

EFFECTIVE AS OF [REDACTED]

- **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. Internal transfers should include housing programs that are funded by the City, including other HUD Program-Supported Housing within the provider's housing portfolio.
- **VAWA violence/abuse** means an incident or incidents of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in 24 CFR 5.2003 and "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking" (Form HUD-5382).
- **Eligible Person** refers to someone who is a victim of domestic violence, dating violence, sexual assault, or stalking, or an affiliated individual as those terms are defined in the VAWA Implementing Regulations.
- **Safe unit** refers to a dwelling unit that the victim of VAWA violence/abuse believes is safe. In determining what is safe, victims of VAWA violence/abuse may consider many factors including their past experiences with the person harming them, places that they or their network frequent, the survivor's support network (friends, family), and other essential supports such as their employment, school, childcare, transportation, and community. If there is more than one safe housing option, the victim chooses which option is best for them.

About this VAWA Emergency Transfer Plan

The City's VAWA Emergency Transfer Plan ("Plan") supports the requirements, goals, and initiatives in the City's existing VAWA Adherence Plan, which outlines the policies and procedures required by the Chicago Department of Housing ("DOH") for low-income housing projects. The City's Plan is similarly committed to ensuring low-barrier access for Eligible Persons in accordance with the City's VAWA Adherence Plan.

Under the VAWA Implementing Regulations, an Eligible Person who is a victim of VAWA violence/abuse, as those terms are defined in the Implementing Regulations and in this Plan, is eligible for an emergency transfer if the Eligible Person expressly requests the transfer and:

- the Eligible Person reasonably believes there is a threat of imminent harm from further VAWA violence/abuse, including trauma, if the Eligible Person remains within the same dwelling unit that the Eligible Person is currently occupying; or
- in the case of an Eligible Person who is a victim of sexual assault, either the Eligible Person reasonably believes there is a threat of imminent harm from further VAWA violence/abuse, including trauma, if the Eligible Person remains within the same dwelling unit that the Eligible Person is currently occupying, or the sexual assault occurred on the premises during the 180-calendar-day period preceding the date of the request for transfer, and any other timeline considered on a case-by-case basis.

An Eligible Person requesting an emergency transfer must expressly request the transfer with the appropriate HUD Program-Supported Housing as described below. An Eligible Person is not required to be in good standing with their HUD Program-Supported Housing in order to request a VAWA Emergency Transfer. An Eligible Person who is not in good standing (e.g., behind in rent, in eviction proceedings, or otherwise not in compliance with program requirements) may still request an emergency transfer if the Eligible Person meets the other eligibility requirements herein. HUD Program-Supported Housing

providers will not evaluate whether an Eligible Person is in good standing as part of the assessment or provision of an emergency transfer.

The City is not a landlord and operates no HUD Program-Supported Housing directly. Therefore, the City will undertake the following actions under this Plan. However, nothing in this Plan is intended to supersede any eligibility or other occupancy requirements that may apply under any individual HUD Program-Supported Housing program.

This Plan may be amended from time to time by the City.

Eligibility for Emergency Transfers

A tenant—even those not in good standing—may seek an emergency transfer to another unit if they or their household member is a victim of VAWA violence/abuse, as outlined in the “Notice of Occupancy Rights Under the Violence Against Women Act,” Form HUD-5380. This **Emergency Transfer** Plan provides further information on emergency transfers, and the City must provide a copy if requested. HUD Program-Supported Housing providers are encouraged to implement a broader definition under which an emergency transfer can occur, consistent with the needs of their program and community. The City recognizes that each Eligible Person’s experience is unique to them and may require flexibility or different solutions in order for them to stay safe and be able to access their housing.

The City hosts a copy of this plan to be publicly available on the City website at https://www.chicago.gov/city/en/depts/fss/supp_info/city-of-chicago-vawa-emergency-transfer-plan-for-residents-of-hu.html. HUD Program-Supported Housing Providers may ask for submission of a written request for an emergency transfer, such as form HUD-5383, to certify eligibility for the emergency transfer, but they are not required to ask for a written request to perform an emergency transfer and are encouraged to accept an oral request.

