

YORK CITY/COUNTY CONTINUUM OF CARE

Written Standards
(Continuum of Care Policies)

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TABLE OF CONTENTS

Record of Changes.....	5
Introductions & Background.....	6
Standards for All Project Types.....	8
Non-Discrimination.....	8
Coordinated Entry Participation.....	9
HMIS Participation.....	9
Participant Inclusion.....	9
Access to Mainstream Resources.....	9
Educational Services/Liaisons.....	10
Termination & Grievance Procedures.....	10
Discharge Planning.....	10
Guiding Principles.....	11
Housing First.....	11
Housing Focused.....	11
Prioritization.....	11
Collaboration.....	11
Person-Centered.....	11
Strength-Based.....	12
CoC/ESG Program Eligibility, Prioritization, and Minimum Standards.....	12
Permanent Supportive Housing.....	12
Rapid Re-Housing.....	14
Transitional Housing/Rapid Re-Housing.....	16
Homeless Prevention.....	17
Prioritization for Coordinated Entry.....	19
Meeting Documentation.....	19
Policy on Project Selection.....	20
Violence against Women Act of 2013 (VAWA).....	21
Attachment 1: York City/County CoC Emergency Transfer Plan.....	22
Emergency Transfers.....	22
Eligibility for Emergency Transfers.....	22
Emergency Transfer Request Documentation.....	22
Confidentiality.....	23
Emergency Transfer Timing and Availability.....	23
Safety and Security of Tenants.....	23
Appendix Table.....	24
Appendix A - York City/County CoC Notice of Occupancy Rights under VAWA.....	25
Protections for Applicants.....	25
Protections for Tenants.....	25
Removing the Abuser or Perpetrator from the Household.....	25
Moving to another Unit.....	26

Documenting You are or have been a Victim of Domestic Violence, Dating Violence,
Sexual Assault, or Stalking.....27
Confidentiality.....28
Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or
Assistance May Be Terminated.....28
Other Laws.....29
Non-Compliance with the Requirements of this Notice.....29
Appendix B – Certification of Domestic Violence, Dating Violence, Sexual Assault,
or Stalking.....30
Appendix C – Emergency Transfer Request for Certain Victims of Domestic Violence, Dating
Violence, Sexual Assault, or Stalking.....32

RECORD OF CHANGES

Version	Reason for Change	Date Approved by Governing Board
1	Original document	8/25/16
2	Updated for coordinated entry	8/31/17
3	Transitioned to Written Standards from "CoC Policies"; added guiding principles, standards for all project types	8/23/18
4	Revised ESG standards to reflect CoC amendments made in May 2019	8/22/19

INTRODUCTION & BACKGROUND

Introduction

The York County Planning Commission, on behalf of the County of York, acts as the Collaborative Applicant (CA) for the York City/County Continuum of Care (York CoC - PA-512). The Continuum of Care works to coordinate community-based processes relating to the experience of homelessness and works to build a system of housing and services to address the needs of those at-risk of, or experiencing homelessness. The York CoC works to establish local priorities for system planning and evaluations of system-wide performance with the goal of making homelessness rare, brief, and non-reoccurring.

Membership in the York CoC is open to all stakeholders interested in its purposes, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, medical organizations, hospitals, universities, affordable housing developers, law enforcement, and formerly homeless or currently homeless individuals.

The CoC must prepare and submit a collaborative application to the U.S. Department of Housing and Urban Development (HUD) for Federal CoC Program funding to support the operation of homeless assistance projects. This requires designing a local funding competition and local project ranking strategy. The CoC also engages in Consolidated Planning as it relates to homelessness and CoC and Emergency Solutions Grant (ESG) spending.

The York CoC is the primary decision making body of the CoC, responsible for the approval of all CoC policies, procedures, and CoC program funding decisions. The Board's decisions are made with input from the CoC's subcommittees and the CA.

All projects funded under the CoC program, or Emergency Solutions Grant (ESG) program, shall apply the following standards consistently for the benefit of all program participants. The CoC strongly encourages projects that do not receive the above-mentioned funds to accept and utilize these standards to guide their provision of services.

Background

The U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law on May 20, 2009. The HEARTH Act reauthorizes the McKinney-Vento Homeless Assistance Act of 1987, with some important changes.

The overall goal of the HEARTH Act is to make homelessness rare, brief, and non-reoccurring by reducing the duration of time people spend homeless and reducing

recidivism back into homelessness. Currently, the York CoC has funding through the Emergency Solutions Grant Program and the Continuum of Care Program to undertake projects that work towards this goal. The CoC also partners with other funding streams, such as the Emergency Food and Shelter Program (EFSP) and Pennsylvania Homeless Assistance Program (HAP) to provide supports for these goals.

