

*Note: The information in this form may be collected by way of email communication, DocuSign, Microsoft Forms, or any other survey method collection. HUD may tailor this form to ask detailed questions by selecting different areas of this form as is relevant to their program area. These questions may also be embedded in existing checklists.*

**VAWA EMERGENCY TRANSFER DATA COLLECTION FORM  
([INSERT RELEVANT HUD OFFICE])**

**BASIC INFORMATION:**

*Please provide information for the point of contact (POC) completing this form.*

Name:

Email:

**TYPE OF HOUSING PROVIDER:** *(Select all that apply.)*

*(Depending on which program is selected, program specific questions will be tailored to the response.)*

- a. Public Housing Authority
  - 1. Public Housing Program
  - 2. Housing Choice Voucher (HCV) Program *(Including Project-based Vouchers (PBVs))*
  - 3. Moderate Rehabilitation Program
- b. Multifamily Owner or Manager
- c. Continuum of Care (CoC) Recipient
- d. Emergency Solutions Grants (ESG) Recipient
- e. Rural Housing Stability Assistance Recipient
- f. HOPWA Grantee
- g. HOME Participating Jurisdiction/Housing Trust Fund Grantee

**BASIC INFORMATION – Public Housing Agency (PHA)**

PHA Name:

PHA Code:

**BASIC INFORMATION – Multifamily Housing (MFH)**

Information related to the collection of Emergency Transfer Data will be provided by Owners/Managers through form HUD-52670 as part of their monthly voucher.

**BASIC INFORMATION – Continuum of Care (CoC)**

CoC Number and Name:

Recipient/Subrecipient Name(s):

**BASIC INFORMATION – Emergency Solutions Grants (ESG)**

ESG Grantee:

Subrecipient Name(s):

**BASIC INFORMATION – Rural Housing Stability Assistance Program**

Recipient:

Subrecipient Name(s):

**BASIC INFORMATION – Housing Opportunities for Persons With AIDS (HOPWA)**

Grantee:

Project Sponsor(s):

**BASIC INFORMATION – HOME Investment Partnerships Program (HOME)/Housing Trust Fund (HTF)**

HOME Participating Jurisdiction:

HTF Grantee:

**Section I: VAWA EMERGENCY TRANSFER PLANS**

1. If you make your VAWA Emergency Transfer Plan publicly available on the internet, please provide the URL/internet address here:  
\_\_\_\_\_
2. If you do not make your VAWA Emergency Transfer Plan publicly available on the internet, please submit a copy of your current VAWA Emergency Transfer Plan when you submit this report to HUD.
3. If you do not make your VAWA Emergency Transfer Plan publicly available, please state why it is infeasible to make it publicly available.  
\_\_\_\_\_

*In the sections below, please provide data for emergency transfers under VAWA. Please see the Definitions section below for the definitions of the bolded and italicized terms.*

**Section II: TOTAL VAWA EMERGENCY TRANSFER REQUESTS**

4. Total Number of VAWA Emergency Transfer Requests
  - a. What is the total number of VAWA emergency transfer requests ***received*** during the current [ANNUAL OR MONTHLY] reporting period of [INSERT REPORTING TIME PERIOD]? \_\_\_\_\_
  - b. How many requests are ***pending review and pending placement*** from prior [YEARS OR MONTHS]? \_\_\_\_\_
  - c. Add together 4a and 4b to get the TOTAL number of VAWA emergency transfer requests for the reporting period of [INSERT REPORTING TIME PERIOD]. What is the combined number? \_\_\_\_\_

### Section III: INCOMPLETE AND DENIED VAWA EMERGENCY TRANSFER REQUESTS

*For the questions below, report on the status of the total number of VAWA emergency transfer requests from the reporting period in Question 4c.*