A Tenant is eligible for an emergency transfer if:

1. The tenant (or their household member/affiliated individual) is a victim of VAWA violence/abuse;
2. The tenant expressly orally or in writing requests the emergency transfer; **AND**
3. **EITHER**
 - a. The tenant reasonably believes that there is a threat of imminent harm from further VAWA violence/abuse, including trauma, if they or (their household member/affiliated individual) stays in the same dwelling unit; **OR**
 - b. 1. If the tenant (or their household member/affiliated individual) is a victim of sexual assault, either the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or their household member) were to stay in the unit, **OR**
2. the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

The City, in response to an emergency transfer request, will not evaluate whether the tenant (the Eligible Person) is in good standing with their HUD Program-Supported Housing as part of the assessment or provision of an emergency transfer. Whether or not a tenant is in good standing does not impact a tenant’s ability to request an emergency transfer under VAWA.

There is no limit on the number of emergency transfers an Eligible Person may request, as long as they meet the eligibility requirements described within this plan. An Eligible Person may require more than one transfer in order to maintain and access safe housing when experiencing VAWA violence/abuse. HUD Program-Supported Housing provider will not impose any additional barriers to transfers, including requiring an Eligible Person to cooperate with termination proceedings of the perpetrator, securing court orders, calling the police, agreeing to comply with a bar or trespass order, or engaging in services or counseling.

Assisting HUD Program-Supported Housing Providers in Fulfilling Their VAWA Responsibilities

The City, through its contractual relationships with HUD Program-Supported Housing Providers, such as the owners of HOME projects, delegate agents for HOPWA, and ESG and CoC delegate agencies, will undertake to assist them in fulfilling their VAWA responsibilities generally. This will include:

- Adding requisite text concerning VAWA, including changes to tenant lease addenda and lease bifurcation text, to delegate agency agreements, HOME regulatory agreements, and the like;
- Ensuring that HUD Program-Supported Housing Providers give priority to Eligible Persons who qualify for an emergency transfer over other categories of tenants seeking transfers and individuals seeking placement on waiting lists;
- Seeking confirmation that covered housing providers have an emergency transfer plan in place, and that they have provided all required VAWA information to all appropriate tenants and applicants; and collecting from covered housing providers all information that the City is required to collect under the Implementing Regulations;
- Subject to appropriation, supporting the reasonable costs of tenants completing emergency transfers due to VAWA violence/abuse, including but not limited to, paying move in fees and security deposits and providing funding for movers.

To ensure that the City can meet these responsibilities, each HUD Program-Supported Housing provider must designate a contact(s) for the City to communicate with regarding VAWA compliance within its program. On an annual basis or when requested, this contact must share the information included above, including any individualized Emergency Transfer Plan for the program, updated leasing documents, any tenant selection plan or other tenant prioritization plan, and any de-identified data regarding VAWA compliance as required under the law.

Emergency Transfer Procedures

There is no limitation on the number of emergency transfers that an Eligible Person who has been the victim of VAWA violence/abuse can request or receive. When the HUD Program-Supported Housing provider reviews the Eligible Person's transfer request, it will inquire and document where the Eligible Person believes it would be reasonable and safe to transfer to, based upon the Eligible Person's own experiences, existing obligations, and support network.

Upon receipt of an Eligible Person's request to emergency transfer, the HUD Program-Supported Housing provider will approve or disapprove the Eligible Person's request within five business days. Upon approving a request for emergency transfer, the HUD Program-Supported Housing provider will attempt

to identify an alternative dwelling unit or placement, exhausting all resources available. The HUD Program-Supported Housing provider will confirm whether it has available internal units (utilizing the resources available through the current program or other programs that are City-funded within its housing portfolio) within five business days and communicate with the Eligible Person to determine if any of the available units are safe and reasonable to move to based upon the Eligible Person's own experiences, existing obligations, and support network. If the unit is a safe unit for the Eligible Person, the HUD Program-Supported Housing provider will coordinate with its staff and the Eligible Person to coordinate the emergency transfer. If a HUD Program-Supported Housing provider identifies an available unit and the Eligible Person believes that unit would not be safe, they may request a transfer to a different unit.

