



Wednesday, October 9, 2019
9:00 AM Carriage Town Ministries

Our Mission:

"A community working together to achieve access to safe and affordable housing for all residents of Genesee County."

AGENDA

- I. Welcome and Introductions Kasie White
- II. Community Presentations
 - A. Fair Housing Nik Lucic
Attorney / LSEM
 - B. Homeless Court Kelly Bidelman
Executive Director/CCJ
- III. Approval of **September** minutes Kasie White
- IV. Reports
 - A. **H.A.R. A** Josh Sinclair
 - 1. HCV
 - 2. ESG Prevention
 - 3. Rapid Re-housing
 - 4. Referrals
 - 5. Extra services
 - 6. After hours plan
 - B. **Subcommittee/Work Group**
 - 1. HMIS Admin
 - 2. CQI – Jim Perlaki
 - 3. CES Implementation – Jim Perlaki
 - 4. BNL / SOAR – Bill Doub
 - 5. QBNL– Liz Ruediger
 - 6. Interagency Service Team (IST) – Trina Sanders
 - 7. Governance Implementation– Liz Ruediger
 - 8. Advocacy (Legislative Action / ID TF) – Debra Hayes
 - 9. Engagement – Kanisha Clemons
 - 10. Fiscal Committee – Kasie White
 - C. **Fiscal Workgroup** Kasie White
 - 1. HUD - Tracey Jackson
 - 2. MSHDA - Liz Ruediger
 - 3. COF - Kevin Miller
 - 4. GCCARD Samaritan Plus - Sharda Davis
 - 5. Genesee County ESG – Damon Fortney
 - 6. Engagement – Angela Beaugard
- V. Old Business
 - A. HUD Monitoring update Angela Beaugard
 - B. NOFA Submitted 9/30/2019 "
- VI. New Business
 - A. VAWA Emergency Plan Vonda Willey
 - 1. Vote Kasie White
- VII. Other Business
 - A. Training
 - 1. VISPDAT Training, Flint, MI – October 9, 2019 (2:00 pm) Oak Business Center– Free to public – MCD's Willey presenting
 - 2. Move You Forward Expo – Kettering University – CE presentation for public
 - 3. Built for Zero, Denver, CO – October 21-23, 2019 (Beaugard, Weycker, Hinkle, Willey, Young from MCD attending).

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4. Homeless Verification Training, Flint MI -November 13, 2019 -Free to public -GCYC's Stan Page presenting, location to be determined.

VIII. Announcements

- A. Sharing, Client Successes, announcements & opportunities, email for distribution:
flint-geneseecoc@metroflint.org

- IX. Adjournment – Next meeting **November 13, 2019 9:00 AM** Location: GCCARD, 601 Saginaw St, Flint, MI 48502



Flint/ Genesee County CES/CoC Minutes

September 11, 2019

9:00 AM GCCARD

Our Mission

A community working together to achieve access to safe and affordable housing for all residents of Genesee County.

Attendance: Kaitlyn Adler, CS Mott Foundation; Angela Beaugard, Metro Community Development; Jodi Blair, GHS; Misty Bowers, City of Flint; Maurice Bush, Wellness Aids Services; Joshua Cambri, City of Flint; Dewayne Clemons, Hamilton Community Health Network; Judy Creed, YWCA; Suprena Cook, MDHHS; Lori Delongchamp, Mcfarlan Court St. Village; Robert Esselink, CCSGC; Bob Edgar, Genesee County Youth Corp; Damon Fortney, GCMPC; Kahlia Harper, FHC; Debra Hayes, My Brother's Keeper; Donita Hendricks, LSEM; Latoya Jenkins, GCCARD; Rachel E Kelly, GHS; Lori Kunkel, GFHC; Mary Lorah-Hammond, GST Michigan Works; Brandon Mattila, GFHC; Charlotte McCann, Building Strong Women; Cyndi McDaniel, CCSGC; Tanya Meeks, FPD; Kevin Miller, City of Flint; Molly Mueller, Communities First; Gabriel Parra, US Department of Veteran Affairs; Richard Payne, MDOC; Jim Perlaki, Traverse Place; Lorraine Reischling, Hope Network; Elizabeth Ruediger, Shelter of Flint; Trina Sanders, YWCA; Josh Sinclair, SOF; Tracy Smith, BECKA Management; Shearese Stapleton, East Side Mission; Jameka Thomas, Genesee Health Plan; Rafael Turner, RMF; Sonya Waters, Oak Street; Sydney Weycker, MCD; Kasie White, UM Flint Social Work Department; Angela Willie, Carriage Town Ministries; Vonda Willey, Metro Community Development; Rayetta Wyatt, State of Michigan- Veteran Services; Ashnee Young, LSEM,MCD,NEEC ; Cheryl Zapfe, GISD

All Things Coordinated Entry

- I. Welcome:** Meeting called to order at 9:06 AM by Kasie White. Moment of silence observed for 9/11.
- II. Presentation:** Metro Community Development's Sydney Weycker, CE Specialist and Ashnee Young, Homeless Outreach presented an overview of Coordinated Entry. Coordinated Entry is a streamlined process designed to assist individuals and families to resolve their housing crises by accessing valuable resources and/or safe housing in an equitable, person-centered, and transparent manner. For additional information on what was mentioned at the CES Implementation access this online link, Bit.ly/cocresourcegc.

COC

- I. Welcome and Introductions:** Meeting called to order at 9:50 AM by Kasie White.
- II. Approval of August minutes:** Minutes approved.
- III. Reports**
 - A. H.A.R.A –** Liz Ruediger stated the report reflects current numbers. Josh will discuss his vision for the H.A.R.A next month
 - B. Subcommittees/Work Groups-** The standardized subcommittee calendar will be sent out today.
 - C. Fiscal Workgroups-** No fiscal report present due to not meeting in August.
- IV. Old Business**
 - A. HUD Monitoring-**
 - 1. HUD All Grantee Meeting (August 29th, 2019)-** Tracey attended this meeting and she stated that they presented the top findings as match, overall grant's management and financial/subrecipient

management. Metro's three findings were Project Administration Fees, Environmental Review and Rent Reasonableness.

2. **METRO Response-** The response draft will be provided and reviewed. The monitoring references that Metro was highlighted for exemplary practices. It stated that the community has been vanguard within the fight against homelessness. Response to HUD must be in by September 19th, 2019.

Metro proposes the following policies in response to the findings and documentations.

Rent Reasonableness: Motion passed unanimously.

Environmental Review: Motion passed unanimously.

- B. **MSHDA Exhibit (submitted August 28th, 2019)-** Metro submitted and completed Exhibit One on time.
- C. **2019 CoC Program NOFA-** Discussed roll call vote for proposal to move tier two projects into tier one and move new projects into tier two to ensure no client displacement.

1. 2019 Ranking Results:

1. **Carriage Town Ministries – Yes**
2. **Center for Civil Justice – Not present**
3. **City of Flint- Not voting**
4. **Flint Odyssey House – Not present**
5. **Genesee County Youth Corporation – Yes**
6. **Genesee Health System – Yes**
7. **Hamilton Community Network – Yes**
8. **Legal Services of Eastern Michigan – Yes**
9. **Metro Community Development- Not voting**
10. **My Brother's Keeper – Yes**
11. **Shelter of Flint – Yes**
12. **Family Promise of Genesee County – Not Present**
13. **Community Resolution Center – Not Present**
14. **YWCA – Yes**
15. **Wellness AIDS Service- Yes**
16. **UM Flint Social Work Department- Not voting**

2. Flint/Genesee County Project Accept/Reject report- Motion passed unanimously. No projects based on the NOFA were rejected and funding was proposed. The FOH project will not seek renewal.

V. Training

1. **2019 Homeless Summit (October 1st- 3rd Blue Water Convention Center)**
2. **VISPDAT Training (October 9th 2:00 PM Location TBD)**
3. **Built for Zero (October 21st-23rd, Denver, Colorado)**
4. **Homeless Verification Training (Nov 20th- Location TBD)**

VI. Sharing, announcements & opportunities, email for distribution: flint-geneseeecoc@metroflint.org

VII. Adjournment- Next meeting **October 9, 2019 9:00 AM Location: **Carriage Town Ministries****



Sub-Committees, H.A.R.A., Work Groups

Mission: A community working together to achieve access to safe and affordable housing for all residents of Genesee County.

Monthly Report Submissions

October 9, 2019 Meeting

Reports Received:

Housing Assessment and Resource Agency (H.A.R.A.)

HMIS Agency Administrator

Coordinated Entry System (CES)

By-Name List (BNL)

Quality By-Name List (QBNL)

Interagency Service Team (IST)

Governance Implementation

Legislative Action / ID Taskforce

No Report:

Continuous Quality Improvement

Fiscal Subcommittee

Rescheduled / Cancelled Meeting/ No Meeting

Social Security Outreach Accessibility and Recovery (SOAR)

HARA Report (September 2019)

Walk-ins
1,110

Calls
560

Sack lunches provided
1,010

New mailboxes opened
32

Referrals (food/clothing/personal needs) provided
406

Housing resources packets provided
137

Rapid Rehousing & Prevention (individuals assisted)
August (not available at time of September meeting): 135
September: 96

Emergency Motel Stays
86 nights

Notes:

- One Stop Staff
 - Manager – Josh Sinclair
 - Call Center Team – Tasha Donald and Marsha Giddens
 - ESG Team – Joslyn Strickland and Roseann Swartz
 - PATH Outreach Team – Chad Adams and Josh Sinclair
- We have a DHHS worker back at One Stop. The worker will be on site on Tuesdays and can take walk-ins or scheduled appointments outside of walk in hours.

