



ABOUT THE DESCI PROGRAM

The DESCI Community Housing Program provides monthly portable rent subsidies to eligible Denver Public Schools' employees, and retirees (ages 60 and older), and members of their immediate families. Program participants receive a monthly rental subsidy up to \$450 a month. If approved, the rent subsidy will be paid directly to the participant's rental property company. The property owner/manager must agree in writing to accept the rent subsidy payment directly. Rent subsidies are awarded for a 24-month period. The DESCI Community Housing Program is administered by The Denver Foundation.

ELIGIBILITY CRITERIA

Each DPS employee is eligible for one (1) subsidy, so they cannot receive a subsidy themselves and apply for a subsidy on behalf of a family member.

Applying as a DPS employee or retiree. All three (3) criteria must be met to be eligible

1. Worked for the Denver Public Schools for at least 5 years
2. Be 60 years or older at the time of the application.
3. Meet HUD's annual "Very Low Income" limit.

Applying as an immediate family member of a DPS employee or retiree (Immediate family is defined as a DPS employee's spouse/partner, grandparents, parents, siblings, children, grandchildren, or mothers- and fathers-in-law)

- DPS employee worked for the Denver Public Schools for at least 5 years (age and income eligibility apply only to the family member)
- Family member must be age 60 or over
- Family member must meet HUD "Very Low Income" limit.
- Proof of the relationship is required.

HOUSING RESTRICTIONS

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

SUBSIDY TERMS

The DESCI 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.

REQUIRED APPLICATION DOCUMENTS

1. ☐ Application for Rent Assistance Form
2. ☐ DPS Employment Verification Authorization Form
3. ☐ Copy of driver's license or other current photo ID with your birth date
4. Choose one (1) option below for your financial document submission:
 - ☐ Option A: Federal Tax Return (Form 1040)
 - OR
 - ☐ Option B: A combination of the documents below:
 - ☐ Social Security Statement
 - ☐ PERA Statement
 - ☐ W-2 Form
5. ☐ Copy of your current lease or letter from potential rental property owner or manager verifying rental approval

All documents must be included in the application package. Submit via email, fax, or postal mail.

PHONE 303.951.9550

EMAIL

DESCI@denverfoundation.org

FAX

303.300.6547 (Attn: DESCI)

MAILING ADDRESS

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

FORM A: Applicant is a DPS Employee or Retiree

Please place a check mark next to each eligibility statement below. All three (3) criteria must be checked to be eligible.

1. ☐ DPS Eligibility:

☐ I am a current or former DPS employee who has worked for DPS for at least 5 years.

☐ I am an immediate family member of a current or former DPS employee. *Please note: Immediate family member must complete the DPS Employment Verification Form – FORM B.*

2. ☐ I am age 60 years or older.

3. ☐ My annual income is less than the HUD Very Low-Income limit for an individual or family.

Applicant Name (First, MI, Last)

Street Address

City

State

Zip Code

Phone Number

Email

DPS EMPLOYMENT HISTORY AND VERIFICATION

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

History:

How many years have you worked/ did you work at DPS? _____

Start date: _____ End date: _____

Position: _____

VERIFICATION

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.

Applicant Signature

Printed Name

Date

FINANCIAL INFORMATION

Current Employment Status: ☐ Employed ☐ Retired **Annual Income:** _____

Please submit financial documents showing income eligibility. Choose only one (1) option below.

- ☐ **Option A:** If you file taxes, please submit: Most recent Federal Income Tax return (Form 1040)
- ☐ **Option B:** If you do not file taxes, please submit one or more of the following showing total income:
- ☐ W-2 Form
 - ☐ Most recent Social Security statement
 - ☐ PERA statement
 - ☐ Other retirement, disability payments, or income you receive

RENTAL PROPERTY INFORMATION

In order to receive rent assistance, the rental property must be willing to accept the rent assistance payment directly from The Denver Foundation.

Name of Property

Street Address

City

State

Zip Code

Contact Name

Title:

Phone Number

Email

Do you currently live here?

☐ Yes ☐ No

Have you talked to the manager about the DESCİ Program and if they will accept payment?

☐ Yes ☐ No

APPLICATION SIGNATURE

Applicant Signature

Date

FORM B: DPS Employee Eligibility Certification for an Immediate Family Member

This form must be **completed by the current or former Denver Public Schools (DPS) employee** whose employment eligibility is being used to support an immediate family member's rental subsidy application.

DPS Employee Acknowledgements

Please place a check mark next to each statement below. All criteria must be checked to be eligible.

- ☐ I am a current or former DPS employee who has worked for DPS for at least 5 years.
- ☐ I am extending my DPS employment eligibility to an immediate family member applying for the rental subsidy. I understand that each DPS employee is limited to one subsidy and that I cannot receive a subsidy while my employment eligibility is being used for my family member's application.
- ☐ I can provide proof of family relationships.

DPS EMPLOYEE INFORMATION

DPS Employee Name (First, MI, Last)

Street Address

City State Zip Code

Phone Number

Email

Date of Birth

DPS EMPLOYMENT HISTORY AND VERIFICATION

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

How many years have you worked/did you work at DPS? _____

Start date: _____ End date: _____

Position: _____

VERIFICATION

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.

Applicant Signature

Printed Name:

Date

FAMILY MEMBER (RENTAL SUBSIDY APPLICANT) INFORMATION

Please enter the information of the immediate family member applying for the rental subsidy, not the DPS employee.

Family Member's Full Name

Relationship to DPS Employee (e.g. "The family member is my mother.")

PROOF OF RELATIONSHIP

Please provide one of the official documents:

- ☐ Birth Certificate
- ☐ Medical Records
- ☐ Insurance policy
- ☐ Other (describe) _____

VERIFICATION

I affirm that the information provided above is true and correct.

DPS Employee Signature

Date

Applicant (Relative) Signature

Date