To request an emergency transfer, the Eligible Person should follow the procedures listed for the particular HUD Program that provides the Eligible Person's housing. Information specific to each program should also be listed in the Eligible Person's lease and/or notice for reference.

HUD Program-Supported Housing providers should provide copies of the document(s) that identify the people and/or roles responsible for reviewing and approving emergency transfer requests, facilitating the emergency transfer process, and ensuring that VAWA requests are kept confidential and separate from main tenant files. This person may be the same or a different person as the one designated to communicate with the City regarding VAWA compliance. HUD Program-Supported Housing providers should also be sure to account for staff turnover and rule changes by providing regular updates to tenants when the above roles change. HUD Program-Supported Housing providers will update these documents with the City annually, or whenever the contact person or policies surrounding emergency transfers changes.

Internal Transfers

If an Eligible Person requests an internal transfer, defined in this Plan as a transfer to any available and appropriate unit that the Eligible Person identifies as safe within the HUD Program-Supported Housing provider's property portfolio, the HUD Program-Supported Housing provider will facilitate the provision of VAWA protections for the Eligible Person as set out in the program-specific regulations below. The City directs HUD Program-Supported Housing providers to treat emergency transfers within its housing portfolio or another unit funded by the HUD Program-Supported Housing as an internal transfer, where an Eligible Person will not be treated as a new applicant and will follow the timeline and procedures identified within this Plan. Even for these internal transfers, an Eligible Person may need to complete a housing application, sign a new lease, or complete other essential documentation to relocate to a new unit. However, they will not be treated as a new applicant and/or added a waitlist. An Eligible Person who requests a transfer due to VAWA violence/abuse is considered a high-priority transfer and HUD Program-Supported Housing providers should make all attempts to expedite the move process. Eligible Persons who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists. HUD Program-Supported Housing providers should update their Tenant Selection Plans and other property-specific documents (including their own Emergency Transfers Plans) to be consistent with this definition and process for an internal transfer.

External Transfers

If the HUD Program-Supported Housing provider cannot transfer an Eligible Person within their property portfolio within a reasonable timeframe, or the available unit is not deemed safe by the Eligible Person, it will support the Eligible Person in connecting with an external transfer, as described within the procedures herein. HUD Program-Supported Housing providers will not penalize an Eligible Person requiring an

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external emergency transfer with any unlawful fees or penalties in relation to their required move and will comply with all federal, state, and local protections for survivors of VAWA violence/abuse, including the Illinois Safe Homes Act, the Fair Housing Act, and the Illinois Human Rights Act.

For external transfers, the HUD Program-Supported Housing provider cannot guarantee the timeframe in which a new unit will be available beyond the Emergency Transfer Plan's requirement that the HUD Program-Supported Housing provider attempt to identify a new unit as quickly as possible. However, the HUD Program-Supported Housing provider should respond to the transfer request within 5 (five) business days to update the Eligible Person on the process and anticipated time frame. VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. HUD Program-Supported Housing provider may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

The City recognizes an Eligible Person's right to choose a unit that is safe to them. The City is aware that nothing precludes an Eligible Person from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

As HUD Program-Supported Housing providers develop their own emergency transfer plans, consistent with the needs of their program and community, the City recommends that they utilize the most recent HUD-published model form HUD-5381 (as of the date of publication, last published in January 2025), and include information responsive to each drafting note. The City will also coordinate with HUD Program-Supported Housing providers that are providing HUD Program-Supported Housing to develop their emergency transfer plans, to make referrals, and to facilitate emergency transfers to safe and available units.

