

VAWA Emergency Transfer Plan Checklist

Please note these requirements are in addition to the HUD model plan on the PHFA website.

Property:		PHFA #		Date:		Reviewer:	
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VAWA transfer requests are considered an emergency, therefore given priority over any non-emergency transfer request within the property.

	Plan requirements:	Y / N	Page #	Comments:
1.	Describe VAWA protections for applicants and residents.			
2.	Describe how residents with disabilities may request a reasonable accommodation from VAWA requirements, if needed.			
3.	Describe how the property will prioritize the various types of transfers at the property.			
4.	Describe the property's policies and procedures for providing emergency relocations for internal and external transfers.			
5.	Describe the confidentiality provisions that the owner/agent has in place to protect victims.			
6.	Provide contact information for local law enforcement.			
7.	Describe alternative housing options, including the contact information for each option.			
8.	Provide information on how to access PHFA's PAHousingSearch website.			
9.	Provide a list of local social and supportive resources for victims of domestic abuse, including the contact information for each resource			
10.	Describe how all VAWA communications and materials will be provided to persons with hearing, visual and other communication-related disabilities.			
11.	Explain how owners / agents will take all reasonable steps to ensure meaningful access to materials for populations with limited English proficiency.			
12.	State that owner / agent will comply with all applicable fair housing and civil rights laws and requirements in the implementation of VAWA requirements, including the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.			
13.	Describe where the plan will be posted in common areas throughout the property.			