Submitted by: Liz Ruediger, Shelter of Flint (LRuediger@shelterofflint.org)

Region 6
Number of Homeless on MSHDA HCV WL 9/24/19

Please see below the number of individuals on the Homeless Preference Waiting List for your county compared to the number of individuals added to the Homeless Preference Waiting List during the month, the total number currently on the waitlist and the number of individuals the Housing Agent has pulled from the Homeless Preference Waiting List as of **September 17, 2019**.

***NOTE: These are 'moving' numbers. It may appear a housing voucher is vacant (not leased), however it may be 'under contract' – i.e. the household is looking for a rental unit. A household has 60 days to locate housing. The HARA would have to check with the MSHDA Housing Agent for precise information. ALL service providers in the community - this is a great opportunity to focus efforts on helping households in locating housing! You may have access to leads that others are not aware of.**

County	# Added to Homeless Preference list in August	# of Homeless on Homeless Preference List as of Sept. 17, 2019	Number of Vouchers Allocated as By County	Number of Vouchers Contracted By County	# Pulled by Housing Agent in August
Genesee	1	38	1115	1143	0
Huron	1	9	56	54	0
Lapeer	8	48	359	366	12
St. Clair	0	37	370	377	10
Sanilac	6	39	92	89	0
Shiawassee	8	39	130	129	0
Tuscola	3	18	94	91	9

Project Based Vouchers Number on Waitlist:

Genesee:

Pineshores	0
Swayze Court	5
Willow Haven	4

Lapeer:

Drakeshire	19
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Sanilac:

Sunrise Village	0
Sunrise –BFDU	0

St. Clair:

Bluewater	27
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Tuscola:

Grandview Estates 1

Tips for keeping a waiting list full:

- Work with/at local shelters so that chronically homeless people are entered on the waiting list;
- If there are zero shelters in your county, speak to your MSHDA Homeless Assistance Specialist regarding counting doubled-up as homeless (for purpose of placement on the HCV waiting list);
- Work closely with your Housing Agent to know when/where turnover is occurring;
- **Ask your Housing Agent about their pull ratio.** Do they pull two names for every vacant voucher available—or three names, or four? Compare that to your ‘waiting list’ numbers.
- Direct persons who are experiencing homelessness or may qualify for the homeless preference to the HARA agency in your community.
- Work with your Housing Agent to help locate those pulled and/or identify housing options.

County:	Address:	Contact Information:
Lapeer & Tuscola City of Lapeer Shannon Smith	544 N. Saginaw St. Ste. #109 Lapeer, MI 48446	ssmith@ci.lapeer.mi.us Ph: (810) 664-0591 Fx: (810) 667-7154
Huron, Sanilac & St. Clair P & M Housing Services LLC Sandra Paraskos	PO Box 610925 Port Huron, MI 48060	Ph: (810) 479-9820 Fx: (810) 479-9845
Genesee & Shiawassee BECKA Management Erik Soderberg	Flint Office: 711 N. Saginaw St., Ste. #113 Flint, MI 48503 Shiawassee 5085 W. Grand River #200 Lansing, MI 48906	Glory White Ph: (517) 669-9706 X 2429 Fx: (517) 669-2336 Ph: (517) 669-9706 X 2415 Fx: (517) 669-9706 X 2430

Monthly Subcommittee Report Out Form

Date: 9/7/2019

1. Subcommittee Name: HMIS Agency Administrator
2. a) Chair Name: Vonda Willey b) Co-chair Name: [Click or tap here to enter text.](#)
3. Purpose: To review data quality standards, discuss upcoming HMIS changes, and discuss upcoming reporting requirements
4. a) Meeting Date: Pending Reschedule b) Frequency: Monthly
Attendees:
5. Goal (short/long term): Long Term Goals: 95% quality data reporting, 100% data entry within seven (7) days, 100% on-time reporting
6. Outcomes:
 - a. Quantitative: See tables below

September 2019

Overall Unduplicated	Single Adults	Adults in Families	Children in Families	Number of Families	Unaccompanied Youth
866	401	150	306	129	19

September 2018

Overall Unduplicated	Single Adults	Adults in Families	Children in Families	Number of Families	Unaccompanied Youth
976	379	193	389	172	32

August 2019

Overall Unduplicated	Single Adults	Adults in Families	Children in Families	Number of Families	Unaccompanied Youth
911	424	160	319	141	21

August 2018

Overall Unduplicated	Single Adults	Adults in Families	Children in Families	Number of Families	Unaccompanied Youth
975	392	191	379	169	37

- b. Qualitative: According to the HMIS Data Completeness Report Card the average score for all HMIS Participating Providers is a 97.45%.

Monthly Subcommittee Report Out Form

Date: 9/7/2019

7. **Observations, comparisons/Trends:** We did not report out on the Number of Veterans served or the Number of Veterans Housed as we have noted a discrepancy on the HMIS Report that we are currently trying to correct. When pulling the HMIS Veteran Report it lists all members of a household instead of just counting the Veteran.

Coordinated Entry Implementation Meeting

Date: 09/24/2019

1. Subcommittee Name: Coordinated Entry Implementation

2. a) Chair Name: Jim Perlaki b) Co-chair Name: Sydney Weycker

3. Purpose: Implement the Coordinated Entry process in a seamless way to ensure that the most vulnerable individuals in the community are housed first. Develop a set of rules and manuals to follow for properly administering the Coordinated Entry Assessment (CESA), create a process to prioritize individuals, properly market/advertise the coordinated entry system to community, and assist providing support and training for agencies.

4. a) Meeting Date: 09/24/2019 b) Frequency: Monthly

Attendees at 09/24/2019 – Chair; Jim Perlaki (GCYC), Co-Chairperson; Sydney Weycker (Metro Community Development), Liz Ruediger (Shelter of Flint/HARA), LaToya Cannon (Shelter of Flint), Maurice Bush (Wellness Services)

Note: Next Coordinated Entry Implementation Meeting is scheduled for Tuesday, November 5th 9am to 11am at Shelter of Flint.

5. Goal (short/long term):

a. Short term: Review proposed policies drafted by individual group members to add further explanation on how the coordinated entry process should be executed.

b. Long term: Creation of a cohesive no wrong door entry plan for individuals experiencing homelessness and prioritization plan for those individuals to ensure highest vulnerability is housed first. To end the cycle of homelessness for our community.

6. Outcomes: This month's meeting focused on creating a flow chart to access a stable home.

a. Quantitative:

b. Qualitative:

7. Observations, Comparisons/Trends: The meeting on September 24 served as the September and October meeting time, due to an error on the CoC meeting calendar

sent out and the Summit to End Homelessness scheduled for the first week of October. We took the time to create a flow chart illustrating how one would access housing depending on the place they were to present.

Thank you for your support.

ByName List Workgroup Report Out Form

Date: 09/30/2019

1. Subcommittee Name: CoC Veterans' Workgroup
2. a) Chair Name: William A. Doub b) Co-chair Name: Tiffani Farrier
3. Purpose: Create affordable housing opportunities for veterans to move from homelessness to safe and secure permanent housing with the supports to sustain their individual housing choices.
4. a) Meeting Date: 9/26/2019 b) Frequency: Bi-weekly

Attendees at 09/26/19 Bi-Weekly Conference Calls: William A. Doub (GHS), Co-Chairperson; Eduardo Calzada (Region 10 – Veterans' Navigator); Chad Adams (Shelter of Flint/Housing Assessment and Resource Agency (HARA)); Quartus Henderson (My Brother's Keeper); Gabe Parra (AAVAMC); Angela Willie (Carriage Town Mission); Rayetta Wyatt (Michigan Works/VERS); Staci Ferguson and Robyn Hoffenblum (Aleda Lutz VAMC); Scott Richardson and Erin Martell (OLHSA);

Note: Next Veteran's Workgroup – Business Meeting is scheduled for Thursday, October 10, 2019. The Business Meeting is being folded into a combined Inter-Agency Systems Team/Quality by-Name List for all target homeless populations. Next BNL Conference Calls are tentatively scheduled for October 17, 2019 and October 31, 2019.