Emergency Transfer Plan Procedures for Each HUD Program-Supported Housing Program

HOPWA

If an Eligible Person in a **HOPWA** program seeks VAWA protections under 24 CFR § 574.604, the Eligible Person must submit such request through the project sponsor—the delegate agency that receives **HOPWA** funds under a contract with the City. For housing assisted with **HOPWA** grant funds for facilities-based rental assistance, the City and the project sponsor will work with the housing or facility owner or manager to facilitate protections on the Eligible Person's behalf. For **HOPWA** tenant-based rental assistance, the project sponsor will work with the housing owner or manager to facilitate timely protections on the Eligible Person's behalf.

The **HOPWA** grantee shall ensure that project sponsors provide all tenants with the VAWA Notice of Occupancy Rights; adopt and administer an emergency transfer plan as developed by the grantee, facilitate emergency transfers, and maintain tenant confidentiality. The **HOPWA** grantee further ensures that project sponsors set a policy for determining the "reasonable grace period" for remaining persons residing in the unit to establish eligibility for **HOPWA** assistance or find alternative housing, which is no less than 90 calendar days and no more than one year from the date of bifurcation of a lease. These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply. **HOPWA** may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

HOME

If an Eligible Person in a **HOME** program seeks VAWA protections under 24 C.F.R. § 92.359, the request may be made through the Eligible Person's housing or facility owner, or manager. The owner of **HOME-assisted** rental housing must provide the VAWA Notice of Occupancy Rights and certification form described in 24 CFR 5.2005(a) to applicants and tenants upon approval, denial, termination, or eviction. The participating jurisdiction must similarly provide the VAWA Notice of Occupancy Rights and certification form described in 24 CFR 5.2005(a) to applicants and tenants for **HOME tenant-based rental assistance**. For lease bifurcations, if a family living in a **HOME-assisted** rental unit separates, the remaining tenant(s) may remain in the **HOME-assisted** unit. If a family who is receiving **HOME tenant-based rental assistance** separates, the remaining tenant(s) will retain the **HOME tenant-based rental assistance**. The participating jurisdiction must determine whether the tenant that was removed from the unit will receive **HOME tenant-based rental assistance**. The participating jurisdiction must develop and implement an emergency transfer plan. These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply. **HOME** may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

ESG

If an Eligible Person in an **ESG** program seeks VAWA protections under 24 C.F.R. § 576.409, the City will assist delegate agencies with the provision of VAWA protections and quick moving assistance for Eligible Persons. The City will also have procedures for delegate agencies that will specify what will happen with respect to the non-transferring family member(s) if the family separates in order to effect an emergency transfer. To the extent there are any **ESG** project-based rental assistance arrangements, the City will assist the housing owner or manager in the provision of any transfer priority the Eligible Person is required to receive under the **ESG** program over all other applicants for tenant-based rental assistance, utility assistance, and units for which project-based rental assistance is provided.

The recipient or subrecipient of **ESG** must provide the VAWA Notice of Occupancy Rights and certification form described in 24 CFR 5.2005(a) to applicants and tenants upon approval, denial, termination, or eviction. The recipient of **ESG** must similarly develop and implement an emergency transfer plan. If the recipient is a state, its subrecipients that administer **ESG** rental assistance must develop the emergency transfer plan required under 24 CFR 5.2005(e). When a family receiving tenant-based rental assistance separates, the family's tenant-based rental assistance and utility assistance, if any, shall continue for the family member(s) who are not evicted or removed. These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply. **ESG** may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

CoC

If an Eligible Person in a **CoC** program seeks VAWA protections under 24 C.F.R. § 578.1, the City will assist the delegate agency with the provision of VAWA protections and quick moving assistance for the Eligible Person. The City will also have procedures for delegate agencies that will specify what will happen with respect to the non-transferring family member(s) if the family separates in order to effect an emergency transfer.

For **CoC**-assisted housing arrangements, the City will assist the housing owner or manager in the provision of any transfer priority the Eligible Person is required to receive under the **CoC** program over all other applicants for rental assistance, transitional housing, and permanent supportive housing projects

funded under this part, provided that the Eligible Person or family meets all eligibility criteria required by Federal law or regulation or HUD NOFA and the Eligible Person or family meets any additional criteria or preferences established in accordance with 24 CFR 578.93(b)(1), (4), (6), or (7). The Eligible Person or family shall not be required to meet any other eligibility criteria or preferences for the project. The Eligible Person or family shall retain their original homeless or chronically homeless status for the purposes of the transfer.