The [Continuum of Care \(CoC\) Interim Rule](#) was published on July 31, 2012, and took effect on August 30, 2012. The purpose of the regulation is to:

- Return households who experience homelessness to permanent housing in less than 30 days;
- Consolidate the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- Promote a community wide commitment to the goal of ending homelessness;
- Provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation;
- Promote access to mainstream benefits;
- Optimize self-sufficiency;
- Provide funding to support the CoC structure & process; and
- Codify the CoC structure & process

The Interim Rule requires CoCs to establish and consistently follow written standards for providing CoC assistance, in consultation with recipients of the [Emergency Solutions Grant \(ESG\) Program](#). At a minimum, these written standards must include:

- Policies and procedures for evaluating households' eligibility for assistance in the CoC Program;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance, rapid re-housing assistance, and transitional housing assistance;
- Standards for determining what percentage or amount of rent each participant must pay while receiving rapid re-housing assistance

The goals of the written standards are to:

- Establish community-wide expectations on the operations of projects within the community to create consistency and coordination among recipients' and sub-recipients' projects;
- Ensure that the system is transparent to users and operators;
- Establish a minimum set of standards and expectations in terms of the quality expected of projects;
- Make the local priorities transparent to recipients and sub-recipients of funds
- Create consistency and coordination between recipients; and sub-recipients; projects within the York CoC

The York CoC agrees that these standards must be applied consistently across the entire CoC defined geographic area. Additionally, York City/County CoC members agree to administer their assistance in compliance with the CoC's written standards on awarding CoC funds. Recipients and sub recipients of CoC and local funds may develop additional standards for administering program assistance, but these additional standards cannot be in conflict with those established by the York City/County CoC, the CoC Program interim rule, or any other federal guidance.

STANDARDS FOR ALL PROJECT TYPES

The York CoC promotes a person-centered model that incorporates participant choice and inclusion of sub-populations present in the CoC that include, but are not limited to: chronically homeless individuals and families, veterans, youth ages 18-24, households with children, LGBTQI individuals and families, individuals, seniors, and victims of domestic violence or other life-threatening interpersonal violence.

Non-Discrimination

All CoC and ESG funded service providers must have written non-discrimination policies in place. These policies must outline actions to be taken to ensure outreach to homeless persons with the greatest risk of remaining homeless.

All recipients and sub-recipients of the CoC Program and ESG Program funding must comply with the non-discrimination and equal opportunity provisions of Federal civil rights laws as specified in 24 CFR Part 5, including, but not limited to, the following:

- Fair Housing Act
- Section 504 of the Rehabilitation Act
- Title VI of the Civil Rights Act
- Title II of the Americans with Disabilities Act
- HUD's Equal Access Rule
- Local laws as applicable

All CoC and ESG funded service providers must ensure that all people have fair and equal access to the coordinated entry process and all forms of assistance regardless of race, ethnicity, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation or perceived sexual orientation.

Service providers must ensure that they comply with the HEARTH Act's involuntary family separation provision (24 USC 11361a) which ensures that emergency shelters, transitional

housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Coordinated Entry Participation

- York CoC's Coordinated Entry is a process designed to coordinate program participant access, assessment, and referral to homeless prevention assistance, homeless dedicated housing and services.
- All CoC and ESG funded projects are required to participate in the York CoC's Coordinated Entry process.
- Participation requires following all established policies and procedures outlined in the York City/County CoC Coordinated Entry Policies & Procedures Manual, as well as the York City/County CoC Coordinated Entry Standard Operating Procedures.

Homeless Management Information System (HMIS) Participation

- All CoC and ESG funded projects are required to participate in the York CoC's HMIS system, as specified in the HMIS Governance Charter, CoC Governance Charter, and HMIS Policies and Procedures Manual.
- Victim service providers are prohibited from entering participant information into HMIS under federal guidelines, and therefore will use a comparable database in order to report data as necessary.

Participant Inclusion

- Each CoC funded project is expected to engage participants in ongoing program evaluation and quality improvement processes.
- Each project should survey or interview participants at least annually to obtain feedback on program service quality, the housing and service environment, and opportunities for improvement.
- Each CoC or ESG funded organization must have participant representation on the CoC Board and the Coordinated Entry Prioritization & Referral Committee.

Access to Mainstream Resources

- The York CoC expects that every organization that is funded through the CoC or ESG programs will coordinate with and access mainstream and other targeted homeless resources.
- Organizations should assess and assist participants with obtaining any mainstream resource for which they may be eligible, including: TANF, Veterans benefits, SNAP, Medicaid, Federally Qualified Healthplan (Affordable Care Act), CHIP, SSI/SSDI, and others as appropriate.
- Where possible, organizations should streamline processes for applying for mainstream benefits such as the use of a singular form to apply for benefits or collecting necessary information in one step.