5. Goal (short/long term):
 - a. **Short term:** Establishment and implementation of a Quality By-Name List for the purpose of moving individual veterans from homelessness to long-term stable housing.
 - b. **Long term:** Creation of affordable housing opportunities for veterans to move from homelessness into safe decent housing with the supports they need to sustain their individual housing choices.
6. Outcomes:
 - a. **Quantitative:** Increase in the numbers of veterans moved from the shelter and 'literal' homelessness to housing as identified on the By-Name List and HMIS.
 - b. **Qualitative:** Establishment of a working By-Name List that meets bi-weekly
7. Observations, comparisons/Trends: **SSVF services will be provided by the Oakland Livingston Human Services Agency/SSVF. We will reach out to OLHSA and continue to meet regularly as scheduled. Per report for OLHSA, a new persons has been hired to work specifically with veterans living in Genesee County. This person is already making contact with MBK and Carriage Town. The Continuum of Care is in the process of re-organizing and developing a Quality Veteran By-Name List, which will incorporate the Veteran's BNL. This re-organization is required for the Continuum of Care to be recognized and funded by HUD and MSHDA. The numbers on the list decreased slightly this past month. Six veterans were housed using the following resources: VASH (3); Veterans' Lease Up (2); and One veteran transferred to a Per Diem Program in Ann Arbor. Service providers are following protocol for securing Releases of Information.**

Thank You for your support.

Monthly Subcommittee Report Out Form

Date: 10/9/19

1. Subcommittee Name: Quality By-Name List Work Group
2. a) Chair Name: Mike Striler b) Co-chair Name: Liz Ruediger
3. Purpose: Development implementation policy and strategy for QBNL within the Flint/Genesee Continuum of Care
4. a) Meeting Date: 9/12/2019 b) Frequency: Monthly
Attendees: Jodi Blair (GHS); LaToya Cannon (SOF); Bruce Freimark (MVAA); Quartus Henderson (MBK); Myra Hinkle (MCD); Robyn Hoffebloom (Saginaw VA); Renisha Houston (SOF); Liz Ruediger (SOF); Trina Sanders (YWCA); Josh Sinclair (SOF); Abby Wells (SOF); Sydney Weycker (MCD); Vonda Willey (MCD); Angela Willie (CTM); and Lubby Wood (MCD)
5. Goal (short/long term): Implementation of QBNL
6. Outcomes:
 - a. Quantitative: Click or tap here to enter text.
 - b. Qualitative: This meeting was a combination of the VBNL, QBNL, and IST subcommittees/work groups. It had not been clearly communicated that all three groups would be meeting together, so there was some initial confusion in the discussion. Following discussion of concerns about the purpose and goals of all three groups, it is the recommendation of those present that the VBNL remain a separate sub-committee and that the QBNL be incorporated into IST. It is recommended that the VBNL conference calls would continue on the current schedule. It is recommended that the VBNL business meeting and the IST/QBNL merge to a single block of time, with veterans topics discussed first. Those present reviewed the draft QBNL Policy and Procedures document. Vonda Willey will make the suggested edits and forward to the group for review.
7. Observations, comparisons/Trends: Click or tap here to enter text.

Monthly Subcommittee Report Out Form

Date: 10/9/19

1. Subcommittee Name: Governance Work Group
2. a) Chair Name: Liz Ruediger b) Co-chair Name: Nikola Lucic
3. Purpose: Draft and implement governance charter to oversee the CoC moving forward.
4. a) Meeting Date: 9/19/2019 b) Frequency: Monthly
Attendees: Angela Beaugard (MCD); Bill Doub (GHS); Ann Kita (YWCA); Kevin Miller (COF); Liz Ruediger (SOF); Sydney Weycker (MCD)
5. Goal (short/long term): Work collectively to construct a living governance charter to oversee how the CoC will work moving forward.
6. Outcomes:
 - a. Quantitative: Click or tap here to enter text.
 - b. Qualitative: As defined in the Governance Charter, the Governance Work Group is serving as the initial nominating committee for the Governance Council. At the September meeting, the Work Group finalized the draft of the letter and application to be sent to prospective nominees. The invitation has been sent to 76 agencies/organizations. (Note: The Council is intended to consist of 21-31 members.) Nominations are due October 18. The Work Group will meet October 24 to finalize the nominations list. The nominations list will be presented to the CoC for vote on November 13. A call for nominations was sent to the CoC membership by email. No responses were received. Nominations will be accepted from the floor at the November meeting. They may also be sent to the Work Group in advance by emailing governancenominations2019@gmail.com.
7. Observations, comparisons/Trends: Click or tap here to enter text.

LAC/IDT Report Out

Date: September 2019

1. a) Chair Name: Debra Hayes b) Co-chair Name: Click or tap here to enter text.
2. Purpose: Click or tap here to enter text.
3. a) Meeting Date: b) Frequency: Monthly
Attendees:
4. Goal (short/long term): Click or tap here to enter text.
5. Outcomes:
 - a. Quantitative: Click or tap here to enter text.
 - b. Qualitative:
6. Observations, comparisons/Trends: ID Task Force Minutes policy/protocol for using
 - a. 2019-2020 Policy Priorities
 - i. Source of Income
 - ii. 2. Landlord Mitigation Fund
 - iii. 3. HBs 4152 & 4153
 - b. State Updates
 - i. Appropriations Process
 - ii. Medicaid Work Requirements – SB 362 & 363
 1. Passed out of Senate
 2. Referred to House Committee on Government Operations
 - iii. Bed bugs - HB 4777
 1. Introduced June 26\
 - c. Federal Updates
 - i. Report back from NAEH congressional visits
 - ii. HUD and USDA Budget
 - iii. HUD equal access rule update
 - iv. National Low Income Housing
7. ID Task Force

All meetings will be held at the Oakland County Health Division Bldg. 34E in the 1200 Telegraph county complex. Please note that the call in number may change each month. We will provide an update each month with specific contact information.

Proposed 2019-2020 ID Task Force Meeting Dates:

8. October 21 2019
9. Monday, January 27 (MLK Day is 1/20)
10. Monday, April 20
11. Monday, July 20
12. Monday, October 19
- a.

Applying for a license or ID? You will need the documents listed below.

STATE ID TASKFORCE ACCEPTABLE DOCUMENTS ADDED



To ensure your application process is as smooth as possible, remember:

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/SOS or call the Department of State Information Center at 888-SOS-MICH (767-6424).
- ✓ Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.

- ✓ A second document from group #2 may also be accepted as a proof of identity.
- ✓ Foreign documents must be translated.
- ✓ Documents must be originals or copies certified with a raised seal or stamp. Faxed or photocopied documents will NOT be accepted.

- ✓ Foreign driver's licenses are proof of driving experience only. English translations must be provided if you do not have an International Driving Permit.
- ✓ Documents are subject to departmental review and may require more than one day for approvals. Additional information may be required. The department may retain images or copies of documents presented.

1 Your Social Security number or letter of ineligibility

Present **ONE** of the following to demonstrate a valid Social Security number or ineligibility.

- Social Security card
- W-2 Form
- SSA 1099 form or non-SSA 1099 form
- Pay stub containing your name and Social Security number.
- SSA-1676 letter of ineligibility from the Social Security Administration. Must be presented with USCIS documents that show non-work authorized status. Letters more than 60 days old will not be accepted

2 Legal presence

Present at least **ONE** of any of the documents from this column.

- Valid, unexpired U.S. passport or passport card.
- Certified birth certificate with stamp or raised seal issued by a government unit of the U.S. or U.S. territory government office.
- NOTE: Puerto Rico birth certificates can only be accepted if issued on or after July 1, 2010.
- Enhanced Michigan Driver's License or ID card.
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.
THIS REQUIREMENT IS NON-NEGOTIABLE

- Certificate of Citizenship (N-560 or N-561).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Valid, unexpired Permanent Resident Card (I-551) or other evidence of permanent residency (e.g. I-551 visa/stamp in passport or on I-94).
- Valid Employment Authorization Document (I-766).
- Valid, unexpired foreign passport with U.S. Visa, along with evidence of entry (I-94 stamp or printout).
- F-visa holders must present Form I-20
- J-visa holders must present Form DS-2019
- B1 and B2 visas are not acceptable
- WB and WT visa stamps are not acceptable
- Other immigration documents that demonstrate legal presence and/or ability to work in the United States, including Form I-94, State Department bio-data form, and supervision documents (other documents may be acceptable).
- Expired immigration documents along with Form I-797, Notice of Action showing new documents have been applied for.

3 Identity verification

Present **original documents to establish identity. MORE THAN ONE document may be required.**

- A valid, unexpired U.S. passport or passport card can serve as both proof of legal presence and identity. Out-of-state, U.S. territories, or Canadian driver's license or ID card. (Licenses or ID cards expired for less than four years will be accepted.)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change.
- Employee photo ID card issued by a federal or Michigan government agency.
- U.S. Customs and Border Protection Trusted Traveler Card (Global Entry, SENTRI or NEXUS).
- U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Government issued adoption record.
- U.S. school records (School ID cards with name and photo, diplomas, transcripts, yearbooks, or record of attendance).
- If the applicant is below age 18 and does not have one of the above with them, a parent or guardian may present their driver's license or ID and sign for the teen.
- The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document I-571 or Immigrant visa.
- Other documents including immigration documents, which may or may not have an entry stamp. (I-94 Arrival/Departure form, U.S. Department of State bio-data form, court-ordered supervision documents, etc.) These documents require verification which may take more than one day.

4 Proof of Michigan residency

Present at least **TWO** documents with your name and Michigan residence address.

- Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- Michigan high school, college or university report cards or transcripts.
- Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- Pay stub or earnings statement issued with the name and address of the employee.
- Life, health, auto or home insurance policy.
- Federal, state or local government documents, such as receipts, licenses or assessments.
- Michigan title and registration. (The registration must show current residential address.)
- Other documents containing your name and address may be accepted with manager approval.

Note: Michigan P.O. boxes are not an acceptable residence address.

Homeless Verification
(State ID Form #5)

OR

Family Relationship Address
Verification (State ID Form #6)

SOS-428 (07/19)

HMIS card that states "Michigan Statewide HMIS" on it AND Homeless Verification (State ID Form #5)

www.Michigan.gov/SOS

Note:
If you are unable to provide one of the above documents as proof of your Social Security number, other documents that show your Social Security number may be presented but require review by the branch manager. Social Security number information will be verified. You may be required to correct your information with the Social Security Administration before your driver's license or ID card application can be processed.
If a document with the full social security number is not available, please use a document with the last four digits and pursue an exception.



Fiscal Spending Monthly Report Submissions

Mission: A community working together to achieve access to safe and affordable housing for all residents of Genesee County.

October 9, 2019

Reports Received

HUD

City of Flint

MSDHA

GENESEE COUNTY ESG

SAMARITAN PLUS (GCCARD)

No Report

No Change since last spending report

ENGAGEMENT

Flinn/Genesee County 2019/2020 HUD Grant Spending Report as of August 31, 2019

Red: concern/discussion

Yellow: Caution

Green: on track

Start Month	Agency/Project Name	Grant #	Funds Req Type	HUD AWARD	Disbursed (eLOCCS)	Balance (eLOCCS)	Months into	% of grant spent	% of grant remaining	# of mths remaining	Est mthly \$ to meet reqs.	Avg Mthly Reimburse-ment	Notes
APR 2019	MCD - Homeless Outreach	0147-810	supp svc	\$100,203.00	\$14,740.87	\$85,462.13	5	14.71%	85.29%	7	\$12,208.88		
			admin	\$7,014.00	\$3,500.00	\$3,514.00		49.90%	50.10%		\$502.00		
			Total	\$107,217.00	\$18,240.87	\$88,976.13		17.01%	82.99%		\$12,710.88		
	SOF - Chronic Homeless Families	0343-804	supp svc	\$14,911.00	\$4,919.40	\$9,991.60	5	32.99%	67.01%	7	\$1,427.37		
			leasing	\$79,029.00	\$26,046.80	\$52,982.20		32.96%	67.04%		\$7,568.89		
			admin	\$6,000.00	\$1,500.00	\$4,500.00		25.00%	75.00%		\$642.86		
	Total	\$99,940.00	\$32,466.20	\$67,473.80	32.49%	67.51%	\$9,639.11	\$6,493.24					
	SOF - Veterans Lease Up	0344-805	supp svc	\$25,461.00	\$7,908.62	\$17,552.38	5	31.06%	68.94%	7	\$2,121.75		
			leasing	\$79,818.00	\$25,652.00	\$54,166.00		32.14%	67.86%		\$6,651.50		
			admin	\$6,056.00	\$2,800.00	\$3,256.00		46.24%	53.76%		\$504.67		
Total	\$111,335.00	\$36,360.62	\$74,974.38	32.66%	67.34%	\$10,710.63	\$7,272.12						
MCD-Coordinated Entry	0613-800	supp svc	\$69,509.00	\$10,841.30	\$58,667.70	5	15.60%	84.40%	7	\$8,381.10			
		admin	\$4,865.00	\$2,432.50	\$2,432.50		50.00%	50.00%		\$347.50			
		Total	\$74,374.00	\$13,273.80	\$61,100.20		17.85%	82.15%		\$8,728.60			\$2,654.76
JUL 2019	Sof - CoC Lease Up	0143-811	ops	\$17,400.00	\$7,250.16	\$10,149.84	41.67%	58.33%	10	\$1,014.98			
			supp svc	\$80,613.00	\$11,753.41	\$68,859.59		14.58%		85.42%			\$6,885.96
			leasing	\$163,736.00	\$24,958.00	\$138,778.00		15.24%		84.76%			\$13,877.80
	admin	\$16,253.00	\$0.00	\$16,253.00	0.00%	100.00%	\$1,625.30						
	Total	\$278,002.00	\$43,961.57	\$234,040.43	15.81%	84.19%	\$23,404.04	\$21,980.79					
	Sof - Rosewood Manor	0150-811	ops	\$30,242.00	\$5,551.76	\$24,690.24	18.36%	81.64%	10	\$2,469.02			
			supp svc	\$33,657.00	\$6,822.14	\$26,834.86		20.27%		79.73%			\$2,683.49
			admin	\$4,172.00	\$0.00	\$4,172.00		0.00%		100.00%			\$417.20
	Total	\$68,071.00	\$12,373.90	\$55,697.10	18.18%	81.82%	\$5,569.71	\$6,186.95					
	GCYC Transitional Living	0144-811	ops	\$55,869.00	\$0.00	\$55,869.00	0.00%	100.00%		\$5,586.90			
supp svc			\$62,500.00	\$0.00	\$62,500.00	0.00%		100.00%		\$6,250.00			

Start Month	Agency/Project Name	Grant #	Funds Req Type	HUD AWARD	Disbursed (eLOCCS)	Balance (eLOCCS)	Months into	% of grant spent	% of grant remaining	# of months remaining	Est mthly \$ to meet reqs.	Avg Mthly Reimburse-ment	Notes
7/1/2019 - 6/30/2020			admin	\$8,285.00	\$0.00	\$8,285.00	2	0.00%	100.00%	10	\$828.50	\$0.00	Spending down other grants until end of Sept- historical
		Total		\$126,654.00	\$0.00	\$126,654.00		0.00%	100.00%		\$12,665.40	\$0.00	
MCD - CoC Planning													
7/1/2019 - 6/30/2020		0614-800	planning	\$107,000.00	\$10,179	\$96,820.52	2	9.51%	90.49%	10	\$9,682.05	\$0.00	
		Total	admin	\$0.00	\$0.00	\$0.00		9.51%	90.49%		\$9,682.05	\$5,089.74	\$12,500 quarterly
		Total		\$107,000.00	\$10,179.48	\$96,820.52							

Sof - Lease Up													
8/1/2019 - 7/31/2020		0314-807	supp svc	19,000.00	\$1,210.74	\$17,789.26	1	6.37%	93.63%	11	\$1,617.21	\$8,121.91	
			leasing	96,895.00	\$7,554.00	\$89,341.00		7.80%	92.20%		\$8,121.91	\$649.73	
			admin	7,147.00	0.00	\$7,147.00		0.00%	100.00%		\$649.73	\$8,764.74	
		Total		123,042.00	8,764.74	\$114,277.26		7.12%	92.88%		\$10,388.84	\$8,764.74	
Sof - Community Lease Up													
8/1/2019 - 7/31/2020		373-805	supp svc	\$10,579.00	\$784.77	\$9,794.23	1	7.42%	92.58%	11	\$890.38	\$8,097.31	
			leasing	\$97,435.00	\$8,364.61	\$89,070.39		8.58%	91.42%		\$8,097.31	\$652.27	
			admin	\$7,175.00	\$0.00	\$7,175.00		0.00%	100.00%		\$652.27	\$9,149.38	
		Total		\$115,189.00	\$9,149.38	\$106,039.62		7.94%	92.06%		\$9,639.97	\$9,149.38	

AUG 2019													
GHS - Lease Up													
8/1/2019 - 7/31/2020		0149-810	leasing	\$259,284.00	\$20,087.57	\$239,196.43	1	7.75%	92.25%	11	\$21,745.13	\$6,229.47	
			supp svc	\$73,548.00	\$5,023.84	\$68,524.16		6.83%	93.17%		\$6,229.47	\$2,892.36	
			admin	\$31,816.00	\$0.00	\$31,816.00		0.00%	100.00%		\$2,892.36	\$30,866.96	\$25,111.41
		Total		\$364,648.00	\$25,111.41	\$339,536.59		6.89%	93.11%		\$30,866.96	\$25,111.41	
MCD - HMIS													
8/1/2019 - 7/31/2020		0146-811	HMIS costs	\$85,747.00	\$0.00	\$85,747.00	1	0.00%	100.00%	11	\$7,795.18	\$348.18	
			admin	\$3,830.00	\$0.00	\$3,830.00		0.00%	100.00%		\$348.18	\$0.00	quarterly draw
		Total		\$89,577.00	\$0.00	\$89,577.00		0.00%	100.00%		\$8,143.36	\$0.00	
GHS - RR													
8/1/2019 - 7/31/2020		0447-804	rental assista	\$195,852.00	\$6,267.90	\$189,584.10	1	3.20%	96.80%	11	\$17,234.92	\$3,636.48	
			supp serv	\$41,747.00	\$1,745.71	\$40,001.29		4.18%	95.82%		\$3,636.48	\$1,399.64	
			admin	\$15,396.00	\$0.00	\$15,396.00		0.00%	100.00%		\$1,399.64	\$8,013.61	
		Total		\$252,995.00	\$8,013.61	\$244,981.39		3.17%	96.83%		\$22,271.04	\$8,013.61	