The **CoC** recipient must provide the VAWA Notice of Occupancy Rights to applicants and tenants upon approval, denial, termination, or eviction. The **CoC** must develop an emergency transfer plan for the **CoC**, and recipients and subrecipients in the **CoC** must follow that plan. The owner/landlord shall provide the VAWA certification form described in 24 CFR 5.2005(a), as well as coordinate lease bifurcations. If a family who is receiving tenant-based rental assistance separates, the family's tenant-based rental assistance and any utility assistance shall continue for the family member(s) who are not evicted or removed. If a family living in permanent supportive housing separates and the family's eligibility for the housing was based on the evicted individual's disability or chronically homeless status, the remaining tenants may stay in the project as provided under § 578.75(j). Otherwise, if a family living in a project funded under this part separates under 24 CFR 5.2009(a), the remaining tenant(s) will be eligible to remain in the project. These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. The **CoC** may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

Emergency Transfer Request Documentation

An Eligible Person may often first notify staff of their HUD Program-Supported Housing (including staff on-site at the property) of their need to move due to VAWA-related safety concerns. Staff shall immediately notify the Eligible Person of their right to an emergency transfer by making available a copy of the HUD 5383 Emergency Transfer Request Form and the HUD Program-Supported Housing Provider's Emergency Transfer Policy (in the primary language of the tenant). To request an emergency transfer, the Eligible Person shall notify a designated staff person and submit a written or oral request for a transfer to the HUD Program-Supported Housing Provider. The HUD Program-Supported Housing Provider will provide reasonable accommodations to this policy for individuals with disabilities and free language assistance for survivors whose primary language is not English who have a limited ability to read, write, or understand English. HUD Program-Supported Housing Providers will also allow an Eligible Person to make oral requests that the provider can then document in writing.

The Eligible Person's written or oral request for an emergency transfer can be made using HUD Form 5383: Emergency Transfer Request. It should include:

1. A written or oral statement expressing that the Eligible Person reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or household member) stays in the same dwelling unit; OR
2. In the case of an Eligible Person (or household member) who is a victim of sexual assault, **either** a written or oral statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the Eligible Person (or household member) stays in the same dwelling unit), **or** a written or oral statement that the sexual assault occurred on the premises and the Eligible Person requested an emergency transfer within 90 days (including holidays and weekend days) of when the assault occurred.

HUD Program-Supported Housing providers are encouraged to accept the Eligible Person's oral or written request for transfer as the only documentation needed to process the request. HUD Program-Supported Housing Providers may, but are not required to, request a self-certification of the VAWA violence/abuse (Form HUD-5382). If the housing provider does not already have documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, the housing provider may ask for this documentation in writing, in accordance with 24 CFR 5.2007(a). If providers choose to request this documentation in writing, the Eligible Person can use a Self-Certification (Form HUD-5382), or any other documentation allowed by VAWA. If a HUD Program-Supported Housing provider chooses to request documentation, it is the Eligible Person that gets to choose which type of documentation they provide.

HUD Program-Supported Housing Providers are not permitted to require documentation beyond self-certification, unless there is more than one Eligible Person in the same household alleging conflicting VAWA violence/abuse, and they must keep any documentation submitted confidential, in accordance with 24 CFR 5.2007(c). If a HUD Program-Supported Housing provider does request documentation from an Eligible Person, it must do so in writing, and the Eligible Person must be provided at least 20 business days to provide the requested documentation of VAWA victim status. However, HUD Program-Supported Housing Providers are encouraged to provide more time on a case-by-case basis. If a HUD Program-Supported Housing provider does request documentation as part of their emergency transfer process, they must describe this process in detail in their individualized VAWA emergency transfer plan, and any process must comply with the City of Chicago Emergency Transfer Plan.