Education Services/Liaisons

- All York CoC projects that serve households with children must have written policies in place to ensure that homeless families are connected to the local Educating Children & Youth Experiencing Homelessness (ECYEH) Education Liaison (McKinney-Vento Liaison).
- Written policies should have a protocol to follow to ensure homeless children are enrolled in school and connected to appropriate services in the community, including early childhood projects such as public Pre-K, Head Start, Child Care Subsidy (Child Care Development Fund) and others as appropriate.

Termination & Grievance Procedures

- Organizations must have a written grievance procedure. The CoC strongly recommends a formal process for participants to provide feedback.
- Organizations must have written termination policies outlining project rules and termination processes, including a formal due process.
- Terminations should only occur in the most severe circumstances, which include but are not limited to: consistent failure to make rental payments or adhere to a repayment schedule, consistent violation of the lease, or destruction of property.
- Termination from a project should not prohibit the household from being re-admitted into the program at a future date.
- Termination processes should include, at a minimum:
 - Providing the participant with a written copy of the rules and the termination process before the participant begins to receive assistance
 - Written notice to the program participant containing a clear statement of the reasons for termination, e.g., lease obligations, tenant payments, damage to property.
 - A review of the decision, in which the program participant is given the opportunity to present written or oral objections/appeal before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
 - Prompt written notice of the final decision to the program participant.

Discharge Planning

Each CoC service provider must develop and implement, to the best of their ability, policies and protocols for the discharge of persons from publicly funded institutions and systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. (42 USC 11362)

GUIDING PRINCIPLES

Housing First

- *Housing First* is a programmatic and systems approach that prioritizes providing permanent housing to people experiencing homelessness quickly, and without preconditions or service participation requirements. This ends their homelessness quickly and serves as a stable platform from which they can pursue personal goals and improve their quality of life.
- This approach is guided by the belief that people need basic necessities, like food and a place to live, before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues.
- It is the policy of the York CoC that all CoC funded projects operate in accordance with the *Housing First* approach as follows:
 - Homeless assistance prioritizes rapid placement and stabilization in permanent housing.
 - CoC funded programs do not screen-out participants based on: active or history of substance abuse, minimum income threshold, criminal record, marital status, familial status, actual or perceived sexual orientation, gender identity, or a history of domestic violence.
 - CoC funded projects do not terminate participants from the program for the following reasons: failure to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, being a victim of domestic violence, or any other activity not covered in a lease agreement typically found within York City and County.

Housing Focused

- Assistance provided to households at-risk of or experiencing homelessness is focused on moving to and maintaining permanent housing.

Prioritization

- Assistance is prioritized based on vulnerability and severity of service needs to ensure households needing the most help receive it in a timely manner.

Collaboration

- Provider organizations are expected to coordinate and collaborate when a participant moves from one program to another or when more than one program is serving the same participant.

Person-Centered

- A trauma-informed approach that is dignified, safe, and incorporates participant choice is utilized.
 - Assistance is allocated effectively and households are linked to the most appropriate intervention strategy

- Reduction in number of households experiencing homelessness
- Reduced length of time households experiences homelessness
- Reduce returns to homelessness (recidivism)

Strength-Based

- An asset-based approach that focuses on the inherent strengths of participants, and deploys these personal strengths to aid in the achievements of the participants' goals. Specifically:
 - Every individual, group, family, and community has strengths
 - Trauma, illness, and struggle may be harmful, but they may also be sources of challenge and opportunity
 - There is no limit to a person's growth, achievement, or success
 - We best serve participants by collaborating with them
 - Every environment is full of resources

PROGRAM MINIMUM STANDARDS AND ELIGIBILITY

Permanent Supportive Housing

Permanent Supportive Housing (PSH) can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants, but should not be required as a condition to remain in housing. York City/County CoC supports PSH in the CoC with CoC Program Funds.

Eligibility

For permanent supportive housing, households must meet both the HUD definition of homelessness under Category 1 or Category 4, and have a disability, as defined in Section 401(9) of the McKinney-Vento Homeless Assistance Act (42 USC 11360(9)) as amended by S.896 of the HEARTH Act of 2009. For beds prioritized for Chronically Homeless individuals and families, the head of household must have a qualifying disability and meet all of the criteria required as defined in 24 CFR 578.3. Upon meeting the Category 1 or Category 4, and disability requirements, households are then prioritized by the York City/County CoC's target populations. Programs may not establish additional eligibility requirements beyond those specified in Category 1 or Category 4, and those required by funders.