5. Incomplete VAWA Emergency Transfer Requests
- a. How many VAWA emergency transfer requests for the reporting period (from 4c) were ***incomplete***? \_\_\_\_\_
  - b. Identify the reasons the VAWA emergency transfer requests were ***incomplete*** and list the total number of requests for each outcome:
    - i. Housing provider was not able to reach tenant for follow up. \_\_\_\_\_
    - ii. Housing provider's VAWA Emergency Transfer Plan requires emergency transfer requests be in writing and the tenant did not provide the request in writing. \_\_\_\_\_
    - iii. The tenant did not complete and submit the VAWA Self-Certification Form or provide other documentation of VAWA victim status after a written request from the housing provider. \_\_\_\_\_
    - iv. Other \_\_\_\_\_
    - v. If "other", please provide the reason(s) the VAWA emergency transfer requests were ***incomplete***:  
\_\_\_\_\_
6. How many VAWA emergency transfer requests for the reporting period (from 4c) were ***denied***? \_\_\_\_\_

### Section IV: APPROVED VAWA EMERGENCY TRANSFER REQUESTS

7. Number of Approved VAWA Emergency Transfer Requests
- a. How many VAWA emergency transfer requests (from 4c) were ***approved*** that were received during the current [ANNUAL OR MONTHLY] reporting time period of [INSERT REPORTING TIME PERIOD]? \_\_\_\_\_
  - b. How many VAWA emergency transfer requests (from 4c) were ***approved*** that were pending review from prior reporting periods? \_\_\_\_\_
  - c. How many VAWA emergency transfer requests (from 4c) were ***approved*** and pending placement from prior reporting periods? \_\_\_\_\_
  - d. Add together 7a and 7b and 7c to get the TOTAL number of ***approved*** VAWA emergency transfer requests for the reporting period of [INSERT REPORTING TIME PERIOD]. What is the combined number? \_\_\_\_\_
8. For the questions below, report on the status of the total number of ***approved*** VAWA emergency transfer requests for the reporting period (from 7d).
- a. How many ***approved*** VAWA emergency transfer requests resulted in an ***internal transfer*** to a ***safe unit***? \_\_\_\_\_
  - b. How many ***approved*** VAWA emergency transfer requests resulted in an ***external transfer*** to a ***safe unit***? \_\_\_\_\_

- c. How many **approved** VAWA emergency transfer requests are **pending placement**? \_\_\_\_\_
9. For **approved** VAWA emergency transfer requests (7d) that are **pending placement**, please identify the reason the requests are **pending placement** and list the total number of requests for each reason:
- a. Awaiting placement for a **safe unit** \_\_\_\_\_  
(This includes situations when the victim has a Housing Choice Voucher or other tenant-based assistance and is searching for a **safe unit**.)
  - b. Awaiting placement for a unit that meets occupancy standards \_\_\_\_\_
  - c. Awaiting placement for a unit that victim/household meets program eligibility requirements for \_\_\_\_\_
  - d. Awaiting a unit that meets the household's accessibility needs \_\_\_\_\_
  - e. Awaiting issuance of a Housing Choice Voucher \_\_\_\_\_
  - f. Other \_\_\_\_\_
10. How many **approved** VAWA emergency transfer requests (from 7d) did not result in **completed** VAWA emergency transfer requests and the victim is no longer seeking an emergency transfer? \_\_\_\_\_
11. For **approved** VAWA emergency transfer requests that did not result in **completed** VAWA emergency transfer requests and which the victim is no longer seeking a transfer (from 10), please provide the total number of requests that failed to transfer for that reason:
- a. Could not find a **safe unit** \_\_\_\_\_
  - b. Could not find an available unit \_\_\_\_\_
  - c. Could not find a unit that met occupancy standards \_\_\_\_\_
  - d. Could not find a unit that met the household's accessibility needs \_\_\_\_\_
  - e. Victim/household's program eligibility \_\_\_\_\_
  - f. No follow up from victim/household \_\_\_\_\_
  - g. Victim vacated unit \_\_\_\_\_
  - h. Victim withdrew the emergency transfer request and decided to remain in current unit \_\_\_\_\_
  - i. Other \_\_\_\_\_

