

Salt Lake Valley Coalition to End Homelessness Policies and Procedures

This document outlines key operational components of the SLVCEH including policies and procedures for the Salt Lake Valley Coalition to End Homelessness.

Version Updates

Date of Update	Date Approved	Changes Made
June 2013		Initial draft of CoC Policies and Procedures
December 2013		Added prioritization process
January 2014	January 16, 2014 SLCHCC meeting of full membership	Updated coordinated access, Monitoring Policies, Administering Assistance, Board Selection
August 2018 meeting of full membership	August 16, 2018 SLCHCC Updated RRH policies	
September 2018	September 6, 2018 SLCHCC meeting of full membership	Added approved RRH policies, deleted Tooele, and cleaned up formatting.
August 2019	August 14, 2019 at the Salt Lake Valley Coalition to End Homelessness Meeting	Updated language to reflect founding of SLVCEH, deleted certain paragraphs to prevent repetition with governance documents, cleaned up formatting Updated relationship to Federal goals and jurisdiction Updated LSA/AHAR language
October 2021	October 13, 2021, updates were approved by the Salt Lake Valley Coalition to End Homelessness Steering Committee	Updated CoC and ESG Rapid Re-housing Assistance, Added VAWA Emergency Transfer Policy, Updated Coordinated Entry Policy link

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Date of Update	Date Approved	Changes Made
October 2021	October 25, 2021 the Salt Lake Valley Coalition to End Homelessness Steering Committee approved new policy	Added the Accessibility and Compensation Policy
June 2022	N/A	Added Homeless Definition and Recordkeeping Requirements
August 2023	August 9, 2023	Amendment to Category 4 Homeless Criteria
September 2023	September 25, 2023	Added Anti-Discrimination Policies

Salt Lake Valley Coalition to End Homelessness

Policies and Procedures

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POLICY AND PROCEDURE MAINTENANCE: THIS WILL BE CONSIDERED A LIVING DOCUMENT SUBJECT TO CHANGE. CHANGES TO THIS DOCUMENT WILL BE MADE IN RESPONSE TO CHANGING CONDITIONS AND REGULATIONS AND THE WILL OF THE MEMBERSHIP. CHANGES WILL BE PRESENTED AT THE SLVCEH STEERING COMMITTEE MEETING TIME ALLOWED, AND ADOPTED AT THE FOLLOWING MEETING. IN CASES WHERE TIME DOES NOT PERMIT, THE STEERING COMMITTEE MAY APPROVE CHANGES.

Introduction and Purpose

This document outlines key operational components of the SLVCEH, including policies and procedures for the SLVCEH. Salt Lake County serves as the Collaborative Applicant for the Salt Lake Valley Coalition to End Homelessness.

Background

The Salt Lake Valley Coalition to End Homelessness was established in April 2019. The Coalition grew out of the former Salt Lake County Collective Impact on Homelessness Steering Committee and Salt Lake County Continuum of Care (CoC) Board and Membership. The Salt Lake Valley Coalition to End Homelessness' primary goal is to end homelessness in Salt Lake County through a system-wide commitment of resources, services, data collection, analysis and coordination among all stakeholders. The Coalition gathers community consensus to create and fulfill established outcomes. Using these goals, the coalition partners with key stakeholders to fill the needs of the Salt Lake County/Valley community.

A Continuum of Care (CoC) is a collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of homeless persons. HUD also refers to the group of service providers involved in the decision making processes as the "Continuum of Care". Funding comes through the Federal Department of Housing and Urban Development (HUD). In Salt Lake County, the CoC operates under the direction of the Salt Lake Valley Coalition to End Homelessness (SLVCEH). Therefore, while this document makes several references to the CoC, it is important to note that the SLVCEH fulfills the responsibility of the CoC. The SLVCEH Steering Committee also acts as the CoC board.

The SLVCEH is responsible for recommending organizations and projects to receive federal funding. Also, the SLVCEH is required to have projects selected and prioritized by a Ranking Committee which is a subcommittee of the SLVCEH. The Ranking Committee determines in which order projects submitted by local service organizations will be presented to HUD for funding consideration.

Continuum of Care funding is intended to reduce incidents of homelessness in Salt Lake County, by assisting homeless individuals and families in quickly transitioning to self-sufficiency and permanent housing.

Mission

The mission of the SLVCEH is to develop and implement community- wide strategies and solutions to prevent and end homelessness. This is done by:

1. Increasing public awareness,
2. Advocating for homeless people,
3. Coordinating services,
4. Educating public, community providers, elected officials, and policy makers regarding homelessness and solutions
5. Identifying gaps using data
6. Targeting resources and implementing best practices
7. Supporting and collaborating on grant applications

SERVICE AREA

The service area for the Salt Lake Valley Coalition to End Homelessness is comprised of the entirety of Salt Lake County. The SLVCEH works closely with leaders and providers in Utah's other continua to ensure that all homeless persons in need have access to services needed to end homelessness.

Relationship to Federal and State Goals and Measures

The Salt Lake Valley Coalition to End Homelessness currently operates in support of the federal goals identified by the U.S. Interagency Council on Homelessness in "Home, Together: The Federal Strategic Plan to End and Prevent Homelessness." Those goals are:

- Ensure homelessness is a rare experience
- Ensure homelessness is a brief experience
- Ensure homelessness is a one-time experience
- Sustain an end to homelessness

The Salt Lake Valley Coalition to End Homelessness aims to align efforts with those of the other CoC's in Utah as well as the State of Utah's strategic plan and overall goals.

SLVCEH membership supports the use of system-level performance measures identified in the HUD document "System Performance Measures in Context" as a tool for helping our community gauge progress in preventing and ending homeless.