Category 1: Literally Homeless

Households qualify as Category 1 if they are:

- Sleeping in a place not designed for or used as a regular sleeping accommodation, including the street, a car, park, abandoned building, bus or train station, airport, camping ground, etc.,
- Living in a shelter designed to provide temporary living arrangements (including emergency shelter, congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by government programs); **or**
- Exiting an institution where they resided for less than or equal to 90 days, **and** were residing in an emergency shelter or place not meant for human habitation immediately prior to entering the institution.

Category 4: Fleeing/Attempting to Flee Domestic Violence

Households qualify as Category 4 if they:

- Are fleeing, or attempting to flee domestic violence;
- Have no subsequent residence; **and**
- Have no resources or support networks to obtain other permanent housing

Prioritization

Of those eligible households, the populations must be prioritized in accordance with:

- The U.S. Interagency Council on Homelessness (USICH) plan, *Opening Doors*
- The York City/County CoC's *10 Year Plan to End Homelessness*
- HUD's guidance on prioritization of chronically homeless households and policy brief on coordinated entry systems

The most severe service needs will be determined by the household's Coordinated Entry and VI-SPDAT assessment, and will prioritize those with the highest scores within each category, first. The York City/County CoC has established that individuals and families scoring 8 or above on the VI-SPDAT will be considered for placement into permanent supportive housing. These priorities have been established to ensure that York City/County CoC's most vulnerable people and high users of resources are quickly transitioned into permanent supportive housing.

The following types of homeless individuals and families must be prioritized primarily in the following order:

1. Chronically homeless individuals and families with the most severe service needs.
2. Chronically homeless individuals and families with the longest history of homelessness.
3. All other chronically homeless individuals and families.
4. Homeless individuals and families with a disability, as defined in Section 401 of the McKinney-Vento Homeless Assistance Act as amended by S.896 of the HEARTH Act of 2009, and with the most severe service needs.
5. Homeless individuals and families with long periods of continuous or episodic homelessness.

6. Homeless individuals and families coming from places not meant for human habitation (such as emergency shelters, streets, safe havens, etc.,)

Priority shall be given for eligible individuals and families who are relocating as per the Emergency Transfer Plan. All CoC funded programs will ensure that applicants are prioritized according to the emergency transfer priority required under 24 CFR 578.99(j)(8).

Minimum Standards

All referrals to permanent supportive housing will be made through the coordinated entry system. The following minimum standards will be applied to all permanent housing programs:

- Support services must be made available throughout the duration of stay in housing
- There is no designated length of stay for program participants

Rapid Re-Housing

Rapid Re-Housing assistance is provided in the York City/County CoC through CoC Program and ESG Program funds.

CoC Program funds may provide supportive services, as set forth in §578.53, and/or short term (up to 3 months) and/or medium-term (for 3-24 months) tenant-based rental assistance, as set forth in §578.51(c), as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.

ESG Program funds provide tenant-based rental assistance from six (6) months to twenty four (24) months, as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Assistance must not exceed 24 months of assistance within a consecutive three (3) year period from ESG Rapid Re-housing or Homeless Prevention.

Eligibility

For both CoC and ESG funded rapid re-housing programs, households must meet HUD's definition of homeless under Category 1 and/or Category 4, any subsequent CoC/ESG Program Notice Availability (NOFA) eligibility requirements, and any additional funder eligibility requirements. Upon meeting the rapid re-housing eligibility requirements, households are then prioritized by York City/County CoC's target populations.

Category 1: Literally Homeless

Households qualify as Category 1 if they are:

- Sleeping in a place not designed for or used as a regular sleeping accommodation, including the street, a car, park, abandoned building, bus or train station, airport, camping ground, etc.,

- Living in a shelter designed to provide temporary living arrangements (including emergency shelter, congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by government programs); **or**
- Exiting an institution where they resided for less than or equal to 90 days, **and** were residing in an emergency shelter or place not meant for human habitation immediately prior to entering the institution.

Category 4: Fleeing/Attempting to Flee Domestic Violence

Households qualify as Category 4 if they:

- Are fleeing, or attempting to flee domestic violence;
- Have no subsequent residence; **and**
- Have no resources or support networks to obtain other permanent housing

Prioritization

Of those eligible households, the population must be prioritized in accordance with:

- The U.S. Interagency Council on Homelessness (USICH) plan, *Opening Doors*
- The York City/County CoC's *10 Year Plan to End Homelessness*
- HUD's guidance on prioritization of chronically homeless households and policy brief on coordinated entry systems

Programs may not establish additional eligibility requirements beyond those required by funders.

