



Yolo County Homeless and Poverty Action Coalition (HPAC)

Davis/Woodland/Yolo County Continuum of Care (CA-521)

Domestic Violence Emergency Transfer Plan

The following Domestic Violence Emergency Transfer Plan was adopted by the Yolo County Homeless and Poverty Action Coalition (HPAC) on July 27, 2018, as part of the HPAC Policies and Procedures Manual (pages 19-20).

In accordance with the Violence Against Women Act (VAWA), CoC-funded and ESG-funded projects shall allow 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. The ability of the CoC-funded or ESG-funded project 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 the CoC-funded or ESG-funded project has another dwelling unit, that is available and that the tenant feels 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.

CoC-funded and ESG-funded projects must ensure that the Notice of Occupancy Rights and the Certification Form is provided to tenants any time a household or individual is:

- Accepted into the housing program;
- Denied entry to the housing program;
- Receives an eviction notice; and/or
- Notified their assistance is being terminated.

The Notice of Occupancy Rights and Certification Form will be made available on the HPAC website for ease of access.

Eligibility for Emergency Transfers

A tenant in a CoC-funded or ESG-funded project is eligible for an emergency transfer if the tenant:

- 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; and
- Expressly requests the transfer due to either of the following:
 - The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; or
 - If the tenant is a victim of sexual assault, the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

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 submit an emergency transfer request directly to the housing provider. Reasonable accommodations to this policy for individuals with disabilities will be provided. 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 the CoC-funded or ESG-funded 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.

CoC-funded and ESG-funded projects must retain records of all emergency transfer requests and their outcomes for a period of 5 years following the grant year of the program in which the household was a participant and report them to HUD annually.

Confidentiality

All CoC-funded and ESG-funded projects will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the housing provider 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 against the abuser or perpetrator, or hearing regarding termination of the abuser's or perpetrator's assistance under the 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.

Emergency Transfer Timing and Availability

The CoC-funded or ESG-funded project cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The CoC-funded or ESG-funded project 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. The CoC-funded or ESG-funded project may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the CoC-funded or ESG-funded project has no safe and available units for which a tenant who needs an emergency is eligible, the CoC-funded or ESG-funded project will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. Local housing providers may enter into a Memorandum of Understanding (MOU) detailing collaboration specifically regarding domestic violence emergency transfer requests. Also, when a PSH unit becomes available and enters the Case Conference process according to the HPAC Coordinated Entry Policies and Procedures, individuals who have an emergency transfer request pending will have priority for the available unit.

At the tenant's request, the CoC-funded or ESG-funded project 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 utilize the national and local resources found on the next page.

Resources for Victims of Domestic Violence

Local

- **Empower Yolo:**
 - 24 hour Crisis Lines- (530)-662-1133 / (916) 371-1907
 - Dowling Center
 - 175 Walnut Street, Woodland, CA 95695
 - 530-661-6336
 - Fax: 530-661-3021
 - info@empoweryolo.org
 - <http://empoweryolo.org>
 - D-Street House
 - 441 D Street, Davis, CA 95616
 - 530-757-1261
 - Knights Landing Resource Center
 - 9586 Mill Street, Knights Landing, CA 95645
 - 530-735-1776
 - West Sacramento
 - 1025 Triangle Court, Suite 600, West Sacramento, CA 95605
 - Crisis line- 916-371-1907
 - Family Resource Center
 - Marguerite Montgomery Elementary School; 1441 Danbury Dr., Davis, CA 95618
 - 530-759-2159
- **Legal Services of Northern California**
 - 619 North Street, Woodland, CA, 95695
 - 530-662-1065
 - Woodland-office@lsnc.net
 - <https://lsnc.net>

National

- **National Domestic Violence Hotline:** 1-800-799-7233, 1-800-787-3224 (TTY)
- **Rape, Abuse & Incest National Network's National Sexual Assault Hotline:** 800-656-HOPE or <https://ohl.rainn.org/online/>
- **National Center for Victims of Crime's Stalking Resource Center:** <https://www.victimsofcrime.org/our-programs/stalking-resource-center>