1. Length of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
3. Number of homeless persons
4. Jobs and income growth for homeless person in CoC Program funded projects
5. Number of persons who become homeless for the first time
6. Successful housing placement

Communication

Between SLVCEH meetings, the Coalition leadership (Steering Committee Members) and support agency staff, including the Collaborative Applicant, of the SLVCEH will keep members involved using some or all of the following methods:

1. Maintaining a directory of SLVCEH members, as well as updating and distributing it
2. Regularly establishing working groups to move the work of the SLVCEH CoC forward between meetings
3. Publishing a SLVCEH E-Newsletter with information about educational opportunities, funding opportunities, resources, current events, meetings, and Core Function groups.
4. Sharing information regularly to maintain a focus on ending homelessness. Methods of sharing information between SLCVEH CoC meetings will include:

- Information sent out via email
 - Information added to the Coalition website(<https://slco.org/homeless-services/continuum-of-care/>)
 - Information on the work of the Coalition
 - Resources
 - Plans and Implementation
 - Research and data
 - Funding availability, grant application and awards
 - Written agendas and minutes from meetings
 - Policies
5. Encouraging partners with similar interests to join forces, either by sharing information/best practices or working on strategies to collaborate and support each other's efforts

Meetings

Salt Lake Valley Coalition to End Homelessness Meetings are generally held 6 times per year on the second Wednesday of every other month

The Steering Committee may call special meetings by providing an agenda to all the members at least seven days prior to such meeting.

A quorum of the Steering Committee shall exist if a majority of the total members are present in person or electronically.

The Steering Committee co-Chairs or her/his designees shall take reasonable steps to ensure that all members are notified of the time and place of all member meetings.

All members shall be permitted to propose "new business" for the next membership meeting.

It is recommended that one annual half-day planning session be held in the fall each year.

All procedural matters for member meetings not governed by these bylaws, shall follow the provisions of Robert's Rules of Order.

The Steering Committee may, by a vote of the majority of the members present at a meeting, suspend any provision of Robert's Rules, at any time, whether or not suspension is on the agenda.

Educational Assurances

Purpose: The purpose of this section is to outline the intent of the Salt Lake Valley Coalition to End Homelessness to meet the educational needs of the homeless youth and families that they serve. The Coalition believes that success in education can lead to positive outcomes and the avoidance of negative behaviors such as drug and/or alcohol abuse or other high risk behaviors. Success in school enhances social growth and has positive physical, emotional and mental outcomes.

The SLVCEH is committed to ensuring that the educational needs of homeless youth and their families are met.

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Pursuant to McKinney- Vento Homeless Assistance Act a homeless child is defined as a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings.

This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
- abandoned in hospitals;
- awaiting foster care placement; or
- a migratory child who qualifies as homeless because he or she is living in circumstances described above
- an unaccompanied youth is a homeless child not in the physical custody of a parent or guardian who is in a living situation described above.

SLVCEH RESPONSIBILITIES

The SLVCEH will collaborate with local education agencies (schools, districts, etc.) to:

- Assist in the identification of homeless families;
- Inform homeless families and youth of their eligibility for McKinney-Vento education services;
- Encourage providers within Salt Lake County to develop procedures to meet the educational needs of children when families are placed in emergency or transitional shelter;
- Encourage providers to place families with children as close to possible to their school of origin, as appropriate, so as not to disrupt the children's education;

The SLVCEH will continue to invite McKinney-Vento school Liaisons to participate in Coalition and other community planning meetings. This will facilitate dialogue about the services provided by shelters and housing providers, as well as those provided through the school districts.

PROVIDER RESPONSIBILITIES

Providers within the SLVCEH that serve children/youth will be encouraged to adopt the following practices for serving homeless students.

- Providers should educate all relevant staff on the rights of homeless students as outlined in McKinney-Vento legislation.
- Providers should annually provide information to school principals, counselors, and McKinney-Vento liaisons about services the agency provides.
- Providers should connect regularly with McKinney-Vento liaisons in surrounding school districts.
- Providers should develop policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

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- Providers should designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- Providers should communicate with McKinney-Vento liaisons to obtain information on children's school performance including:
 - Report cards
 - Attendance reports
 - Behavioral progress reports
 - Awards and / accommodations
- Providers should encourage parental involvement and educate parents on the importance of involvement in their children's education, including:
 - Connecting parents with the local school liaison.
 - Informing parents on homeless children's rights
 - Attending parent/teacher conferences
 - Report cards
 - School attendance
 - Scheduling appointments to minimize children missing time in school
 - Communication and partnership with schools
 - Notifying school when a child changes schools
 - Providing proper nutrition
- Provider staff should report any children they observe as being late for school to parents and case managers.
- As appropriate for housing type and services provided, provider staff should work directly with the truant officers in instances of truancy.
- Providers should offer after-school programs on site or make referrals to other programs.

SCHOOL LIAISON RESPONSIBILITIES

School liaisons within the SLVCEH will support agency and Coalition efforts by:

- Ensuring students are registered for school whether that is the last school attended, or the school that is nearest their current living situation.
- Assisting with fee waivers making students eligible for free lunch and reduced or no cost enrollments.
- Providing assistance with transportation if outside of school boundaries.
- Paying for immunizations and other documents needed to register for school.
- Assisting with the procurement of school supplies, clothing and hygiene supplies.
- Facilitate enrollment into tutoring or other after-school programs when available.
- Connecting families and youth to community resources.
- Working with case managers and providers to alleviate concerns regarding the educational needs of students.
- Above all else, make certain that all educational needs and rights are met.