York City/County CoC has established the following priority populations for rapid re-housing for individuals and families. These priorities have been established to ensure that York City/County CoC's most vulnerable people and high users of resources are quickly transitioned into rapid re-housing. The York City/County CoC has established that individuals and families scoring 4-7 on the VI-SPDAT will be recommended for placement into rapid re-housing. The York City/County CoC reserves the right to prioritize those scoring higher than 7 when appropriate, as a result of limited PSH units in the CoC.

Priority shall be given for eligible individuals and families who are relocating as per the Emergency Transfer Plan. All CoC funded programs will ensure that applicants are prioritized according to the emergency transfer priority required under 24 CFR 578.99(j)(8).

The following types of homeless individuals and families must be prioritized primarily in the following order, and then by severity of service needs:

1. Households with children under 18 years of age.
2. Households with the longest history of homelessness
3. Households who are homeless for the first time.

Minimum Standards

All referrals to rapid re-housing will be made through the coordinated entry system. The following minimum standards will be applied to all rapid re-housing programs:

- Support services must be made available throughout the duration of stay in housing
- Maximum participation in a rapid re-housing program cannot exceed 24 months
- Program participants must be re-evaluated not less than once per year to ensure that the type and amount of assistance being received is necessary to retain housing
- Program participants should meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability
- Rental assistance will be based on household income (e.g., 30% of the household's monthly adjusted income)

Transitional Housing/Rapid Re-housing

Transitional Housing with Rapid Re-Housing (TH-RRH) facilitates the movement of homeless individuals and families to permanent housing within 24 months of entering transitional housing. Funding provides the ability to support the transitional housing components of the project, as well as provide individuals and families with rapid re-housing rental assistance to ensure stability after completion of the transitional housing component. York City/County CoC currently has only one TH-RRH program, which is focused on youth. These standards are reflective of that.

Eligibility

For CoC funded TH-RRH, households must meet HUD's definition of homeless under Category 1 and/or Category 4, any subsequent CoC Program Notice Availability (NOFA) eligibility requirements, and any additional funder eligibility requirements. Upon meeting the TH-RRH eligibility requirements, households are then prioritized by York City/County CoC's target populations.

Category 1: Literally Homeless

Households qualify as Category 1 if they are:

- Sleeping in a place not designed for or used as a regular sleeping accommodation, including the street, a car, park, abandoned building, bus or train station, airport, camping ground, etc.,
- Living in a shelter designed to provide temporary living arrangements (including emergency shelter, congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by government programs); **or**
- Exiting an institution where they resided for less than or equal to 90 days, **and** were residing in an emergency shelter or place not meant for human habitation immediately prior to entering the institution.

Category 4: Fleeing/Attempting to Flee Domestic Violence

Households qualify as Category 4 if they:

- Are fleeing, or attempting to flee domestic violence;

- Have no subsequent residence; **and**
- Have no resources or support networks to obtain other permanent housing

Prioritization

Of those eligible households, the population must be prioritized in accordance with:

- The U.S. Interagency Council on Homelessness (USICH) plan, *Opening Doors*
- The York City/County CoC's *10 Year Plan to End Homelessness*
- HUD's guidance on prioritization of chronically homeless households and policy brief on coordinated entry systems

Programs may not establish additional eligibility requirements beyond those required by funders.

York City/County CoC has established the following priority populations for transitional housing/rapid re-housing for individuals and families. These priorities have been established to ensure that York City/County CoC's most vulnerable people and high users of resources are quickly transitioned into TH/RRH. The York City/County CoC has established that individuals and families scoring 6 and up on the VI-SPDAT will be recommended for placement into TH-RRH. The York City/County CoC reserves the right to prioritize those scoring higher than 6 when appropriate, as a result of limited PSH units in the CoC.

Priority shall be given for eligible individuals and families who are relocating as per the Emergency Transfer Plan. All CoC funded programs will ensure that applicants are prioritized according to the emergency transfer priority required under 24 CFR 578.99(j)(8).

The following types of homeless individuals and families must be prioritized primarily in the following order, and then by severity of service needs:

1. Parenting youth households (18-24) with children under 18 years of age.
2. Unaccompanied youth households (18-24).

Priority shall be given for eligible individuals and families who are relocating as per the Emergency Transfer Plan. All CoC funded programs will ensure that applicants are prioritized according to the emergency transfer priority required under 24 CFR 578.99(j)(8).