Priority for Transfers

Due to the urgent safety risks involved in VAWA violence/abuse, Eligible Persons who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists.

HUD Program-Supported Housing providers must include this priority in their emergency transfer plans. The emergency transfer plan must allow an Eligible Person seeking an emergency transfer under VAWA to make an internal transfer when a safe unit is immediately available, and the Eligible Person has deemed it to be a safe unit based upon their own experiences, existing obligations, and support network. HUD Program-Supported Housing providers shall also give priority and admission preferences to external emergency transfers.

Confidentiality

The City will keep confidential any information that an Eligible Person submits to the City related to the exercise of the Eligible Person's rights under VAWA, including the fact that the Eligible Person is exercising rights under VAWA. If an Eligible Person indicates a need for protection or communicates a lack of safety, HUD Program-Supported Housing has a responsibility to help Eligible Persons understand their rights and access their options while protecting their confidentiality.

If the City learns that an Eligible Person has relocated to a safe unit, the City will not disclose the location of that unit to a person who committed or threatened to commit an act of VAWA violence/abuse against the Eligible Person. Further, the City will not allow any individual administering assistance or other services on behalf of the City in connection with the exercise of an Eligible Person's rights under VAWA (for example, employees and contractors) to have access to confidential information about the Eligible

Person unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

- The Eligible Person provides written permission in a time-limited release;
- The information is required for use in an eviction proceeding or hearing regarding termination of housing assistance; or
- As otherwise required by applicable law. VAWA does not limit the City'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.

If an Eligible Person inquires about or requests any VAWA protections or represents that they or a household member/affiliated individual are a victim of VAWA violence/abuse entitled to VAWA protections, the HUD Program-Supported Housing must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim of VAWA violence/abuse strictly confidential. This information should be securely and separately kept from main tenant files. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by HUD Program-Supported Housing employees or contractors if explicitly authorized by the HUD Program-Supported Housing for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

In addition, HUD's VAWA regulations require emergency transfer plans to provide strict confidentiality measures to ensure that the location of the Eligible Person's dwelling unit is never disclosed to a person who committed or threatened to commit the VAWA violence/abuse. Accordingly, for tenant-based subsidies provided by HUD Program-Supported Housing, providers must also maintain confidentiality and consider safety risks and concerns in communicating with landlords working with their program.

Making the Emergency Transfer Plan Available

The City hosts a copy of this plan to be publicly available on the City website at https://www.chicago.gov/city/en/depts/fss/supp_info/city-of-chicago-va-wa-emergency-transfer-plan-for-residents-of-hu.html , and will provide printed copies upon request. In accordance with the City's Language Access Ordinance (Chapter 2-40), the full text of which can be found online at: https://codelibrary.amlegal.com/codes/chicago/latest/chicago_il/0-0-0-2598829 the City is committed to ensuring that this plan is publicly available in languages other than English.

Safety and Security of Eligible Persons

When the City and/or HUD Program-Supported Housing receives any inquiry or request regarding an emergency transfer, it will encourage the person making the inquiry or request to take all reasonable precautions to be safe, including seeking guidance and assistance from a local victim service provider, such as seeking options for potential temporary housing or shelter until a transfer can be effectuated. However, no one is required to receive guidance or assistance from a victim service provider in order to proceed with an emergency transfer.

HUD Program-Supported Housing should be informed of signs of victimization and abuse and should proactively act to help tenants understand their rights and protections under VAWA. DOH recommends that any housing stakeholders involved in development are trained yearly on VAWA and other housing protections for survivors of domestic violence, dating violence, sexual assault, or stalking, and that they display information about VAWA at their properties, including resources for survivors of domestic violence such as a poster for the Illinois Domestic Violence Hotline (e.g. [*Love Shouldn't Hurt*](#)).

Eligible Persons who have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, the Illinois Domestic Violence Hotline at 1-877-863-6338, for assistance in creating a safety plan. For persons with hearing impairments, the National Domestic Violence Hotline can be accessed by calling 1-800-787-3224 (TTY) and the Illinois Domestic Violence Hotline can be reached by text at 1-877-863-6338 or by online chat at <https://the-network.org/get-help/>

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

Eligible Persons who have been victims of stalking are encouraged to contact the National Center for Victims of Crime's Stalking Resource Center at <https://victimsofcrime.org/>.