Point-in-Time Count

The SLVCEH conducts at least one point-in-time count of homeless persons per year. This count collects data on where homeless households are sleeping, household size, disability, and chronicity of homelessness.

The U.S. Department of Housing and Urban Development (HUD) requires that all states receiving federally-funded homeless services funding conduct a count of all sheltered people in the last ten days of January annually.

Additionally, HUD requires a biannual count of all unsheltered people in states receiving federal funding for homeless services. Electronic administrative records are used to enumerate people living in emergency shelters and transitional housing. Unsheltered counts are required every other year, although Salt Lake Valley Coalition to End Homelessness will conduct an unsheltered count annually. The PIT count is a physical count or census of all homeless persons living in emergency shelters, transitional housing, and in places not meant for human habitation (streets, parks, cars, etc.) on a single night.

Utah has a single Homeless Management Information System (HMIS) that collects information on homeless persons served, such as their characteristics and circumstances and the services they receive. The Utah HMIS covers around 80% of homeless service providers statewide.

Housing Inventory Chart

Every year the SLVCEH will collect data to complete a housing inventory. This inventory will occur at a single point-in-time in the last ten days in January. The date of the housing inventory will be the same date as the point-in-time sheltered and unsheltered count.

For each program that houses persons experiencing homelessness, the SLVCEH will collect data on:

- The number of beds and units currently serving individuals and families
- The number of beds and units created in the past year (“new inventory”)
- The number of beds and units that are fully funded but not yet serving homeless people (“under development”)

Housing inventory data must be obtained from all emergency shelters, transitional housing, and permanent supportive housing programs in the SLVCEH service area, including those programs that do not receive HUD funding. Data collected from permanent supportive housing programs will be focused only on the beds and units that are dedicated to housing persons who are formerly homeless. The number of vacant emergency shelter, transitional housing, and permanent supportive housing units must be collected for the unmet need determination.

To collect Housing Inventory data, the SLVCEH will annually:

- Use HMIS data to complete the Housing Inventory Chart OR
- Conduct a housing inventory survey (via mail, fax, e-mail, web-based, phone or on-site) of homeless providers, which will include the previous year’s Housing Inventory Chart and instruct providers to review and update housing inventory information on the specified night of the housing inventory. If the SLVCEH decides to collect housing inventory information via a survey, the SLVCEH will:
 - Provide written instructions to all homeless providers on how to report an accurate bed inventory
 - Systematically train provider-level staff on how to obtain an accurate bed inventory
 - Include definitions of key terms used in the inventory chart
 - Follow-up with providers (e.g., via telephone, email, or in-person) to ensure the maximum possible response rate and accuracy of the housing inventory information

- After receiving the inventory information, confirm the information with each provider to verify the accuracy of the data

LSA & AHAR Participation

The Longitudinal Systems Analysis (LSA) report, produced from a CoC's Homelessness Management Information System (HMIS) and submitted annually to HUD, provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care. The data from the LSA, once submitted, is compiled nationally and used for the Annual Homeless Assessment Report (AHAR), a report by HUD to the U.S. Congress on the extent and nature of homelessness in America. The AHAR provides estimates of the number of homeless persons nationally, a descriptive profile of homeless persons, and an analysis of service use patterns.

The HMIS team is responsible for compiling data for the Longitudinal Systems Analysis (LSA) report which is then submitted by the Collaborative Applicant staff to HUD via the HDX 2.0.

In order to participate in the LSA, the SLVCEH's HMIS must be capable of:

- Producing a one day point-in-time count, average day count, and longitudinal counts.
- Identifying clients with multiple program use—e.g., how many people in ES-IND were also served in TH-IND.
- Counting persons by household type—e.g., individual adult male, adult in household with children, or unaccompanied youth.
- Generating frequencies by basic demographic characteristics.
- Cross-tabulating total length of stays within each program-household type, by gender and age.
- Totaling the number of households with children by program type.

UHMIS has established continuum-wide data quality control procedures to ensure the accuracy and completeness of data collected and reported.

Coordinated Entry

Coordinated Entry Written Standards were approved in a separate document in January 2018 and may be found at our website here: <https://endutahhomelessness.org/wp-content/uploads/2021/10/slc-ces-standards-jan-2018.pdf>

PREVENTION AND DIVERSION

With HPRP funding, the three funders (Salt Lake City, Salt Lake County and The State of Utah) collaborated in their funding award decisions and awarded funding to a single agency for prevention (Utah Community Action or UCA). UCA was an established agency in Salt Lake City that had been the primary source for prevention services in Salt Lake County, including rental assistance, landlord mediation and eviction avoidance. UCA participates in HMIS and utilizes the common intake and assessments for all UHMIS participants.

If the consumer is deemed an appropriate candidate for prevention funds, a referral will be made to UCA through their online application process.

OUTREACH AND MARKETING PLAN

It is essential that those affected most immediately and significantly by this new model, the consumers, are provided with clear, consistent, and consumable information not only through sources of direct outreach, but by each provider with whom they interface. As a decentralized system, all agencies within the CoC bear the responsibility for ensuring effective outreach and marketing communications. Homeless assistance providers, and others with whom those experiencing homelessness regularly interact, are engaged in the consistent dissemination of information through the following methods:

Print Media: Fliers, Homeless Provider Newsletters/Publications, Department of Health and Human Services publications, Local Newspapers

Online Resources: Homeless Provider web pages, DWS, State of Utah website, 2-1-1 website

Word of Mouth: Outreach workers, drop-in center staff, other Homeless Provider staff, Consumers\

Priorities

The priorities of the SLVCEH and the CoC will be determined on at least an annual basis. These priorities will be determined by the Coalition's Core Function Groups in collaboration with Coalition leadership and Steering Committee members.