Minimum Standards

All referrals to TH-RRH must be made through the coordinated entry system. The following minimum standards will be applied to all TH-RRH programs:

- Maximum length of stay cannot exceed 24 months
- Assistance in transitioning to permanent housing must be made available/provided

- Supportive services must be provided throughout the duration of stay in transitional housing

Homeless Prevention

York City/County CoC provides homeless prevention services through the ESG Program. York City/County CoC is not a high-performing community for housing relocation and stabilization services, but continues to explore avenues of funding to prevent first-time homelessness.

Eligibility

Individuals and families that meet HUD's definition of Homeless in Category 2, Category 3, and Category 4 are eligible for assistance in homelessness prevention projects:

Category 2 – Imminent Risk of Homelessness

1. Individual or family who will imminently lose their primary nighttime residence, provided by:
 - a. Residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent nighttime residence has been identified; and
 - c. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Category 3 – Homeless Under Other Federal Statutes

2. Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under the other federal statutes;
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - c. Have experienced persistent instability as measured by two moved or more in the preceding 60 days; and
 - d. 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 Domestic Violence

Households qualify as Category 4 if they:

- Are fleeing, or attempting to flee domestic violence;
- Have no subsequent residence; **and**
- Have no resources or support networks to obtain other permanent housing

Individuals and families who are defined as At Risk of Homelessness are eligible for assistance in homeless prevention projects.

Homelessness prevention projects have the following additional limitations on eligibility with homeless and with at risk of homeless:

- Must only serve individuals and families that have an annual income below 30% of AMI
- Maximum amount of Homeless Prevention assistance for individuals and families at risk of homelessness must not exceed a one-time payment of \$1,000 for individuals and \$1,500 for families.
- Assistance must not exceed 24 months of assistance within a consecutive three (3) year period from ESG Rapid Re-housing or Homeless Prevention.

PRIORITIZATION FOR COORDINATED ENTRY & HOUSING

- It is the policy of the York City and County CoC that persons fleeing domestic violence, and their accompanying children, are offered safe housing and services through Coordinated Entry. Specifically, Coordinated Entry personnel will refer these households to a domestic violence or victim services provider for immediate concerns. Persons fleeing domestic violence are eligible for housing and services available through the CoC Program, ESG Program, programs funded by the department of Justice, programs funded by the Department of Health and Human Services, and programs funded otherwise.
- It is the policy of the York City and County CoC that people who are homeless and living in unsheltered locations, such as sleeping in places not meant for human habitation, are prioritized for help through Coordinated Entry.
- It is the policy of the York City and County CoC to prioritize housing for chronically homeless individuals and families in all CoC Program-funded permanent supportive housing. This CoC has implemented Notice CPD 14-012 and its subsequent amendments or revisions. Therefore, it is the policy of this CoC that chronically homeless individuals, youth, and families with the longest history of homelessness and highest need are prioritized for both new and turnover housing units.

MEETING DOCUMENTATION

- It is the policy of the York City and County CoC that dated minutes are kept of every meeting of the Continuum of Care. A copy of each meeting's minutes are shared with the full CoC distribution email list, and are posted to the CA's website at <http://www.ycpc.org> upon approval.

- Minutes shall include but are not limited to:
 - List of persons present at the meeting and the organization each person represented
 - Summary of discussion
 - Motions and vote approval for decisions reached
 - Recommendations (if any) for the CoC Board

POLICY ON PROJECT SELECTION

- Public participation. It is the policy of the York CoC that the review, selection, ranking, prioritizing, and planning of projects for HUD CoC Program funds be a client-centered and participative process. Therefore, invitation to assist with project ranking and planning will be publicly communicated with targeted invitation to groups including but not limited to persons currently or formerly homeless; non-CoC-funded private or public organizations or agencies that provide human services including services to survivors of domestic violence, physical health care, or behavioral health care; private philanthropy; and other community organizations or residents.
- Objective criteria. It is the policy of the York CoC that project review, selection, ranking, and prioritizing utilize objective criteria, which include but are not limited to
 - Past performance with CoC funds such as regular drawdowns of monies and expenditure of grant funding
 - Project activities such as utilization rates and participant eligibility based on severity of needs (including zero income at entry, DV history,
 - Project participation and timeliness of HMIS data collection
 - Project participation in Coordinated Entry
 - Project outcomes such as exits to permanent housing, decreased recidivism, shortened length of time homeless, increasing participant income, and connecting participants with mainstream benefits
 - Adherence to these Written Standards

Materials for scoring objective criteria are distributed through the Continuum of Care mailing list for review and comment prior to an approval vote by the CoC Board. Finalized materials are posted publicly on the CA's website at <http://www.ycpc.org>.