Eligible Persons who have been victims of human trafficking are encouraged to contact the National Human Trafficking Hotline by calling 1-888-373-7888.

Local 24-hour hotlines that support Eligible Persons include:

- Family Rescue: (800) 360-6619
- Neopolitan Lighthouse: (773) 722-0005
- Apna Ghar: (800) 717-0757
- WINGS Metro: (847) 221-5680
- STOP-IT Initiative Against Human Trafficking: (877) 606-3158
- Chicago Rape Crisis Hotline (888) 293-2080

Relocation Support

The City may have funding allocated to provide assistance for an Eligible Person who needs an emergency transfer in HUD Program-Supported Housing. This assistance can include security deposits, move-in fees, application fees, moving costs, assistance establishing utilities, and other costs incurred by a move. If an Eligible Person requires assistance related to their VAWA transfer, they should reach out to the City directly at chicago.gov/fss.

Non-transferring Household Member(s) and Lease Bifurcation

If a HUD Program-Supported Housing household separates in order to effect an emergency transfer when a household member has engaged in VAWA violence/abuse against another household member, the HUD Program-Supported Housing may bifurcate a lease in order to safely divide the household or terminate the assistance from the non-transferring member while continuing to provide services to the eligible transferring household members. In order to protect the safety and security of the tenants experiencing violence, the HUD Program-Supported Housing will first move the Eligible Person(s) who have sought

an emergency transfer, before beginning any termination proceedings or taking other action against any household member who has engaged in domestic violence, dating violence, sexual assault, or stalking against another household member.

When capacity, program rules around safety and eligibility, and other circumstances allow, the HUD Program-Supported Housing provider may bifurcate the subsidy and allow both the transferring Eligible Person and the non-transferring tenant to continue receiving housing assistance in separate households. If the HUD Program-Supported Housing provider terminates housing assistance to the non-transferring household member, it must follow all applicable grievance procedures and lawful eviction procedures in seeking to terminate the non-transferring member's tenancy.

City Cannot Assist with Eviction

The City is not a landlord for any HUD Program-Supported Housing. The City does not have any new or special duties under this Plan or the Implementing Regulations to assist Eligible Persons experiencing eviction problems. If Eligible Persons are experiencing eviction problems, they can call the [CARPLS](https://carpls.org/) Legal Aid Hotline at 312-738-9200 to speak with a lawyer for free or visit the website at <https://carpls.org/>.

- The CARPLS hotline is open Monday through Friday, 9:00 a.m. - 4:30 p.m. and until 7:30 p.m. on Mondays and Wednesdays. CARPLS attorneys will refer tenants to another legal aid or pro bono organization for additional help if there is an appropriate referral.

This Plan Does Not Replace Other Laws

This Plan and VAWA and the Implementing Regulations do not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. Eligible Persons may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Recordkeeping and Reporting

HUD Program-Supported Housing is required, under the Implementing Regulations, to keep certain information in their files.

HUD Program-Supported Housing must keep a record of all emergency transfer requests made or the outcomes of such requests, and (i) retain records of such requests and outcomes for three years (four years for HOPWA), and (ii) while not violating the confidentiality requirements listed above, report certain information to HUD annually.

For Additional Information

For additional information on VAWA and to find help in your area, visit <https://www.hud.gov/vawa>.

This document will be regularly updated to reflect the policies and resources of the City. Please ensure you are using the most recently updated version of this document. This document was last updated [REDACTED]. The City welcomes and encourages feedback from survivors of VAWA violence/abuse, victim service providers, HUD Program-Supported Housing providers, and other community members regarding how to make this Emergency Transfer Plan accessible for tenants needing an emergency transfer. Anyone seeking to provide feedback can reach out to the City at <https://webapps1.chicago.gov/efrms/contactUsForm>.