HMIS

The State of Utah Homeless Management Information System (UHMIS) is a collaborative project of three Continua of Care within the State of Utah; Salt Lake Valley Coalition to End Homelessness, Balance of State, and Mountainlands as well as the State Housing and Community Development Division of the State of Utah Department of Workforce Services (DWS), and participating Partner Agencies. HMIS is a computerized data collection application designed to capture information about homeless people and homeless programs over time. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) under the HEARTH Act for all communities and agencies receiving HUD Continuum of Care (CoC) and Emergency Solutions Grant (ESG) homeless assistance funds. HMIS is essential to efforts to streamline client services and inform public policy.

Through HMIS, homeless people benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in the State of Utah and each Continuum, which may include measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs. Such an unduplicated accounting of homelessness is necessary to service and systems planning, effective resource allocation, and advocacy. A Memorandum of Understanding (MOU) is utilized between the interested parties to establish roles and responsibilities for successfully implementing and operating HMIS in the State of Utah.

The SLVCEH goal is to collaboratively provide a range of homeless housing and services. The continuum of care system components includes prevention, emergency shelter, transitional housing, rapid rehousing and permanent supportive housing. Outreach efforts and specialized supportive services, actively identify and

support homeless individuals and families and work with them to access mainstream resources. HMIS will enable homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning, and advocacy.

Governance

The State of Utah CoC's are the lead planning groups of the HUD funded efforts to end homelessness and for implementing and operating a homeless system within their jurisdictions. A Memorandum of Understanding outlines in detail the expectations for each of the three continua and the State of Utah. Per HUD policy the CoC's are responsible for HMIS project oversight and implementation, which encompasses

- planning,
- administration,
- HMIS budget approval and oversight,
- grant monitoring and work plan submission approval,
- software selection,
- managing of HMIS data compliance with HMIS data standards,
- reviewing and approving all policies, procedures and data management plans contributing to HMIS Organizations

The SLVCEH oversight and governance responsibilities are carried out by its Steering Committee.

State HMIS Steering Committee & Data Information Committee

The State HMIS Steering Committee is made up of representation of all three CoC's for the State of Utah as well as ESG representation, local leaders, and the Lead Agency HMIS staff. The role and responsibility of the Steering Committee is defined in the Governance in section C.1.

The role and responsibility of the Data Information Committee is to provide analysis of trends and performance of the homeless system and detailed HMIS data reports as requested by each CoC objective. This Committee will inform the Steering Committee and the SLHCC of homeless data which may be collected outside of the HMIS system.

Lead Agency Designation

The three CoC's designate the Homelessness Programs Office, Housing and Community Development Division of the State of Utah Department of Workforce Services (DWS) to manage the HMIS operations on its behalf and to provide HMIS project administration functions including staffing with State employees and managing budget and grant requirements.

Continuum of Care Application in response to HUD NOFA

As outlined in the Background section, the Salt Lake Valley Coalition to End Homelessness currently fulfills the responsibilities and duties of the Salt Lake County CoC. Therefore, Salt Lake County acts as the Collaborative Applicant for the Coalition. The SLVCEH Collaborative Applicant is responsible for facilitating the community response to the annual Continuum of Care (CoC) Notice of Funding Availability (NOFA) issued by the federal

department of Housing and Urban Development (HUD). The SLVCEH CoC NOFA workgroup are charged with guiding the community's response to the CoC NOFA.

Rank and Review Policies and Procedures

Eligible proposals will be prioritized for inclusion in the CoC's coordinated application by the Ranking Committee acting as the rank and review group. Applications not scoring high enough will not be placed on the project funding request as part of the Consolidated Application (Formerly Exhibit 1).

Salt Lake County, as the designated Collaborative Applicant, recruits Ranking Committee members, prioritizing members who have served as members in the past or who have other relevant experience. The Ranking Committee will be composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; city representatives; county employees; mental health; substance abuse; veteran's services; and consumers.

- Ranking Committee members must declare that they have no conflict of interest.
- Members must be appointed every year and their eligibility verified.
- Members must be able to dedicate time for application review and committee meetings.
- Ranking Committee members are given an orientation which includes:
 - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the SLVCEH
 - A background of McKinney Vento and the local process
 - The role of the Ranking Committee
 - Review of the scoring tools, applications, and resources

Ranking Committee members receive eligible application proposals and scoring matrix.

Prior to the Ranking meeting, all Ranking Committee members review all applications over an appointed period. Members read projects, preliminarily score them, and note any questions/comments to follow-up with applicants.

If the SLVCEH support agency staff have any knowledge that could lead HUD to deny granting funds to a project, they will share that information with the Ranking Committee. SLVCEH support agency staff will discuss this information with applicants as part of technical assistance provided to assist project development.

The Ranking Committee meets to review and discuss each application together and to individually score them. SLVCEH support agency staff is present at the Committee meeting to record decisions of the Committee and any comments/ recommendations they have for applicants.

The Ranking Committee discusses the merits of each proposal, scores the applications, and turns in score sheets to staff.

- Overall raw scores are calculated by SLVCEH CoC support agency staff.
- The Committee considers adjustments for such issues HUD incentives or requirements.
- The Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- The Committee determines the rank and funding levels of all projects considering all available information.

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- During deliberation, SLVCEH CoC support agency staff will provide technical assistance by responding to questions of the Committee members, correcting technical inaccuracies if they arise in conversation, and reminding the Committee members of their responsibilities if they step outside their purview.
- Scoring results are delivered to applicants with a reminder about the appellate process.
- Each applicant receives copies of their proposals with technical edits made by SLVCEH support agency staff. Applicants are asked to correct their applications and send them back to SLVCEH support agency staff before final submission to HUD.
- Applications which do not meet the threshold requirements will not be included in the Priority Listing as part of the Consolidated Application, and therefore will not be forwarded to HUD for consideration.
- If more applications are submitted than the SLVCEH has money to fund, the lowest-scoring applications will not be included in the Priority List as part of the Consolidated Application, and therefore will not be forwarded to HUD for consideration.