- Transparency: It is the policy of the York CoC that all materials and processes associated with the review, selection, ranking, prioritizing and planning of projects funded through the CoC Program be publicly accessible. Materials for this process,

as well as the full CoC Application process, are posted to the Collaborative Applicant's website at: <http://www.ycpc.org> → Housing → Homeless Services.

- Performance Measure Projects: In order to ensure the CoC has the HMIS and Coordinated Entry tools and services needed to accomplish its goals, it is the policy of the CoC that HMIS and Coordinated Entry projects will be prioritized into Tier 1 for ongoing funding.
- Previous Year New Projects: It is the policy of the CoC that new projects funded in the previous funding cycle, but that have not yet begun operations, will be prioritized into Tier 1 until the project can provide data upon which to measure the project.
- Victims' Service Providers/Comparable Databases: It is the policy of the CoC that projects submitted by victims' service providers, or organizations utilizing comparable databases, will be treated equally to those projects submitted by other organizations. Accommodations (including detailed instructions on data collection fields necessary for ranking) will be provided to the organization to ensure that similar data can be measured, to the best of the organization's ability.

VIOLENCE AGAINST WOMEN ACT OF 2013 (VAWA)

On November 16, 2016, the U.S. Department of Housing and Urban Development published the final rule regarding housing protections for victims of domestic violence, dating violence, sexual assault or stalking (81 FR 80724). This final rule prohibits an applicant for assistance or a tenant assisted under a covered housing program from being denied assistance under, denied admission to, terminated from participation in, or evicted from housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, so long as the applicant otherwise qualifies for admission, assistance, participation or occupation (24 CFR 5.2005 (b) (1)).

In addition, the VAWA Final Rule requires that each covered housing provider produce a detailed emergency transfer plan, which ensures that a tenant receiving rental assistance through or residing in a unit subsidized under a covered housing program who is a victim of domestic violence, dating violence, sexual assault or stalking, qualifies for an emergency transfer within the criteria stated in 24 CFR 5.2005 (e) (2). York CoC's Emergency Transfer Plan, Attachment 1, encompasses all CoC and ESG funded programs. All covered housing providers must maintain records on emergency

transfers requested under 24 CFR 5.2005 (e). Data must include the outcomes of each request, and must be provided to the York CoC upon request.

VAWA in no way limits the authority of the covered housing program to terminate assistance or evict a tenant under a covered housing program is the provider can demonstrate that an actual or imminent threat to other tenants or those employed at, or providing service to, the property of the covered housing provider would be present if that tenant is not evicted or terminated (24 CFR 5.2005 (d)(3))

Attachment 1: York City/County CoC Emergency Transfer Plan

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

Emergency Transfers

York City/County Continuum of Care CoC and ESG funded housing providers are concerned about the safety of our 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), the York City/County CoC, along with other applicable housing providers, 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. The ability of the York City/County Continuum of Care and other applicable housing providers to honor such a 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 York City/County Continuum of Care or other applicable housing providers 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 emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that ensures that rapid re-housing, tenant based rental assistance, and all other CoC and ESG funded rental assistance programs are 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 York City/County CoC, or other applicable housing provider's management office and submit a written request for a transfer to the assigned case manager. Tenant may, but is not required, to use the Emergency Transfer Request form provided in this attachment. York County Planning Commission (CoC Lead) and other applicable housing providers 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

York City/County CoC and other applicable housing providers will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives York City/County CoC or other applicable housing providers 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 York City/County CoC and other applicable housing providers' responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

York City/County CoC or other applicable housing providers cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The York City/County CoC or other applicable housing providers 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. York City/County CoC or other applicable housing providers may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If York City/County CoC or other applicable housing providers have no safe and available units for which a tenant who needs an emergency is eligible, York City/County CoC or other applicable housing providers 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, the York City/County CoC or other applicable housing providers 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.

York City/County CoC's local victim service provider (YWCA York and YWCA Hanover) can assist with safety planning, counseling, legal concerns, and other services related to the safety of tenants experiencing domestic violence, dating violence, sexual assault and stalking.

YWCA York Phone Numbers:

717-846-5400 (York Area), 717-637-2235 (Hanover Area), or 1-800-262-8444 (Toll-Free)

YWCA Hanover Safe Home Program:

717-632-0007

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233 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://oh.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>

Appendices to Attachment 1

Appendix A	Notice of Occupancy Rights under the Violence Against Women Act
Appendix B	Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
Appendix C	Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Appendix A –Notice of Occupancy Rights under VAWA

York City/County Continuum of Care and Other Applicable Housing Providers

Notice of Occupancy Rights under the Violence Against Women Act (VAWA)

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. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **CoC and ESG funded rental assistance programs** are 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 **CoC or ESG funded rental assistance programs** 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