If "other", please describe the reason for the failures to transfer:

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#### Section V: TIMEFRAMES OF VAWA EMERGENCY TRANSFER REQUEST

12. How long did it take for VAWA emergency transfer requests to be **approved**, **denied**, or determined to be **incomplete** after they were **received** (i.e. the time between when a request was expressly made to when the housing provider finished its review and (1) **approved** the request, (2) **denied** the request, or (3) determined that the request was **incomplete**)? List the number of VAWA emergency transfer requests for each timeframe below.
- a. 0-7 calendar days \_\_\_\_\_
  - b. 8-14 calendar days \_\_\_\_\_

- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

13. How long does it take for VAWA emergency transfer requests to be **completed** after they were **approved** (i.e. the time between when a request was **approved** to when the tenant has moved into a **safe unit**)? List the number of VAWA emergency transfer requests for each timeframe below.

- a. 0-7 calendar days \_\_\_\_\_
- b. 8-14 calendar days \_\_\_\_\_
- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

14. What was the TOTAL length of time for VAWA emergency transfer requests to be **completed** after they were **received** (i.e. the time between when a request was expressly made to a housing provider to when the tenant has moved into a **safe unit**)? Please provide the number of VAWA emergency transfer requests for each timeframe below.

- a. 0-7 calendar days \_\_\_\_\_
- b. 8-14 calendar days \_\_\_\_\_
- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

#### Section VI:

15. Please check each item below that applies to you or is provided under your VAWA Emergency Transfer Plan:

- ☐ [ ] We collaborate or coordinate with public housing authorities, Continuums of Care, owners/managers, consortiums, or other providers for purposes of providing housing and services for victims.
- ☐ [ ] We offer interim housing for VAWA victims waiting for emergency transfers.
- ☐ [ ] We provide a waitlist preference for victims of domestic violence, sexual assault, dating violence, and stalking.
- ☐ [ ] We have a VAWA service coordinator or someone who functions as a VAWA service coordinator.

[ ] We conduct outreach activities to organizations that assist or provide resources to VAWA victims.

**VAWA EMERGENCY TRANSFERS – SUB-QUESTIONS:**

16. PHAs with a Stability Voucher (SV) Program

- a. How many SVs were used to respond to a VAWA emergency transfer request? \_\_\_\_\_
- b. How many of those SVs resulted in a **completed** VAWA emergency transfer request?  
\_\_\_\_\_

**Definitions**

**Approved:** An emergency transfer request is *approved* if the housing provider has finished its review of the emergency transfer request and has determined that the tenant is eligible for an emergency transfer under VAWA.

**Completed:** An emergency transfer request is *completed* when the victim has successfully been transferred to a *safe unit*.

**Denied:** An emergency transfer request is *denied* if the housing provider has finished its review of the transfer request and has determined that the tenant is ineligible for an emergency transfer request under VAWA (i.e. the incident or request is not covered under VAWA).

**External Transfer:** An *external 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.

**Incomplete:** An emergency transfer request is *incomplete* if the housing provider could not complete its review of the transfer request because the tenant did not submit necessary documentation or follow up to enable the housing provider's review.

**Internal Transfer:** An *internal 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.

**Pending Placement:** An emergency transfer request is *pending placement* if the housing provider has approved the emergency transfer request and the victim is waiting for permanent placement into a *safe unit*. This includes situations where a victim has a Housing Choice Voucher or other tenant-based assistance and is searching for a safe unit.

**Pending Review:** An emergency transfer request is *pending review* when the request has been expressly made and the housing provider is reviewing the request to determine whether a tenant is eligible for a VAWA emergency transfer request.

**Received:** An emergency transfer request is *received* when it is first expressly made to the housing provider for review. This includes if the request is made verbally, even if the housing provider's VAWA Emergency Transfer Plan requires requests be made in writing.

**Safe Unit:** A *safe unit* is a housing unit that the victim believes is safe.

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes to 60 minutes per response. This includes the time for collecting, reviewing, and reporting. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.