the applicant lives. Surrounding land does not include adjoining lots separately taxed and zoned;
- (b) All household furnishings and all personal belongings;
- (c) The value of motor vehicles used for transportation;
- (d) Tools, machinery and other property used for employment or self-employment, whether or not in the home;
- (e) Taxi, truck or similar vehicle necessary for employment or self-employment;

- (f) Cash or money in bank accounts that was obtained from a need-based loan made to an applicant for school related expenses;
- (g) Pre-paid burial plans or cemetery plots; and
- (h) Money on hand which is specifically earmarked for contribution towards the resolution of the crisis.

7503.14 The value of an asset jointly owned by the applicant and any person who is not a member of the applicant unit shall be prorated according to the number of owners, unless the applicant can demonstrate a different division based on legal ownership.

7503.15 The following assets and resources shall be considered income available to the applicant in the budget month:

- (a) The equity in all real property except the home and surrounding land in which the applicant lives;
- (b) The equity in any interest in recreational vehicles, including, but not limited to, boats, campers, trailers, motorcycles not exempted under section 7503.14(c), snowmobiles, or aircraft;
- (c) The equity of any interest in machinery, livestock, or other property or items that are not used for employment or self-employment;
- (d) The loan value available to the applicant in insurance plans or the cash or loan value available to the applicant pursuant to an agreement in an escrow or trust fund;
- (e) The cash value of an Individual Retirement Account or another deferred compensation plan, or pension funds that have been distributed from a plan and are actually available to an applicant;
- (f) The actual value of cash including, but not limited to, a checking account, a savings account, a certificate of deposit, stocks, and bonds;
- (g) The actual cash value of a non-exempt asset that was converted to cash in the thirty (30) days prior to the date of application; and
- (h) The equity value of non-exempt assets which are sold, transferred, or traded for less than fair market value within the twelve (12) months prior to the date of application, when there is reason to believe that the action was taken for the purpose of becoming eligible for Emergency Rental Assistance.

#### **7504 COMPUTATION OF PAYMENT**

7504.1 The amount of assistance an eligible applicant may receive is based on the following factors:

- (a) The amount necessary to resolve the emergency;
- (b) The applicant unit's existing liquid assets;
- (c) The applicant unit's income expected to be received in the thirty (30) days following the date of application;
- (d) The applicant unit's anticipated expenses for basic necessities and fixed monthly payments, except for child support payments the income for which is excluded under section 7503.9(k), in the thirty (30) days following the date of application;
- (e) The willingness of the landlord to accept partial payment from the provider, and the remainder from the applicant within thirty (30) days after the first payment; and
- (f) The applicable maximum allowable payment as provided in these rules.

7504.2 The following sequential calculation shall be used to determine the amount of emergency rental assistance:

- (a) The applicant unit's income certain to be received within thirty (30) days following the date of application shall be determined. If there is a live Writ of Restitution or the landlord will not accept partial payment, only the income certain to be received until the expected occurrence of the emergency shall be considered;
- (b) The applicant unit's anticipated expenses for basic necessities and fixed monthly expenses in the thirty (30) days following the date of application shall be determined;
- (c) The anticipated expenses shall be subtracted from the anticipated income;
- (d) Any surplus resulting from the calculation in paragraph (c) shall be added to any liquid assets to determine the applicant's contribution; and
- (e) The applicant's contribution shall be subtracted from the amount necessary to resolve the emergency.

7504.3 The emergency rental assistance payment shall be equal to the amount computed under section 7504.2, subject to the applicable maximum limits for emergency rental assistance as stated in these rules.

**7505 EMERGENCY RENTAL ASSISTANCE PAYMENT**

7505.1 Emergency rental assistance shall be available for the categories of assistance specified in sections 7506, 7507 and 7508.

7505.2 The Program shall not be obligated to provide a monetary amount for a requested service if a less costly alternative is available.