City of Flint 2018/2019 HUD Grant Spending Report (Contract Term: 7/1/2018 -12/31/2019)

To Date Spentdown

Agency	Grant #	Funds Req Type	HUD AWARD	Disbursed (IDIS)	Balance (IDIS)	Months into grant	% of grant spent	% of grant remaining	# of mths remaining	est mthly \$ to meet reqs.
MBK	18-089	Shelter OPS	\$35,000.00	\$35,000.00	\$0.00	11	100.00%	0.00%	6	\$0.00
		Total	\$35,000.00	\$35,000.00	\$0.00		100.00%	0.00%		\$0.00
SOF	18-091	Shelter OPS	\$97,250.00	\$89,407.47	\$7,842.53		91.94%	8.06%		\$871.39
		HP	\$28,030.38	\$5,081.38	\$22,949.00		18.13%	81.87%		\$2,549.89
		RRH	\$30,000.00	\$5,338.54	\$24,661.46	11	17.80%	82.20%	6	\$2,740.16
		Data Collection	\$21,473.50	\$5,460.92	\$16,012.58		25.43%	74.57%		\$1,779.18
		Total	\$176,753.88	\$105,288.31	\$71,465.57		59.57%	40.43%		\$7,940.62
GVCY	18-088	Shelter OPS	\$35,000.00	\$21,848.28	\$13,151.72	11	62.42%	37.58%	6	\$1,461.30
		Total	\$35,000.00	\$21,848.28	\$13,151.72		62.42%	37.58%		\$1,461.30
VWCA	18-090	Shelter OPS	\$25,000.00	\$20,833.30	\$4,166.70	11	83.33%	16.67%	6	\$462.97
		Total	\$25,000.00	\$20,833.30	\$4,166.70		83.33%	16.67%		\$462.97

City of Flint 2017/2018 HUD Grant Spending Report (Contract Term: 7/1/2017 - 2/28/2019)

Agency	Grant #	Funds Req Type	HUD AWARD	Disbursed (IDIS)	Balance (IDIS)	Months into grant	Spentdown		# of mths remaining	est mthly \$ to meet regs.	
							% of grant spent	% of grant remaining			
MBK	17-096	Shelter OPS	\$47,939.99	\$47,939.99	\$0.00	18	100.00%	0.00%	0	\$0.00	
			Total	\$47,939.99	\$0.00		100.00%	0.00%		\$0.00	
SOF	17-100	Shelter OPS	\$208,350.00	\$208,350.00	\$0.00	24	100.00%	0.00%	0	\$0.00	
			HARA Case MGT	\$36,104.00	\$36,104.00		\$0.00	100.00%		0.00%	\$0.00
			HP	\$27,260.00	\$27,260.00		\$0.00	100.00%		0.00%	\$0.00
			RRH	\$30,080.00	\$28,023.71		\$2,056.29	93.16%		6.84%	\$2,056.29
			Data Collection	\$19,740.00	\$19,535.69		\$204.31	98.96%		1.04%	\$204.31
Total	\$321,534.00	\$319,273.40	\$2,260.60	99.30%	0.70%	\$2,260.60					
OCT 2019	17-095	Shelter OPS	\$89,300.00	\$89,300.00	\$0.00	18	100.00%	0.00%	0	\$0.00	
			Total	\$89,300.00	\$0.00		100.00%	0.00%		\$0.00	
YVCA	17-097	Shelter OPS	\$47,940.00	\$47,940.00	\$0.00	18	100.00%	0.00%	0	\$0.00	
			Total	\$47,940.00	\$0.00		100.00%	0.00%		\$0.00	
GCCARD	17-098	HP	\$70,500.00	\$0.00	\$70,500.00	18	0.00%	100.00%	0	\$70,500.00	
			Total	\$70,500.00	\$0.00		\$70,500.00	0.00%		100.00%	\$70,500.00
LSEM	17-099	HP	\$7,520.00	\$0.00	\$7,520.00	18	0.00%	100.00%	0	\$7,520.00	
			Total	\$7,520.00	\$0.00		\$7,520.00	0.00%		100.00%	\$7,520.00

Funds have been reprogrammed

Funds have been reprogrammed

Contract extended until June 30, 2019

Start Date	Funder	Grant #	Agency	Award Amount	Billed	Balance	Months into grant	% of grant spent	% of grant remaining	# of mths remaining	est mthly \$ to meet reqs.
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Total paid or billed through 8/31/19

Oct 2018	MSHDA	ESG-2019-Shelter-5101-ESM	GCYC	\$23,872	\$23,552	\$320	11	98.66%	1.34%	-2	\$160
			My Brother's Keeper	\$23,872	\$23,872	\$0	11	100.00%	0.00%	2	n/a
			Shelter of Flint	\$190,975	\$156,918	\$34,057	11	82.17%	17.83%	2	\$17,028

contract extended through 10/31/19 for full expenditure

Re-allocated funds for GHS Community Housing

Apr 2019	MSHDA	HML-2017-Shelter-5101-ESF	GHS	\$20,000	\$20,000	\$0		100.00%	0.00%	0	\$0
			SOF (admin)	\$960	\$960	\$0		100.00%	0.00%	0	\$0

Apr 2019	MSHDA	HML-2018-Shelter-5101-ESF	GHS	\$10,000	\$10,000	\$0		100.00%	0.00%	0	\$0
			SOF (admin)	\$750	\$750	\$0		100.00%	0.00%	0	\$0

Oct 2019	MSHDA	ESG-2020-Shelter-5101-ESM	GCYC	\$22,857	\$0	\$22,857	0	0.00%	100.00%	12	\$1,905
			My Brother's Keeper	\$22,857	\$0	\$22,857	0	0.00%	100.00%	12	\$1,905
			Shelter of Flint	\$182,850	\$0	\$182,850	0	0.00%	100.00%	12	\$15,238

expenses can begin 10/1/19

Genesee County - 2018 ESG Agency Spending Report - as of 9/6/2019

Agency	Activity	HUD AWARD	Disbursed	Balance	% of grant spent	% of grant remaining	Contract End Date
MBK	Emergency Shelter	\$18,232.00	\$18,232.00	\$0.00	100.0%	0.0%	9/30/2019
Shelter of Flint	Emergency Shelter	\$18,232.00	\$18,232.00	\$0.00	100.0%	0.0%	9/30/2019
	Homeless Prevention	\$10,635.00	\$10,598.15	\$36.85	99.7%	0.3%	9/30/2019
	Rapid Rehousing	\$20,511.00	\$9,180.08	\$11,330.92	44.8%	55.2%	9/30/2019
Metro	HMIS	\$7,597.00	\$0.00	\$7,597.00	0.0%	100.0%	9/30/2019
	TBRA (2018 HOME Grant)	\$33,000.00	\$17,924.74	\$15,075.26	54.3%	45.7%	11/7/2019
GCYC	Emergency Shelter	\$27,349.00	\$17,389.45	\$9,959.55	63.6%	36.4%	9/30/2019
GCCARD	Homeless Prevention	\$10,635.00	\$0.00	\$10,635.00	0.0%	100.0%	9/30/2019
YWCA	Emergency Shelter	\$27,349.00	\$15,953.56	\$11,395.44	58.3%	41.7%	9/30/2019

GCAARD - Samaritan Plus December 20, 2018 - December 18, 2019 Through May

Red: concern/discussion

Yellow: Caution

Green: on track

Start Month	Agency/Project Name	Grant #	Funds Req Type	HUD AWARD	Disbursed (ELOCCS)	Balance (ELOCCS)	Months into grant	% of grant spent	% of grant remaining	# of mths remaining	Est mthly \$ to meet reqs.	Avg Mthly Reimbursement	Notes
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	5	0.00%	100.00%	7	\$6,825.29	\$0.00	No draws submitted. \$16,494 has been spent through May 2019
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	6	0.00%	100.00%	6	\$7,962.83	\$0.00	No draws submitted. \$18,938 has been spent through June 2019
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	7	0.00%	100.00%	6	\$7,962.83	\$0.00	No draws submitted. \$21,382 has been spent through July 2019
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	8	0.00%	100.00%	6	\$7,962.83	\$0.00	No draws submitted. \$23,826 has been spent through August 2019
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	9	0.00%	100.00%	6	\$7,962.83	\$0.00	No draws submitted. \$26,270 has been spent through September 2019
January 2019	Samaritan Plus	0141-705	Rental Assistance	\$47,777.00	\$0.00	\$47,777.00	9	0.00%	100.00%	6	\$7,962.83	\$0.00	No draws submitted. \$28,714 has been spent through October 2019



Mission: A community working together to achieve access to safe and affordable housing for all residents of Genesee County.

October 9, 2019

VAWA EMERGENCY PLAN DRAFT

Flint/Genesee County Continuum of Care

Emergency Transfer Plan

For Victims of Domestic Violence, Dating Violence, Sexual Assault and
Stalking Survivors

Purpose

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, and how an emergency transfer may occur. In addition, it provides guidance for tenants on safety and security. The plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the federal agency which ensures that CoC and ESG funded providers within its geographic area comply with the Violence Against Women Act (VAWA).

