**Three County CoC Notification of Emergency Transfer Forms**

The purpose of this form is to notify the Three County CoC of an Emergency Transfer Plan for a program participant. This includes both internal and external emergency transfers. Please complete the forms and return this form to the CoC prior to or immediate after an Emergency Transfer (within five business days of transfer).

**Emergency Transfer Policy**

CoC-funded programs must allow all program participants who are victims of domestic violence, dating violence, sexual assault, or stalking to request and emergency transfer from the program participant’s current unit to another unit. This requirement is in accordance with the Violence against Women Act (VAWA) and the CoC Program Interim Rule. All program participants have this right regardless of sex, gender identify, or sexual orientation. Emergency transfers must be provided based on the availability of another unit and preliminary determination that the program participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. For more information on the Three County CoC Emergency Transfer Policy, please refer to the Subrecipient Policy.

**Eligibility for Emergency Transfers**

A program participant qualifies for an emergency transfer if:

1. The program participant expressly requests the transfer; and
2. (A) The program participant reasonably believes there is a threat of imminent harm from further violence if the program participant remains within the same dwelling unit that the program participant is currently occupying; Or (B) a program participant who is the victim of sexual assault reasonably believes there is a threat of imminent harm from further violence if the program participant remains within the same dwelling unit, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

***Documentation of Emergency Transfer Requests-***

To request an emergency transfer, the program participant should notify the housing provider and submit a written request of transfer. The housing provider may require the following documentation from a program participant seeking an emergency transfer:

1. A written statement from the program participant certifying that they meet the criteria described in paragraph (e)(2)(ii) of 24 CFR part 5, subpart L and requesting an emergency transfer
2. Documentation of the occurrence with [§ 5.2007](https://www.law.cornell.edu/cfr/text/24/5.2007)

**Notification of Emergency Transfer to the CoC**

This form is to notify the CoC of an Emergency Transfer for a program participant of *(please fill-CoC funded-project).*

***Program Participant Initials:*** XX

***Date emergency transfer request made by program participant:*** XX/XX/XX

***Type of emergency transfer:***

□ Internal Transfer

□ External Transfer

***Date transfer has or will take place:*** XX/XX/XX

***If external transfer:***

***Name of CoC-housing provider receiving transfer:*** (CoC funded-project)

***Date of occurred or scheduled intake:*** XX/XX/XX

***Documentation of Emergency Transfer (check all that apply):***

□ Program participant provided verbal request to housing provider

□ Program participant provided written request to the housing provider

□ Program participant provided written statement certifying they meet the criteria described in paragraph (e)(2)(ii) of 24 CFR part 5, subpart L

□ If applicable, program participant provided other documentation as required by the housing provider Emergency Transfer Plan policy