7505.3 The provider shall make payment of the assistance benefit directly to the vendor.

7505.4 Only in those rare circumstances where payment is required by the landlord or other controlling government authority, including but not limited to a court or federal marshals, to be in cash may the emergency rental assistance benefit be in the form of cash. In all other cases, the emergency rental assistance benefit shall be in the form of non-cash direct vendor payments.

**7506 EMERGENCY ASSISTANCE – RENT ARREARAGES**

7506.1 Assistance may be authorized to pay a rent arrearage, late fee and associated court fees if each of the following conditions are met:

- (a) Eviction is imminent and documented by a Landlord and Tenant Court summons or referral, Writ of Restitution, Notice to Vacate, or correspondence from the landlord or his or her agent documenting that the applicant is a tenant and has a current rent arrearage of at least 30 days past due;
- (b) The arrearage must be that of the applicant. If the lease or rental agreement is not in the applicant's name, he or she must provide documentation that he or she is responsible for the arrearage. Both the applicant and the landlord must agree to change the lease to the applicant's name;
- (c) Arrearage for any period caused by a rent strike may be paid only if any escrow money is first applied to the arrearage and the applicant agrees to resume regular payment of rent;
- (d) The arrearage that will be paid with Emergency Rental Assistance funds may not exceed five (5) months; and
- (e) The total assistance payment (including rent arrearage, late fee and any associated court fees) may not exceed four thousand two hundred fifty dollars (\$4,250).

7506.2 Notwithstanding the requirements in section 7506.1, certain requirements may be waived with respect to the total maximum payment and the number of months of the arrearage which may be paid for with emergency rental assistance funds, if extraordinary circumstances exist.

7506.3 The requirements in section 7506.1 may be waived up to the maximums specified in section 7506.4, if one (1) or more of the following mitigating factors is determined to exist:

- (a) The household consists of seven (7) or more members and reasonable alternatives to the existing housing arrangement are not available; or
- (b) A member of the household has a physical or mental disability, a medically documented incapacity or extended illness to the extent that loss of existing housing would pose a serious threat to the health or safety of the family member.

- 7506.4 If the requirements specified in section 7506.3 are met:
- (a) The total maximum emergency rental assistance payment may be increased from four thousand two hundred fifty dollars (\$4,250) to six thousand dollars (\$6,000); and
  - (b) The arrearage that may be paid with emergency rental assistance funds may exceed five (5) months, if the total amount does not exceed the total maximum amount specified in paragraph (a) of this subsection.

**7507 EMERGENCY ASSISTANCE – SECURITY OR DAMAGE DEPOSIT**

- 7507.1 A security or damage deposit shall only be authorized if the landlord does not waive the deposit and one of the following circumstances is present:
- (a) The applicant unit is or will become homeless if assistance is not provided; or
  - (b) The purpose of the assistance is to reunite a child less than eighteen (18) years of age with his or her family or prevent separation from his or her family. Prevention of family separation shall be broadly interpreted to include situations where the family is currently homeless or are residents of a family shelter facility, a family is forced to move to another dwelling due to overcrowded conditions, the condemned nature of the current housing, or the forced sale of the currently dwelling, and there are no other means, other than through the provision of this assistance, whereby new housing could be secured.
- 7507.2 The maximum emergency assistance payment for a security or damage deposit shall be the actual amount of the deposit, which may not exceed more than the cost of one (1) month's unsubsidized rent, as specified by the landlord up to nine hundred dollars (\$900).
- 7507.3 Any applicant coming directly from a transitional housing program that requires an escrow account for purposes of obtaining permanent housing, shall demonstrate why they do not have sufficient resources available for security deposit and first month's rent.
- 7507.4 The security or damage deposit payment shall be made directly to the landlord.
- 7507.5 Where the emergency was a result of eviction or displacement from a residence in the District of Columbia, assistance under sections 7507 and 7508 may be used for relocating to another jurisdiction within the greater Washington area as defined by the boundaries of the District of Columbia and its contiguous counties in the states of Maryland and Virginia.