PENALTIES

Applicants may correct a curable deficiency with timely action. To be curable the deficiency must: not be an applicant eligibility requirement and be remedied within the time frame specified in the notice of deficiency.

If the corrections are remedied within the time frame specified, no loss of points will result.

If the Committee finds that an applicant has intentionally misrepresented information, the application may be rejected, or a penalty may be assessed.

Where there is a staff (SLCO or HUD) documented issue that impacts the ability of applicants to access electronic application systems (E-snaps, ZoomGrants), the Committee reserves the right to adjust the penalty submission deadline accordingly.

POLICY FOR APPEALS OF RATING/RANKING

Eligible Appeals:

- The application of any applicant agency which a) is unranked, or b) receives decreased funding may appeal.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Ranking Committee.
- Applicants may appeal if they can:
 - prove their score is not reflective of the application information provided; or
 - Describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

Per 24 CFR 578.35(b), project applicants that believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline. Additional appeal information may be found in the Notice of Funding Availability (NOFA).

Annual Performance Report

Annual Performance Reports (APRs), formerly called Annual Progress Reports, are required by HUD on an annual basis to track the progress and accomplishments of HUD's Continuum of Care Homeless Assistance Programs.

The APR gathers information on how programs assist homeless persons to obtain and remain in permanent housing, increase skills and income, and attain greater self-determination. This information is used by HUD and Congress to assess outcomes from federal funding. The APR is also useful to the SLVCEH, grantees, and sponsors as a planning and management tool to analyze client demographics and service needs; to evaluate project outcomes; to make improvements; and to set future goals for their projects.

To ensure accurate reporting and local accountability, it is the policy of the Salt Lake County CoC that agencies are to submit a pdf draft copy of their Sage submission to the SLVCEH designated staff person, no later than 30 days before the APR is due to HUD. Once the SLVCEH support agency staff have reviewed the reports and any corrections have been incorporated, the agency may then submit their APR to HUD.

Jurisdiction

The jurisdiction of the Salt Lake Valley Coalition to End Homelessness is within the boundaries of Salt Lake County. The Coalition is consistent with ESG and HEARTH rules. Both the Emergency Solutions Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules state that the Continuum of Care (CoC), in consultation with recipients of Emergency Solutions Grants program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance.

All programs that receive ESG or CoC funding are required to abide by these written standards. Agency program procedure should reflect the policy and procedures described in this document. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing. These written standards will be reviewed on an annual basis.

The Continuum of Care Written Standards will:

- Assist with the coordination of service delivery across the geographic area and will be the foundation of the coordinated entry system;
- Assist in assessing individuals and families consistently to determine program eligibility;
- Assist in administering programs fairly and methodically;
- Establish common performance measurements for all CoC components; and
- Provide the basis for the monitoring of all CoC and ESG funded projects.

CoC Grantee Specific Local Policies

APR'S AND QUARTERLY PERFORMANCE

Requirements for Submission of HUD Annual Performance Report (APR)

CoC funded agencies are to submit an APR in PDF format from Sage to the SLVCEH designated staff person, no later than 30 days before the APR is due to HUD. Once the CoC staff have reviewed the reports and any corrections have been incorporated, the agency may then submit their APR to HUD.

HOUSING STANDARDS – HQS INSPECTIONS

In accordance with CFR Section 578.75(b), CoC funded rental assistance and leasing assistance is required to pass a Housing Quality Inspection (HQS) prior to move in as well as annually.

Persons may be considered qualified to conduct an inspection by either:

- 1) the formal certification process (NAHRO and Nan McKay both offer it)
OR
- 2) In line with local Housing Authority job descriptions, having 2 years of experience and knowledge with housing structures, plumbing, electrical and lighting in addition to a basic knowledge of state and local building codes.

Monitoring

SLVCEH Collaborative Applicant staff may make an annual monitoring visit to CoC funded projects. These visits may be accompanied by SLVCEH Steering Committee members who do not have a conflict of interest.

The Site/Monitoring Visit may consist of the following activities/components:

1. Review of program policies and procedures to ensure compliance with Federal HUD CoC Interim Rule Regulations and local SLVCEH Policies & Procedures.
2. Tour units/facility, if applicable.
3. Review and discuss most recently submitted APR, including goals and progress.
4. Review random sample of program files: Comprehensive file review will be completed on at least one file, with other files reviewed if necessary.
5. Review results of client satisfaction survey and/or conduct client interviews. Arrangements for client interview will be made in advance of the visit.
6. Identify technical assistance needs (from Continuum of Care or other source).
7. Debriefing of HUD CoC NOFA project application local ranking and scoring

After the site/monitoring visit, a written summary of the visit will be provided to the grantee. The grantee will then have an allotted time frame to respond in writing to the visit summary report.

The SLVCEH Steering Committee may review the summary and any written responses from the grantee.

ESG Recipient Monitoring

The Continuum of Care will work with ESG funders at the State, City and County level to coordinate the monitoring of outcomes of recipients of ESG funding. Grantee activities will be monitored to assure compliance with applicable Federal requirements and to determine whether or not performance goals are being achieved. The Continuum of Care will work with the State, City and County ESG funders to develop the performance standards and evaluate outcomes of ESG-funded projects.