If you are receiving assistance under **CoC or ESG funded rental assistance programs**, 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 **CoC or ESG funded 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

York City/County CoC or any other CoC or ESG funded housing provider 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 York City/County CoC or any other CoC or ESG funded housing providers choose to remove the abuser or perpetrator, York City/County CoC or any other CoC or ESG funded housing providers 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, York City/County CoC or any other CoC or ESG funded housing providers 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, York City/County CoC or any other CoC or ESG funded housing providers must follow Federal, State, and local eviction procedures. In order to divide a lease, York City/County CoC or any other CoC or ESG funded housing providers may, but are 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 York City/County CoC or any other CoC or ESG funded housing providers 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, York City/County CoC or any other CoC or ESG funded housing providers 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, **AND,**

(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, **AND,**

(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.

York City/County CoC or any other CoC or ESG funded housing providers 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.

York City/County CoC or any other CoC or ESG funded housing providers' emergency transfer plan provides further information on emergency transfers, and York City/County CoC or any other CoC or ESG funded housing provider 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

York City/County CoC or any other CoC or ESG funded housing provider 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 York City/County CoC or any other CoC or ESG funded housing provider must be in writing, and York City/County CoC or any other CoC or ESG funded housing provider 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. York City/County CoC or any other CoC or ESG funded housing provider 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 York City/County CoC or any other CoC or ESG funded housing provider as documentation. It is your choice which of the following to submit if York City/County CoC or any other CoC or ESG funded housing provider asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

1. 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.
2. 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.
3. 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.
4. Any other statement or evidence that York City/County CoC or any other CoC or ESG funded housing provider has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, York City/County CoC or any other CoC or ESG funded housing provider does not have to provide you with the protections contained in this notice.

If York City/County CoC or any other CoC or ESG funded housing provider 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), York City/County CoC or any other CoC or ESG funded housing provider 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, York City/County CoC or any other CoC or ESG funded housing provider does not have to provide you with the protections contained in this notice.

Confidentiality

York City/County CoC or any other CoC or ESG funded housing provider 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.

York City/County CoC or any other CoC or ESG funded housing provider must not allow any individual administering assistance or other services on behalf of York City/County CoC or any other CoC or ESG funded housing provider (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.

York City/County CoC or any other CoC or ESG funded housing provider must not enter your information into any shared database or disclose your information to any other entity or individual. York City/County CoC or any other CoC or ESG funded housing provider, however, may disclose the information provided if:

1. You give written permission to York City/County CoC or any other CoC or ESG funded housing provider to release the information on a time limited basis.
2. York City/County CoC or any other CoC or ESG funded housing provider 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.
3. A law requires York City/County CoC or any other CoC or ESG funded housing provider or your landlord to release the information.

VAWA does not limit York City/County CoC or any other CoC or ESG funded housing providers' 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, York City/County CoC or any other CoC or ESG funded housing provider 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 York City/County CoC or any other CoC or ESG funded housing provider 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 York City/County CoC or any other CoC or ESG funded housing provider can demonstrate the above, York City/County CoC or any other CoC or ESG funded housing provider 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 HUD Philadelphia Field Office, The Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107-3380. Phone: 215-656-0500 / Fax: 215-656-3445

For Additional Information

You may view a copy of HUD's final VAWA rule at:

<https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs>

Additionally, York City/County CoC must make a copy of HUD's VAWA regulations available to you if you ask to see them. For questions regarding VAWA or to request a copy of the regulation, please contact Kelly Blechertas, Program Reporting Specialist, York County Planning Commission, 28 East Market Street, 3rd Floor, York, Pennsylvania 17401, Phone: 717-771-9870 ext:1766, email: kblechertas@ycpc.org.

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 the York City/County CoC's local victim service providers for domestic violence, dating violence, sexual assault, or stalking:

YWCA York Phone Numbers:

717-846-5400 (York Area), 717-637-2235 (Hanover Area), or 1-800-262-8444 (Toll-Free)

YWCA Hanover Safe Home Program:

717-632-0007

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>

Appendix B – HUD-50066 Certification Form

Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
U.S. Department of Housing and Urban Development OMB Approval No: 2577-0286

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**

Date the written request is received by victim: _____

Name of victim: _____

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

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

Residence of victim: _____

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

Relationship of the accused perpetrator to the victim: _____

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

Location of incident(s): _____

<p>In your own words, briefly describe the incident(s). This description may be used by the owner or manager for purposes of evicting the perpetrator. Please be as descriptive as possible:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--

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 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) _____

Appendix C – Emergency Transfer Request

Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

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 Appendix B – Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (Form HUD-50066), 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 reasonable 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 the 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?

Yes

No

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) _____