Definitions

Trauma-Informed

Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others, and responds by integrating knowledge about trauma into policies, procedures, practices and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, organizations, and communities can be trauma informed.

Victim-centered

Placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that could inadvertently re-traumatize victims; ensuring that victims rights, voices, and perspectives are incorporated when developing and implementing system-and community-based efforts that impact crime victims.

Emergency Transfers

The Flint/Genesee County Continuum of Care (CoC) is concerned about the safety of the tenants of the housing programs within its geographic area and such concern extends to tenants who are

Flint/Genesee County CoC

Emergency Transfer Plan

Revised: 08/21/2019

Adopted: _____

victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the VAWA, CoC funded and ESG funded programs providing permanent housing or transitional housing, except safe havens, must 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 of a housing program to honor such a request for tenants currently receiving rental 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 housing provider has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

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 (attachment A), 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; or
- The tenant is a victim of a sexual assault, and the sexual assault occurred on the premises within the 90-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.

Emergency Transfer Request Documentation

To request an emergency transfer, a tenant must notify the housing program's administrator or manager and submit a written request for a transfer to that individual. The tenant's written request for an emergency transfer should include either:

1. A statement expressing why the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains in the same dwelling unit assisted under the housing provider'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-day period preceding the tenant's request for an emergency transfer.

The housing program may request additional documentation from a tenant in accordance with the documentation policies of HUD's regulations at 24 CFR part 5, subpart L.

Confidentiality

The housing program will keep confidential any information that the tenant submits in requesting an emergency transfer, unless the tenant gives the housing program written permission to release the information or disclosure of the information is required by law or in the course of an eviction or termination proceeding. This includes keeping confidential the new location of the dwelling

Flint/Genesee County CoC

Emergency Transfer Plan

Revised: 08/21/2019

Adopted: _____

unit of the tenant, if one is provided, from the person or persons that committed the acts or acts of domestic violence, dating violence, sexual assault, or stalking against the tenant. The Notice of Occupancy Rights under the Violence Against Women Act for All Tenants (Attachment B) provides more information about housing provider responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

The housing program cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the housing program will 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 the availability and safety of a unit. If the housing program does not expect to have another unit available within a reasonable period of time, it will contact other housing programs in the area to determine whether have an available unit. If a unit is available, the tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant is being transferred.

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. The tenant is encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or YWCA at 810-238-7233 for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Attachment A

§ 5.2001 Applicability.

(a) This subpart addresses the protections for victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) who are applying for, or are the beneficiaries of, assistance under a HUD program covered by the Violence Against Women Act (VAWA), as amended ([42 U.S.C. 13925](#) and 42 U.S.C. 14043e *et seq.*) (“covered housing program,” as defined in [§ 5.2003](#)). Notwithstanding the title of the statute, protections are not limited to women but cover victims of [domestic violence](#), [dating violence](#), [sexual assault](#), and [stalking](#), regardless of sex, [gender identity](#), or [sexual orientation](#). Consistent with the nondiscrimination and equal opportunity requirements at [24 CFR 5.105\(a\)](#), victims cannot be discriminated against on the basis of any protected characteristic, including race, color, [national](#) origin, religion, sex, familial status, [disability](#), or age. HUD programs must also be operated consistently with HUD’s Equal Access Rule at [§ 5.105\(a\)\(2\)](#), which requires that HUD-assisted and HUD-insured housing are made available to all otherwise eligible individuals and families regardless of actual or perceived [sexual orientation](#), [gender identity](#), or marital status.

(b)

(1) The applicable assistance provided under a [covered housing program](#) generally consists of two types of assistance (one or both may be provided): [Tenant](#)-based rental assistance, which is rental assistance that is provided to the [tenant](#); and project-based assistance, which is assistance that attaches to the unit in which the [tenant](#) resides. For project-based assistance, the assistance may consist of such assistance as operating assistance, development assistance, and mortgage interest rate subsidy.

(2) The regulations in this subpart are supplemented by the specific regulations for the HUD-covered [housing programs](#) listed in [§ 5.2003](#). The program-specific regulations address how certain [VAWA](#) requirements are to be implemented and whether they can be implemented (for example, reasonable time to establish eligibility for assistance as provided in [§ 5.2009\(b\)](#)) for the applicable [covered housing program](#), given the statutory and regulatory framework for the program. When there is conflict between the regulations of this subpart and the program-specific regulations, the program-specific regulations govern. Where assistance is provided under more than one [covered housing program](#) and there is a conflict between [VAWA](#) protections or remedies under those programs, the individual seeking the [VAWA](#) protections or remedies may choose to use the protections or remedies under any or all of those programs, as long as the protections or remedies would be feasible and permissible under each of the program statutes.

§ 5.2003 Definitions.

The definitions of *PHA*, *HUD*, *household*, and *other person under the tenant's control* are defined in [subpart A](#) of this part. As used in this subpart L:

Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether

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an individual would pose an [actual and imminent threat](#), the factors to be considered include: The duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur.

Affiliated individual, with respect to an individual, means:

- (1) A spouse, parent, brother, sister, or [child](#) of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the [affiliated individual](#) is a person in the care, custody, or control of that individual); or
- (2) Any individual, [tenant](#), or lawful occupant living in the [household](#) of that individual.

Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable [HUD](#)-covered program and State or local law, such that certain [tenants](#) or lawful occupants can be evicted or removed and the remaining [tenants](#) or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining [tenants](#) and lawful occupants.

Covered housing program consists of the following [HUD](#) programs:

- (1) Section 202 Supportive Housing for the Elderly ([12 U.S.C. 1701q](#)), with implementing regulations at [24 CFR part 891](#).
- (2) Section 811 Supportive Housing for Persons with Disabilities ([42 U.S.C. 8013](#)), with implementing regulations at [24 CFR part 891](#).
- (3) Housing Opportunities for Persons With AIDS (HOPWA) program ([42 U.S.C. 12901 et seq.](#)), with implementing regulations at [24 CFR part 574](#).
- (4) HOME Investment Partnerships (HOME) program ([42 U.S.C. 12741 et seq.](#)), with implementing regulations at [24 CFR part 92](#).
- (5) Homeless programs under title IV of the [McKinney-Vento Homeless Assistance Act](#) ([42 U.S.C. 11360 et seq.](#)), including the Emergency Solutions Grants program (with implementing regulations at [24 CFR part 576](#)), the Continuum of Care program (with implementing regulations at [24 CFR part 578](#)), and the Rural Housing Stability Assistance program (with regulations forthcoming).
- (6) Multifamily rental housing under section 221(d)(3) of the [National Housing Act](#) ([12 U.S.C. 17151\(d\)](#)) with a below-market interest rate (BMIR) pursuant to section 221(d)(5), with implementing regulations at [24 CFR part 221](#).
- (7) Multifamily rental housing under section 236 of the [National Housing Act](#) ([12 U.S.C. 1715z-1](#)), with implementing regulations at [24 CFR part 236](#).
- (8) [HUD](#) programs assisted under the [United States Housing Act of 1937](#) ([42 U.S.C. 1437 et seq.](#)); specifically, [public housing](#) under section 6 of the 1937 Act ([42 U.S.C. 1437d](#)) (with regulations at [24 CFR Chapter IX](#)), [tenant](#)-based and project-based rental assistance under section 8 of the 1937 Act ([42 U.S.C. 1437f](#)) (with regulations at [24 CFR](#)

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chapters [VIII](#) and [IX](#)), and the Section 8 Moderate Rehabilitation Single Room Occupancy (with implementing regulations at [24 CFR part 882](#), subpart H).

(9) The Housing Trust Fund ([12 U.S.C. 4568](#)) (with implementing regulations at [24 CFR part 93](#)).

Covered housing provider refers to the individual or entity under a [covered housing program](#) that has responsibility for the administration and/or oversight of [VAWA](#) protections and includes [PHAs](#), sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities. The program-specific regulations for the [covered housing](#) programs identify the individual or entity that carries out the duties and responsibilities of the [covered housing provider](#) as set forth in part 5, subpart L. For any of the [covered housing](#) programs, it is possible that there may be more than one [covered housing provider](#); that is, depending upon the [VAWA](#) duty or responsibility to be performed by a [covered housing provider](#), the [covered housing provider](#) may not always be the same individual or entity.

Dating violence means violence committed by a person:

- (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship;
 - (ii) The type of relationship; and
 - (iii) The frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a [child](#) in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or [family](#) violence laws of the jurisdiction receiving grant monies, or by any other person against an [adult](#) or youth victim who is protected from that person's acts under the domestic or [family](#) violence laws of the jurisdiction. The term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person's individual safety or the safety of others; or

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(2) Suffer substantial emotional distress.

VAWA means the [Violence Against Women Act of 1994](#), as amended ([42 U.S.C. 13925](#) and 42 U.S.C. 14043e *et seq.*).

§ 5.2005 [VAWA](#) protections.