Anti-Discrimination Policies

OVERVIEW

The Salt Lake Valley Coalition to End Homelessness (SLVCEH) is committed to rendering homelessness brief, rare, and non-recurring. The SLVCEH has adopted these policies and procedures to ensure that all homeless families and individuals have equal access, without discrimination, to all necessary housing and supportive services. These policies and procedures provide guidance to all service providers to prevent discrimination in their policies and in their interaction with those experiencing homeless and at-risk clients. Through these policies and procedures, the SLVCEH will

comply with all applicable civil rights and fair housing laws and regulations, including HUD's Equal Access and Gender Identity Rules.

EQUAL ACCESS PROTECTIONS

Equal Access Policy:

All service providers in the Salt Lake County CoC region are prohibited from discriminating against anyone seeking homeless services based on race, color, national origin, religion, sex, disability, age, gender, LGBTQIA2S+ status, or marital status. This includes but is not limited to agencies funded through the Continuum of Care and Emergency Solutions Grants (ESG) programs, and service providers funded by other federal and state programs.

The Salt Lake County CoC operates a coordinated entry system that provides equal access to all persons, especially those least likely to seek or receive services, and that allows all participating agencies to comply with all applicable civil rights and fair housing laws and regulations, including HUD's Equal Access and Gender Identity Rules.

Equal Access Procedures:

The Salt Lake County CoC will:

- Provide annual and as-needed training to service providers and others regarding the HUD Equal Access and Gender Identity Rules and related requirements.
- Use appropriate inclusive language in communications, publications, trainings, events, personnel handbooks, and other policy documents that affirms the CoC's commitment to serving all eligible clients in adherence with the HUD Equal Access and Gender Identity Rules.
- Support all clients in understanding their privacy rights and the implications of releasing information.
- Receive and address all complaints of violations of this policy through the CoC's established grievance procedure process.
- Regularly monitor CoC-funded and ESG-funded agencies and regional coordinated entry systems to ensure compliance with HUD's Equal Access and Gender Identity Rules, and other applicable civil rights and fair housing laws and regulations.

All service providers will:

- Make sure that staff and volunteers understand that a client may present their gender differently than the way staff and volunteers identify their gender.

Salt Lake Valley Coalition to End Homelessness Policies and Procedures

- Ensure that all staff and volunteers maintain the confidentiality of a client's legal name and sex at birth and understand the potential impact that disclosure can have on a client's progress toward self-sufficiency.
- When possible, ensure that new construction and rehabilitation includes and promotes privacy and safety in sleeping areas, bathrooms and showers.
- Take prompt action to resolve inappropriate behavior, treatment, harassment, or any other equal access issues by staff, volunteers or clients.
- Include policies and procedures in employee handbooks and training that prohibit discrimination and provide guidance to staff to ensure that all persons have equal access to the agency's services.
- Inform clients of the CoC's established grievance procedure process to report any and all complaints of violations of this policy.

Service provider staff will:

- Do their best to ensure client safety and prevent harassment.
- Not consider a client or potential client to be ineligible for services because their appearance or behavior does not conform to gender stereotypes.
- Not ask questions or seek information concerning a person's anatomy or medical history beyond that necessary to determine program eligibility.
- Not require a person's gender identity to match the gender listed on an ID or other documents.
- Help clients understand the resources available to help them obtain legal identification documents.
- Use the client's preferred gender and pronoun.
- Keep clients' transgender status confidential, unless the client wants to share this information.
- Treat clients' gender identity and sex at birth as confidential medical information that will not be disclosed without written time-limited consent.

INVOLUNTARY FAMILY SEPARATION POLICY

In accordance with HUD's CoC and ESG program regulations, involuntary family separation is prohibited in CoC-funded and ESG-funded projects. CoC-funded and ESG-funded projects may not deny admission to any household on the basis of:

- The age or gender of a child under age 18; or
- The gender of a parent or parents; or
- The marital status of a parent or parents.

FAITH-BASED ACTIVITIES POLICY

Service providers and their staff shall not discriminate against any client or prospective client on the basis of religion, religious beliefs, a refusal to hold a religious belief, or a refusal to attend or participate in religious activities.

CoC and ESG Rapid Re-housing and Homelessness Prevention Assistance

Originally adopted from policies created by Salt Lake County related to the administration of the Emergency Solutions Grant.

Rapid re-housing assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services.

CLIENT ELIGIBILITY: STANDARD POLICIES AND PROCEDURES FOR EVALUATING INDIVIDUALS' AND FAMILIES' ELIGIBILITY FOR ASSISTANCE UNDER ESG AND CoC RRH.

A. ELIGIBILITY

1. In accordance with HUD regulations, there is no income restriction at initial evaluation for ESG participants; individual or household Adjusted Gross Income must be at or below 30% of the Area Median Income (AMI) at annual assessment.
2. There is no income restriction in place for CoC RRH assistance at initial evaluation or at annual assessment.
3. The household must be either at risk of homelessness (for prevention assistance) or homeless (for rapid re-housing assistance) as defined by HUD. Housing status documentation must be kept in client file.

B. ELIGIBILITY DETERMINATION

1. Evaluations: Agencies must provide an initial evaluation to determine the eligibility of each individual or family for ESG and CoC assistance including the amount and types of assistance needed to regain stability in permanent housing.

These evaluations must be conducted in accordance with the Continuum of Care coordinated entry requirements and agency policy and procedures. Evaluation documentation must be kept in client file.

Agencies should have a process in place to refer persons ineligible for ESG and CoC assistance to the appropriate resources or service provider that can assist them.

2. Housing Status: Each household served must be determined to be either at risk of losing housing (ESG Prevention) or homeless (Rapid Re-housing) through a housing status determination process that includes documentation of the household's current living situation.

