

ABOUT THE DESC I PROGRAM

The DESC I Community Housing Program provides monthly portable rent subsidies to eligible Denver Public Schools' employees, and retirees and members of their immediate families ages 60 and older. Program participants receive a monthly rental subsidy up to \$350 a month. If approved, the rent subsidy will be paid directly to the participant's property owner/manager. The property owner/manager must agree in writing to accept the rent subsidy payment directly. The DESC I Community Housing Program is administered by The Denver Foundation.

ELIGIBILITY CRITERIA

Applicants must be senior citizens with low-incomes who have worked for Denver Public Schools for five (5) or more years.

- Senior citizen is defined as 60 years or older.
- Low-income is defined by the HUD "Very Low Income" limit or having an income less than 50% of the most recent HUD Median Family Income for the Denver metropolitan area.

DPS employees with five or more years of tenure may apply for a subsidy on behalf of a senior citizen with low-income in their immediate family. Immediate family is defined as a DPS employee's spouse/partner, grandparents, parents, siblings, children, grandchildren, or mothers- and fathers-in-law. Documentation of the relationship is required.

- Each DPS employee is eligible for one subsidy, so they cannot receive a subsidy themselves and apply for a subsidy on behalf of family.

HOUSING RESTRICTIONS

1. Rental housing must be in the seven-county Denver Metro region.
2. Subsidy recipient must be named on a formal lease agreement.
3. Housing may not be owned by applicant's family members.
4. Housing may not be an assisted living facility.

LEASE TERMS

The DESC I Community Housing Program does not conduct any inspections of properties or impose any conditions on the rental property owner or manager. The terms of the lease are entirely between the rental property owner or manager and the tenant.

Rent subsidies are awarded for a 2-year period.

Subsidy recipients must reapply to renew every 2 years.

REQUIRED APPLICATION DOCUMENTS

- Application for Rent Assistance Form
- DPS Employment Verification Authorization Form
- Copy of driver's license or other current photo ID with your birth date
- The most recent copy of the one of the following:
 - Federal Tax Return (Form 1040)
 - Social Security Statement
 - PERA Statement
- Copy of your current lease or letter from potential rental property owner or manager verifying rental approval

PHONE

303.951.9550

EMAIL

DESCI@denverfoundation.org

FAX

303.300.6547

To: Attn: DESC I

MAILING ADDRESS

DESC I Community
Housing Program
The Denver Foundation
1009 Grant Street
Denver, CO 80203

All required application documents must be submitted via email, fax, or postal mail.

PERSONAL INFORMATION

Please answer all questions to the best of your ability. The information provided will be reviewed only by a Denver Foundation staff member. A personal interview may be required prior to a final decision to receive rent assistance.

Applicant Name (First, MI, Last)

Co-Applicant Name (First, MI, Last)

Street Address

City State Zip Code

Phone Number

Email

Number of People in Household

Date of Birth

ELIGIBILITY

Please verify the following two statements:

- I am 60 years old or older.
- My annual income is less than the HUD Very Low Income limit for an individual or family. (Please review this year’s Income Limits Summary on page six.)

Please check the box below that describes why you qualify for DESCİ assistance:

- I am a Denver Public Schools (DPS) retiree who worked for DPS for 5 years or more.
- I am a current or former DPS employee who worked for DPS for 5 years or more.
- I am a low-income senior citizen whose immediate family member worked for DPS for 5+ years. (In this case, the DPS employee must submit an application and employment verification authorization, and their relative must submit an application plus their driver’s license, financial information, lease, and proof of relationship.)

DPS EMPLOYMENT HISTORY

Please detail the positions held and dates employed by DPS:

Position	Dates of Employment

FINANCIAL INFORMATION

Eligibility shall be re-evaluated annually.

Please submit financial documents showing income eligibility.

Option 1: If you file taxes, please submit:

Most recent Federal Income Tax return (Form 1040)

Option 2: If you do not file taxes, please submit one or more of the following documents showing your total income:

- W-2 Form
- Most recent Social Security statement
- All retirement and disability payments you receive included PERA pension
- Other _____

Current Employment Status:

- Employed
- Retired

If Employed:

Name of Employer

Street Address

City State Zip Code

\$ _____ **OR** \$ _____
Annual Salary Monthly Net Pay

Other Income or Assets:

RENTAL PROPERTY INFORMATION

In order to receive rent assistance, you need to live in a senior living apartment and the rental property must be willing to accept the rent assistance payment directly from The Denver Foundation. Please provide living arrangement information below.

Name of Property

Street Address

City State Zip Code

Manager's Name

Manager's Phone Number

Manager's Email

Do you currently live here?

- Yes No

Have you talked to the manager about the DESCi program and whether they will accept payment?

- Yes No

APPLICATION SIGNATURE

Applicant Signature

Date

Please submit all required application documents via email, fax, or postal mail.

DESCI Community Housing Program's eligibility requirements include verification of current or past employment with Denver Public Schools for five (5) years or more. Please sign and submit this DPS Employment Verification Form to confirm your eligibility.

I authorize Denver Public Schools and/or the Colorado Public Employees' Retirement Association to release details on my employment relationship with DPS to DESCI and The Denver Foundation.

Signature

Printed Name

Date

Please submit all required application documents via email, fax, or postal mail.

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Application for Rent Assistance (Pages 2-3)

Income Verification Documents (Page 3)

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Option 2: If you do not file taxes, please submit one or more of the following documents showing your total income:

W-2 Form

Most recent Social Security statement

All retirement and disability payments you receive included PERA pension

Other _____

DPS Employment Verification Authorization Form (Page 4)

Copy of Driver's License or other current photo ID with birth date

Copy of your current lease or letter from potential rental property owner or manager verifying rental approval

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For more information about the Very Low (50%) Income Limits, please visit huduser.gov and search “income limits.”

HUD FY 2022 INCOME LIMITS SUMMARY FOR METRO DENVER									
Denver - Aurora - Lakewood, CO MSA	Number of Persons in Household	1	2	3	4	5	6	7	8
Median Family Income \$117,800	Very Low (50%) Income Limits (\$)	\$41,050	\$46,900	\$52,750	\$58,600	\$63,300	\$68,000	\$72,700	\$77,400

NOTE: Denver County is part of the Denver-Aurora-Lakewood, CO MSA, so all information presented here applies to all of the Denver-Aurora-Lakewood, CO MSA.

The Denver-Aurora-Lakewood, CO MSA contains the following areas: Adams County, CO; Arapahoe County, CO; Broomfield County, CO; Clear Creek County, CO; Denver County, CO; Douglas County, CO; Elbert County, CO; Gilpin County, CO; Jefferson County, CO; and Park County, CO.