(a) *Notification of occupancy rights under VAWA, and certification form.*

(1) A [covered housing provider](#) must provide to each of its [applicants](#) and to each of its [tenants](#) the notice of occupancy rights and the certification form as described in this section:

(i) A “Notice of Occupancy Rights under the Violence Against Women Act,” as prescribed and in accordance with directions provided by [HUD](#), that explains the [VAWA](#) protections under this subpart, including the right to confidentiality, and any limitations on those protections; and

(ii) A certification form, in a form approved by [HUD](#), to be completed by the victim to document an incident of [domestic violence](#), [dating violence](#), [sexual assault](#) or [stalking](#), and that:

(A) States that the [applicant](#) or [tenant](#) is a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#);

(B) States that the incident of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) that is the ground for protection under this subpart meets the applicable definition for such incident under [§ 5.2003](#); and

(C) Includes the name of the individual who committed the [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), if the name is known and safe to provide.

(2) The notice required by [paragraph \(a\)\(1\)\(i\)](#) of this section and certification form required by [paragraph \(a\)\(1\)\(ii\)](#) of this section must be provided to an [applicant](#) or [tenant](#) no later than at each of the following times:

(i) At the time the [applicant](#) is denied assistance or admission under a [covered housing program](#);

(ii) At the time the individual is provided assistance or admission under the [covered housing program](#);

(iii) With any notification of eviction or notification of termination of assistance; and

(iv) During the 12-month period following *December 16, 2016*, either during the annual recertification or lease renewal process, whichever is applicable, or, if there will be no recertification or lease renewal for a [tenant](#) during the first year after the rule takes effect, through other means.

(3) The notice required by [paragraph \(a\)\(1\)\(i\)](#) of this section and the certification form required by [paragraph \(a\)\(1\)\(ii\)](#) of this section must be made available in multiple languages,

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consistent with guidance issued by [HUD](#) in accordance with [Executive Order 13166](#) (Improving Access to Services for Persons with Limited English Proficiency, signed August 11, 2000, and published in the FEDERAL REGISTER on August 16, 2000 (at [65 FR 50121](#))).

(4) For the Housing Choice Voucher program under [24 CFR part 982](#), the project-based voucher program under [24 CFR part 983](#), the [public housing](#) admission and occupancy requirements under [24 CFR part 960](#), and renewed funding or leases of the Section 8 project-based program under [24 CFR parts 880, 882, 883, 884, 886](#), as well as project-based section 8 provided in connection with housing under part 891, the [HUD](#)-required lease, lease addendum, or tenancy addendum, as applicable, must include a description of specific protections afforded to the victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), as provided in this subpart.

(b) Prohibited basis for denial or termination of assistance or eviction -

(1) **General.** An [applicant](#) for assistance or [tenant](#) assisted under a [covered housing program](#) may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the 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](#), if the [applicant](#) or [tenant](#) otherwise qualifies for admission, assistance, participation, or occupancy.

(2) **Termination on the basis of criminal activity.** A [tenant](#) in a [covered housing program](#) may not be denied tenancy or occupancy rights solely on the basis of criminal activity directly relating to [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) if:

(i) The criminal activity is engaged in by a member of the [household](#) of the [tenant](#) or any [guest](#) or other person under the control of the [tenant](#), and

(ii) The [tenant](#) or an [affiliated individual](#) of the [tenant](#) is the victim or threatened victim of such [domestic violence](#), [dating violence](#), [sexual assault](#) or [stalking](#).

(c) **Construction of lease terms and terms of assistance.** An incident of actual or threatened [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) shall not be construed as:

(1) A serious or repeated violation of a lease executed under a [covered housing program](#) by the victim or threatened victim of such incident; or

(2) Good cause for terminating the assistance, tenancy, or occupancy rights under a [covered housing program](#) of the victim or threatened victim of such incident.

(d) Limitations of VAWA protections.

(1) Nothing in this section limits the authority of a [covered housing provider](#), when notified of a court order, to comply with a court order with respect to:

(i) The rights of access or control of property, including civil protection orders issued to protect a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#); or

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(ii) The distribution or possession of property among members of a [household](#).

(2) Nothing in this section limits any available authority of a [covered housing provider](#) to evict or terminate assistance to a [tenant](#) for any violation not premised on an act of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) that is in question against the [tenant](#) or an [affiliated individual](#) of the [tenant](#). However, the [covered housing provider](#) must not subject the [tenant](#), who is or has been a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), or is affiliated with an individual who is or has been a victim of [domestic violence](#), [dating violence](#), [sexual assault](#) or [stalking](#), to a more demanding standard than other [tenants](#) in determining whether to evict or terminate assistance.

(3) Nothing in this section limits the authority of a [covered housing provider](#) to terminate assistance to or evict a [tenant](#) under a [covered housing program](#) if the [covered housing provider](#) can demonstrate an [actual and imminent threat](#) to other [tenants](#) or those employed at or providing service to property of the [covered housing provider](#) would be present if that [tenant](#) or lawful occupant is not evicted or terminated from assistance. In this context, words, gestures, actions, or other indicators will be considered an “actual and imminent threat” if they meet the standards provided in the definition of “actual and imminent threat” in [§ 5.2003](#).

(4) Any eviction or termination of assistance, as provided in [paragraph \(d\)\(3\)](#) of this section should be utilized by a [covered housing provider](#) only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes but must be tailored to particularized concerns about individual residents.

(e) **Emergency transfer plan.** Each [covered housing provider](#), as identified in the program-specific regulations for the [covered housing program](#), shall adopt an emergency transfer plan, no later than June 14, 2017 based on [HUD's](#) model emergency transfer plan, in accordance with the following:

(1) For purposes of this section, the following definitions apply:

(i) **Internal emergency transfer** refers to an emergency relocation of a [tenant](#) to another unit where the [tenant](#) would not be categorized as a new [applicant](#); that is, the [tenant](#) may reside in the new unit without having to undergo an application process.

(ii) **External emergency transfer** refers to an emergency relocation of a [tenant](#) to another unit where the [tenant](#) would be categorized as a new [applicant](#); that is the [tenant](#) must undergo an application process in order to reside in the new unit.

(iii) **Safe unit** refers to a unit that the victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) believes is safe.

(2) The emergency transfer plan must provide 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 if:

(i) The [tenant](#) expressly requests the transfer; and

(ii)

(A) The [tenant](#) reasonably believes there is a threat of imminent harm from further violence if the [tenant](#) remains within the same dwelling unit that the [tenant](#) is currently occupying; or

(B) In the case of a [tenant](#) who is a victim of [sexual assault](#), either the [tenant](#) reasonably believes there is a threat of imminent harm from further violence if the [tenant](#) remains within the same dwelling unit that the [tenant](#) is currently occupying, or the [sexual assault](#) occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

(3) The emergency transfer plan must detail the measure of any priority given to [tenants](#) who qualify for an emergency transfer under [VAWA](#) in relation to other categories of [tenants](#) seeking transfers and individuals seeking placement on waiting lists.

(4) The emergency transfer plan must incorporate strict confidentiality measures to ensure that the [covered housing provider](#) does not disclose the location of the dwelling unit of the [tenant](#) to a person who committed or threatened to commit an act of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) against the [tenant](#).

(5) The emergency transfer plan must allow a [tenant](#) to make an internal emergency transfer under [VAWA](#) when a safe unit is immediately available.

(6) The emergency transfer plan must describe policies for assisting a [tenant](#) in making an internal emergency transfer under [VAWA](#) when a safe unit is not immediately available, and these policies must ensure that requests for internal emergency transfers under [VAWA](#) receive, at a minimum, any applicable additional priority that housing providers may already provide to other types of emergency transfer requests.

(7) The emergency transfer plan must describe reasonable efforts the [covered housing provider](#) will take to assist a [tenant](#) who wishes to make an external emergency transfer when a safe unit is not immediately available. The plan must include policies for assisting a [tenant](#) who is seeking an external emergency transfer under [VAWA](#) out of the [covered housing provider's](#) program or project, and a [tenant](#) who is seeking an external emergency transfer under [VAWA](#) into the [covered housing provider's](#) program or project. These policies may include:

(i) Arrangements, including memoranda of understanding, with other [covered housing providers](#) to facilitate moves; and

(ii) Outreach activities to organizations that assist or provide resources to victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#).

(8) Nothing may preclude a [tenant](#) from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

(9) Where applicable, the emergency transfer plan must describe policies for a [tenant](#) who has [tenant](#)-based rental assistance and who meets the requirements of [paragraph \(e\)\(2\)](#) of this section to move quickly with that assistance.

(10) The emergency transfer plan may require documentation from a [tenant](#) seeking an emergency transfer, provided that:

(i) The [tenant](#)'s submission of a written request to the [covered housing provider](#), where the [tenant](#) certifies that they meet the criteria in [paragraph \(e\)\(2\)\(ii\)](#) of this section, shall be sufficient documentation of the requirements in [paragraph \(e\)\(2\)](#) of this section;

(ii) The [covered housing provider](#) may, at its discretion, ask an individual seeking an emergency transfer to document the occurrence of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), in accordance with [§ 5.2007](#), for which the individual is seeking the emergency transfer, if the individual has not already provided documentation of that occurrence; and

(iii) No other documentation is required to qualify the [tenant](#) for an emergency transfer.