HOMELESS – DEFINITION

1. Category 1 – Literal Homeless:
 - a. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. has a primary nighttime residence that is a public or private place not meant for human habitation;
 - ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); OR
 - iii. Is exiting an institution where (s)he has resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
2. Category 2 – Imminent Risk of Homelessness:
 - a. Individual or family who will imminently lose their primary nighttime residence, provided that:

- b. Residence will be lost within 14 days of the date of application for homeless assistance;
 - c. No subsequent residence has been identified; and
 - d. The individual or family lacks the resources or support networks needed to obtain other permanent housing
3. Category 3 – Homeless under other Federal statutes:
- a. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under the other listed federal statutes;
 - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - iii. Have experienced persistent instability as measured by two moves or more during the preceding 60 days. Can be expected to continue in such status for an extended period of time due to special needs or barriers
4. Category 4 – Fleeing/Attempting to Flee Domestic Violence:
- a. Any individual or family who:
 - i. Is experiencing trauma or lack of safety related to, or fleeing, or is attempting to flee, domestic violence
 - ii. Has no other safe residence; and
 - iii. Lacks the resources to obtain other permanent housing

Note: CoC and ESG dollars can serve Category 1 and Category 4. ESG assistance may not be provided to persons defined as homeless under Category 3. At this time, Category 2 and Category 3 are populations that are unable to be served with CoC RRH dollars.

- C. RE-EVALUATION: Program participant’s eligibility and the types and amounts of assistance the program participant needs must be re-evaluated not less than once every 3 months for prevention assistance, and not less than once annually for rapid re-housing assistance.

At re-evaluation -- which must take place not less than once annually for ESG rapid re-housing -- the participant's household must have an annual income that does not exceed 30% of AMI for ESG funded RRH. AMI limits are available on HUD’s web site at:
<https://www.huduser.gov/portal/datasets/il.html>.

There is no income restriction CoC funded rapid re-housing.

Agencies are not required to conduct a re-evaluation for ESG assistance except for as required by HUD regulations, but are encouraged to utilize information to update the case plan and integrate into the monthly case management as provided. It is recognized that each provider agency has individual program design autonomy to determine how to best utilize funds to create strategic use in support of participant's transition to self-sufficiency. Individual provider agencies may evaluate income as a factor to determine ongoing need for program participation, according to agency policies and procedures.

COORDINATION: Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

Salt Lake Valley Coalition to End Homelessness Policies and Procedures

- A. SLVCEH will consult with Salt Lake County and City to receive input on allocating ESG and CoC funds; developing performance standards and evaluating project outcomes.
- B. SLVCEH will coordinate and integrate ESG funded activities, to the maximum extent practicable, with mainstream housing, health, social services, employment, education, and youth programs.
- C. SLVCEH ESG and CoC funded programs will participate in the coordinated assessment system.

PRIORITIZING SERVICES AMONG ELIGIBLE CLIENTS: Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

- A. After consulting with CoC and ESG service providers receiving ESG and CoC client assistance funds, Salt Lake County Continuum of Care will identify any client categories that need to receive preference in utilizing limited ESG and CoC assistance. Such preferences are to be used as guidance and not to eliminate any eligible person or households deemed most appropriate by the service provider who has immediate and detailed knowledge of their specific clients' circumstances.
- B. Salt Lake County Continuum of Care preference is to assist both individuals and families with homelessness prevention and rapid re-housing assistance. **RAPID REHOUSING:** First time homeless individuals and families who can effectively utilize ESG or CoC assistance to prevent a reoccurrence of homelessness. This is to be determined after an assessment by the case manager in consultation with the supervisor.
 - i. The household lacks the financial resources to remain in its existing housing and has an eviction notice from the landlord
 - ii. No appropriate subsequent housing options have been identified.
 - iii. The household lacks support networks necessary to remain in existing housing.
 - iv. Existence of two or more risk factors including but not limited to the following: doubled- up, single-parent, loss of income in the last 90 days, disability, or large family size.
 - v. Potential impact. Would short term assistance make a difference for the client, resulting in a more stable situation in the near term?

CLIENT COST SHARING: Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance.

- A. Individuals and families receiving ESG homelessness prevention and ESG and CoC rapid re-housing assistance may be required to pay up to 30% of their household income toward rent. Participating individuals and families will be required to provide verification of all household income.
- B. Subgrantees have the flexibility to determine the amount of rental assistance provided. Assistance should be "needs-based" providing the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near future.

LENGTH & AMOUNT OF RENTAL ASSISTANCE: Standards for determining how long a program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

- A. An eligible individual or family may receive up to 24 months of rental assistance during any 3-year period. Short-term rental assistance is for up to 3 months of rent. Medium-term rental assistance is for more than 3 months, but not more than 24 months of rent.
 - a. Flexibility: Subgrantees have the flexibility to determine the amount of rental assistance provided.
 - b. Needs based: Assistance should be “needs-based” providing the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near future.
 - c. Security and utility expenses: Subgrantees have the discretion to determine how to handle eligible expenses, according to HUD. If the Subgrantee recovers a deposit, it must be treated/reported as program income.
- B. Rental arrears: ESG assistance may include payment of rental arrears consisting of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- C. Termination of Housing Assistance: The subgrantee may terminate assistance to a program participant who violates program requirements. In terminating assistance to a program participant, the subgrantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:
 - a. Written notice to the program participant containing a clear statement of the reasons for termination;
 - b. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
 - c. Prompt written notice of the final decision to the program participant.

HOUSING STABILIZATION/RELOCATION: Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance.

