



***INFORMATION FOR RESIDENTS ABOUT THE EMERGENCY
TRANSFER PLAN – BASED ON FORM HUD-5381 ADOPTED:
AUGUST 2022***

Instructions for Providers: All Coordinated Access Networks and CoC/ESG funded projects are required upon application, at project entry, and at annual recertification to:

- Inform all individuals/families seeking or receiving assistance, regardless of known DV survivor status, of their rights under the emergency transfer plan and of the process to seek a transfer.
- Provide a brief user-friendly notice that clearly explains the emergency transfer rights and process.



Information for Residents About the Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

This emergency transfer plan allows residents of transitional housing, permanent supportive housing, and rapid re-housing projects (who are victims of domestic violence, dating violence, sexual assault, stalking or human trafficking) to ask for an emergency transfer/move from their apartment to another apartment. As necessary, providers will try to work with survivors to help find ways to pay for moving costs for emergency transfers.

The Emergency Transfer Plan:

Eligibility for Emergency Transfers

A person who is a victim of domestic violence, dating violence, sexual assault, stalking or human trafficking qualifies for an emergency transfer if the person believes that they will be hurt and a victim of more violence if they continue to live in their same apartment. If the resident is a victim of sexual assault, the resident may also be allowed to move to another apartment if the sexual assault happened in or around their apartment and within 3 months (90 days) before asking for an emergency transfer.

Emergency Transfer Request Documentation

- To ask for an emergency transfer the resident needs to go to the housing provider management office where they are living and turn in a written request for a transfer to: **(INSERT ADDRESS FOR EACH COVERED PROJECT)**
- A resident can also make an Emergency Transfer Request over the phone by calling or by emailing the person below:

Staff Name: _____ Phone number: _____

Email address: _____

- The resident’s written request for an emergency transfer should have either:
 1. A statement saying that the resident believes that there is a threat of harm and more violence if the resident were to stay in the same apartment where they are getting assistance; **OR**
 2. A statement saying that the resident was a sexual assault victim and that the sexual assault happened on the premises during the 3 months (90 days) before the resident asked for an emergency transfer.

Confidentiality

- The housing provider will not share any information that the resident sends in when asking for an emergency transfer, and will not share information about the emergency transfer.
- This also means keeping the resident’s new address private from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the resident.

Emergency Transfer Timing and Availability

- The CT BOS CoC cannot guarantee that a transfer request will be approved or how long it will take to

process a transfer request. The housing provider is required to act as quickly as possible to get an emergency transfer to happen.

- If a resident believes that the new apartment would not be safe, the resident can ask to be moved to a different apartment or neighborhood.
- The housing provider may not be able to move a resident to a certain apartment if the resident has not or cannot establish eligibility for that apartment. At the resident's request, the housing provider will also assist residents in reaching out to the CT Coalition Against Domestic Violence (CCADV), the state organization helping victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

CT Coalition Against Domestic Violence's hotline services are available 24 hours per day, seven days per week by calling Toll Free Domestic Violence Hotline 888-774-2900 (English) or 844-831- 9200 (Español).

- If the housing provider has no safe and available units for a resident then the housing provider will refer the resident to 2-1-1 and the local Coordinated Access Network (CAN) will help the resident find other housing providers who may have safe and available units that they could move to.
- Program participants who have met all program requirements and who believe they are threatened by harm may continue to receive the rental assistance and move to a different area if they move out of the apartment to protect their health and safety.

Non-transferring Family Members

If the family splits up for an emergency transfer, and the person leaving the apartment was the person who qualified the family for assistance, then the housing provider must give the rest of family members living in the home time (until the apartment lease expires) to establish eligibility to stay in the apartment or find another place to live. All housing providers, except those receiving CoC program funds, must provide the remaining family members at least 3 months (90 days) or until lease expiration with a possible 60-day extension to find out if they are eligible for the program, establish eligibility for another program, or find another place to live. All CoC funded projects must provide the remaining family members until the end of the apartment lease to establish eligibility to stay in the apartment or find another place to live. In all cases, the family members who stay in the apartment will have to pay rent based on the usual program requirements.

Safety and Security of Residents

If residents want to ask for help outside of local resources (not CCADV), they can reach out to national hotlines that can send them to someone who may be able to help. These hotlines may send victims back to their local provider, however may be helpful to some who are looking for services in other areas.

National Domestic Violence Hotline at 1-800-799-7233. For persons with hearing impairments, the national hotline can be accessed by calling 1-800-787-3224 (TTY). (Domestic Violence) • Rape, Abuse & Incest National Network's National (RAINN) Sexual Assault Hotline at 800-656- HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>