(11) The [covered housing provider](#) must make its emergency transfer plan available upon request and, when feasible, must make its plan publicly available.

(12) The [covered housing provider](#) must keep a record of all emergency transfers requested under its emergency transfer plan, and the outcomes of such requests, and retain these records for a period of three years, or for a period of time as specified in program regulations. Requests and outcomes of such requests must be reported to [HUD](#) annually.

(13) Nothing in this paragraph (e) may be construed to supersede any eligibility or other occupancy requirements that may apply under a [covered housing program](#).

§ 5.2007 Documenting the occurrence of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#).

(a) *Request for documentation.*

(1) Under a [covered housing program](#), if an [applicant](#) or [tenant](#) represents to the [covered housing provider](#) that the individual is a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) entitled to the protections under [§ 5.2005](#), or remedies under [§ 5.2009](#), the [covered housing provider](#) may request, in writing, that the [applicant](#) or [tenant](#) submit to the [covered housing provider](#) the documentation specified in [paragraph \(b\)\(1\)](#) of this section.

(2)

(i) If an [applicant](#) or [tenant](#) does not provide the documentation requested under [paragraph \(a\)\(1\)](#) of this section within 14 business days after the date that the [tenant](#) receives a request in writing for such documentation from the [covered housing provider](#), nothing in [§ 5.2005](#)

or § 5.2009, which addresses the protections of [VAWA](#), may be construed to limit the authority of the [covered housing provider](#) to:

- (A) Deny admission by the [applicant](#) or [tenant](#) to the [covered housing program](#);
- (B) Deny assistance under the [covered housing program](#) to the [applicant](#) or [tenant](#);
- (C) Terminate the participation of the [tenant](#) in the [covered housing program](#); or
- (D) Evict the [tenant](#), or a lawful occupant that commits a violation of a lease.

(ii) A [covered housing provider](#) may, at its discretion, extend the 14-business-day deadline under [paragraph \(a\)\(2\)\(i\)](#) of this section.

(b) Permissible documentation and submission requirements.

(1) In response to a written request to the [applicant](#) or [tenant](#) from the [covered housing provider](#), as provided in [paragraph \(a\)](#) of this section, the [applicant](#) or [tenant](#) may submit, as documentation of the occurrence of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), any one of the following forms of documentation, where it is at the discretion of the [tenant](#) or [applicant](#) which one of the following forms of documentation to submit:

(i) The certification form described in [§ 5.2005\(a\)\(1\)\(ii\)](#); or

(ii) A document:

(A) Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom the victim has sought assistance relating to [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#), or the effects of abuse;

(B) Signed by the [applicant](#) or [tenant](#); and

(C) That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) under [§ 5.2003](#); or

(iii) A record of a Federal, State, tribal, territorial or local [law enforcement agency](#), court, or administrative agency; or

(iv) At the discretion of a [covered housing provider](#), a statement or other evidence provided by the [applicant](#) or [tenant](#).

(2) If a [covered housing provider](#) receives documentation under [paragraph \(b\)\(1\)](#) of this section that contains conflicting information (including 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 perpetrator), the [covered housing provider](#) may require an [applicant](#) or [tenant](#) to submit third-party documentation, as described in paragraphs

(b)(1)(ii), (b)(1)(iii), or (b)(1)(iv) of this section, within 30 calendar days of the date of the request for the third-party documentation.

(3) Nothing in this paragraph (b) shall be construed to require a [covered housing provider](#) to request that an individual submit documentation of the status of the individual as a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#).

(c)**Confidentiality.** Any information submitted to a [covered housing provider](#) under this section, including the fact that an individual is a victim of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) (confidential information), shall be maintained in strict confidence by the [covered housing provider](#).

(1) The [covered housing provider](#) shall not allow any individual administering assistance on behalf of the [covered housing provider](#) or any persons within their employ (e.g., contractors) or in the employ of the [covered housing provider](#) to have access to confidential information unless explicitly authorized by the [covered housing provider](#) for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

(2) The [covered housing provider](#) shall not enter confidential information described in [paragraph \(c\)](#) of this section into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is:

- (i) Requested or consented to in writing by the individual in a time-limited release
- (ii) Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
- (iii) Otherwise required by applicable law.

(d) A [covered housing provider](#)'s compliance with the protections of §§ 5.2005 and 5.2009, based on documentation received under this section shall not be sufficient to constitute evidence of an unreasonable act or omission by the [covered housing provider](#). However, nothing in this [paragraph \(d\)](#) of this section shall be construed to limit the liability of a [covered housing provider](#) for failure to comply with §§ 5.2005 and 5.2009.

§ 5.2009 Remedies available to victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#).

(a)**Lease bifurcation.**

(1) A [covered housing provider](#) may in accordance with [paragraph \(a\)\(2\)](#) of this section, [bifurcate](#) a lease, or remove a [household](#) member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to such member who engages in criminal activity directly relating to [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) against an [affiliated individual](#) or other individual:

- (i) Without regard to whether the [household](#) member is a signatory to the lease; and

(ii) Without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a [tenant](#) or lawful occupant.

(2) A lease bifurcation, as provided in [paragraph \(a\)\(1\)](#) of this section, shall be carried out in accordance with any requirements or procedures as may be prescribed by Federal, State, or local law for termination of assistance or leases and in accordance with any requirements under the relevant [covered housing program](#).

(b) Reasonable time to establish eligibility for assistance or find alternative housing following bifurcation of a lease -

(1) **Applicability.** The reasonable time to establish eligibility under a [covered housing program](#) or find alternative housing is specified in [paragraph \(b\)](#) of this section, or alternatively in the program-specific regulations governing the applicable [covered housing program](#). Some [covered housing](#) programs may provide different time frames than are specified in this paragraph (b), and in such cases, the program-specific regulations govern.

(2) Reasonable time to establish eligibility assistance or find alternative housing.

(i) If a [covered housing provider](#) exercises the option to [bifurcate](#) a lease as provided in [paragraph \(a\)](#) of this section, and the individual who was evicted or for whom assistance was terminated was the eligible [tenant](#) under the [covered housing program](#), the [covered housing provider](#) shall provide to any remaining [tenant](#) or [tenants](#) that were not already eligible a period of 90 calendar days from the date of bifurcation of the lease to:

(A) Establish eligibility for the same [covered housing program](#) under which the evicted or terminated [tenant](#) was the recipient of assistance at the time of bifurcation of the lease; or

(B) Establish eligibility under another [covered housing program](#); or

(C) Find alternative housing.

(ii) The 90-calendar-day period provided by [paragraph \(b\)\(2\)](#) of this section will not be available to a remaining [household](#) member if the statutory requirements for the [covered housing program](#) prohibit it. The 90-day calendar period also will not apply beyond the expiration of a lease, unless this is permitted by program regulations. The 90-calendar-day period is the total period provided to a remaining [tenant](#) to establish eligibility under the three options provided in paragraphs (b)(2)(i)(A), (B), and (C) of this section.

(iii) The [covered housing provider](#) may extend the 90-calendar-day period in [paragraph \(b\)\(2\)](#) of this section up to an additional 60 calendar days, unless prohibited from doing so by statutory requirements of the covered program or unless the time period would extend beyond expiration of the lease.

(c) Efforts to promote housing stability for victims of domestic violence, dating violence, sexual assault, or stalking. [Covered housing](#) providers are encouraged to undertake whatever actions permissible and feasible under their respective programs to assist individuals residing in their units who are victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#) to remain

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in their units or other units under the [covered housing program](#) or other [covered housing](#) providers, and for the [covered housing provider](#) to bear the costs of any transfer, where permissible.

§ 5.2011 Effect on other laws.

(a) Nothing in this subpart shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of [domestic violence](#), [dating violence](#), [sexual assault](#), or [stalking](#).

(b) All applicable fair housing and civil rights statutes and requirements apply in the implementation of [VAWA](#) requirements. See [§ 5.105\(a\)](#).

Attachment B

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Notice of Occupancy Rights under the Violence Against Women Act

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 Continuum of Care (CoC) and Emergency Solutions Grant (ESG) 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 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.

Protections for Tenants

If you are receiving rental 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, control); or an individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

Housing Provider (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

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or has been a victim and other household members to remain 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 victim of domestic violence, dating violence, sexual assault or stalking, your housing provider may ask you for such documentation, as described in the documents 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.

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

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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 (Saturday, Sunday, and Federal Holiday 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 submission of documentation upon request.

You can provide one of the following to HP as documentation. If 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 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.

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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 Eligibly 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 danger that:

1. Would occur within an immediate time frame, and
2. Could result in death or serious body harm to other tenants or those 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 from 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

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You may report a covered housing provider's violation of these rights and seek additional assistance, if needed, by contacting or filing a complaint with Flint/Genesee CoC Compliance Coordinating Manager at (810) 764-4622 ext. 300. Or via the local HUD field office at (800) 955-2232.

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, 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 YWCA at (810) 238-7233

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at (800) 799-7233 or, for persons with hearing impairments, (800) 787-3224 (TTY). You may also contact YWCA at (810) 238-7233.

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/staling-resource-center>.

For help regarding sexual assault, you may contact YWCA at (810) 238-7233.

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