- A. The type of supportive services offered will be determined during an initial assessment of the family and tailored to individual barriers and needs. Eligible families will receive supportive services for the duration of the rental assistance. Such services can also be extended beyond the rental assistance period.
- B. Housing Stabilization and Relocation Services: ESG or CoC funds may be used for services that assist program participants with housing stability and placement. Eligible activities include:
 - a. Case management
 - i. ESG or CoC case management funds may be used for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability.
 - ii. Component services and activities may include:
 - iii. Counseling;
 - iv. Developing, securing, and coordinating services;
 - v. Monitoring and evaluating program participant progress;
 - vi. Assuring that program participants rights are protected;

- vii. Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG or CoC financial assistance.
- b. Housing search and placement
 - i. ESG or CoC housing search and placement funds may be used for services or activities to assist individuals or households in locating, obtaining, and retaining suitable rental housing. These may include:
 - 1. Tenant counseling
 - 2. Assisting individuals and households to understand leases;
 - 3. Securing utilities

VAWA Emergency Transfer Plan

The SLVCEH adopted the forms found in Appendix A to fulfill the requirement to implement an Emergency Transfer Plan for DV survivors. Agencies must adopt the Emergency Transfer Plan included in Appendix A and either supplement or update any current policies. Additional forms provided in Appendix A are for ease of implementation, but are not required.

Accessibility and Compensation

In order to make attending our meetings more accessible for those with lived experience, we will apply a two-part approach. First, we will make accommodations for transportation to in-person meetings, such as bus vouchers. The option to attend meetings virtually will also be made available. All HRCs will be asked to provide a designated conference room where each coalition, core function group, and task group meeting can be viewed via Webex by anyone wishing to attend and participate.

A group host will be present at each remote site to operate the Webex link and all needed technology. Group hosts will open each meeting by reviewing established behavioral expectations as well as the agenda for the upcoming meeting. Group hosts will also lead a discussion after each meeting to answer questions and hear feedback from those with lived experience in attendance at each group meeting site. Following the group discussion, the group host will send an email with any and all comments to the host of the meeting attended.

If additional barriers to participation arise, we will work to identify and address them.

Second, we value those with lived experience and will compensate them for attending our meetings. People with lived experience who attend and/or participate in meetings will be compensated \$15 per hour. Those in leadership positions with voting rights will be compensated \$20 per hour. Compensation is not to exceed \$599 per year to any one individual from any one entity. The compensated individual will be responsible for claiming their own income with all necessary parties. People with lived experience will be referred to as Lived Experience Experts and will be considered independent contractors.

We will seek recent Lived Experience Experts from diverse backgrounds and experiences to ensure strong representation from marginalized communities. Special emphasis will be placed on including those with recent lived experience. All viewpoints and lived experience levels are welcome.



Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS



<p>Category 1</p> <p>Literally Homeless</p>	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution 	
	<p>Category 2</p> <p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	<p>Category 3</p> <p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	<p>Category 4</p> <p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

List of Acronyms

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
BOS	Balance of State CoC
CH	Chronically Homeless
CoC	Continuum of Care
DWS	Department of Workforce Services
ESG	Emergency Shelter Grant (Federal)
HEARTH Act	Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009
HMIS	Homeless Management Information System
HUD	Department of Housing and Urban Development (Federal)
MtLAND CoC	Mountainlands Continuum of Care
NOFA	Notice of Funding Availability
PH	Permanent Housing
PIT	Point-In-Time (annual count of homeless persons)
PSH	Permanent Supportive Housing
TH	Transitional Housing

Appendix A-VAWA Emergency Transfer Forms

- A. Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Emergency Transfers (REQUIRED)
- B. Notice of Occupancy Rights under the Violence Against Women Act
- C. Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, And Alternate Documentation
- D. Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

[Insert name of covered housing provider]

**Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence,
Sexual Assault, or Stalking**

Emergency Transfers

[Insert name of covered housing provider (acronym HP for purposes of this model plan)] is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),¹ **HP** allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of **HP** to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether **HP** has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that **insert name of program or rental assistance here** is in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify **HP**'s management office and submit a written request for a transfer to **HP to insert location**. **HP** will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under **HP**'s program; OR

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

HP will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives **HP** written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about **HP**'s responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

HP cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. **HP** will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. **HP** may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If **HP** has no safe and available units for which a tenant who needs an emergency is eligible, **HP** will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, **HP** will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

Utah Domestic Violence Coalition 24-hour LINKline: 1-800-897-LINK (5465)

Rape Recovery Center 24/7 Crisis Line: 801-467-7273

[Insert Name of Housing Provider¹]

Notice of Occupancy Rights under the Violence Against Women Act²

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.³ The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **[insert name of program or rental assistance]** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **[insert name of program or rental assistance]**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

¹ The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD’s program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

² Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

³ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If you are receiving assistance under **[insert name of program or rental assistance]**, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **[insert name of program or rental assistance]** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **[insert contact information for any intermediary, if applicable]** or **[insert HUD field office]**.

For Additional Information

You may view a copy of HUD's final VAWA rule at **[insert Federal Register link]**.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **[insert name of program or rental assistance contact information able to answer questions on VAWA]**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **[Insert contact information for relevant local organizations]**.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **[Insert contact information for relevant organizations]**

Victims of stalking seeking help may contact **[Insert contact information for relevant organizations]**.

Attachment: Certification form HUD-5382 **[form approved for this program to be included]**

**CERTIFICATION OF
DOMESTIC VIOLENCE,
DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING,
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

**EMERGENCY TRANSFER
REQUEST FOR CERTAIN
VICTIMS OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

(2) You expressly request the emergency transfer. Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's) _____

3. Name(s) of other family member(s) listed on the lease: _____

4. Name(s) of other family member(s) who would transfer with the victim: _____

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. _____

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____