**7508 EMERGENCY ASSISTANCE – FIRST MONTH’S RENT**

7508.1 Assistance may be authorized for the first month’s rent if the applicant is:

- (a) Eligible for a security deposit payment as specified in section 7507; and
- (b) The first month’s rent must be paid in conjunction with the security deposit in order for the applicant to assume tenancy, and the applicant has no other means of paying for the first month’s rent at the time it is required.

7508.2 The maximum emergency assistance payment for first month’s rent under this section shall not exceed the lesser of either the actual amount of one (1) month’s unsubsidized rent, as specified by the landlord, or nine hundred dollars (\$900).

**7509 MULTIPLE REQUESTS FOR ASSISTANCE**

7509.1 Assistance payments under the Program shall be made only once in any twelve (12) month period from the date of application.

**7510 RIGHT TO A FAIR HEARING AND ADMINISTRATIVE REVIEW**

7510.1 Each applicant who is aggrieved by any action or inaction of the provider related to receipt of benefits under this program shall be entitled to a fair hearing in accordance with the hearing provisions of section 26 of the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-754.41).

7510.2 The applicant shall have ninety (90) calendar days following the receipt of the notice described in section 7501.13 or section 7501.14, to request a fair hearing.

7510.3 Upon receipt of a fair hearing request, the Department shall offer the appellant or his or her authorized representative an opportunity for an administrative review in accordance with section 27 of the Homeless Services Reform Act of 2005, effective October 22, 2005 (D.C. Law 16-35, D.C. Official Code § 4-754.42), except that if eviction is imminent, the Department shall take all reasonable steps to provide an expedited administrative review to maximize resolution of the appeal in time to resolve the emergency and prevent the eviction.

**7599 DEFINITIONS**

The following terms shall have the meaning ascribed:

**Applicant Unit** – The individual who is applying for emergency assistance for his or her own needs or the needs of those with whom he or she lives, and those persons described in section 7502 of these rules.

**Authorized Representative** – An individual who is at least eighteen (18) years of age, who is acting responsibly on behalf of the applicant, and has sufficient knowledge of the circumstances of the applicant to provide or obtain necessary



information about the applicant, or a person who has legal authorization to act on behalf of the applicant.

**Budget Month** – The thirty (30) day period immediately prior to the day of application.

**Department** – The District of Columbia Department of Human Services or its designated agent.

**Director** – The Director of the Department of Human Services.

**Emergency** – A situation in which immediate action is necessary to avoid homelessness or eviction, to re-establish a home, or prevent displacement from a home.

**Equity** – Current market value of property less any lien indebtedness on the property and less reasonable expenses necessary to liquidate the property.

**Household Member with a Disability** – A member of the applicant unit who is disabled, as documented by medical evidence provided by a qualified professional or by participation in a program which conditions its eligibility on the documentation of disability.

**Income from a Boarder** – Any money paid to the applicant by a person living in the same household as the applicant, but who is not related to the applicant.

**Joint Legal Responsibility** – The individual household members are named on the deed (as tenants in common or joint tenants), or rental lease.

**Minor child** – A child, including those by adoption, eighteen (18) years of age or younger.

**SSI** – The Supplemental Security Income for the Aged, Blind, and Disabled cash assistance program authorized by Title XVI of the Social Security Act of 1935, as amended (42 U.S.C. §§ 1381 to 1383f).

**Provider** – An organization that receives Emergency Rental Assistance Program funds and is authorized to administer the Emergency Rental Assistance Program.

**Rental Payment** – A regular payment made by a tenant to an owner or landlord for the right to occupy or use property.

**Security Deposit (also Damage Deposit)** – A sum of money paid in advance that is required by the owner or landlord for leasing property as security against the tenant's failure to fulfill the lease or security to cover damage to the rental premises.

**TANF** – Temporary Assistance for Needy Families.

**Vendor** – Provider of a service or product, including but not limited to landlords.

**Verification** – Documentation or collateral proof used to confirm the validity of an applicant's circumstances.