

## HOP VAWA CHECKLIST FOR RAPID RE-HOUSING RENTAL ASSISTANCE

### 1. **HOP Rapid Re-Housing Intake**

Consider separating household members during assessment/intake and using a family violence screening tool.

- Provide VAWA Notice of Rights at intake (application) [**Appendix S**]
- Provide HUD VAWA Self-Certification Form [**Appendix Q**]

### 2. **If HOP rental assistance request is denied:**

- Written notice of denial
- Provide VAWA Notice of Rights [**Appendix S**]
- Provide HUD VAWA Self-Certification Form [**Appendix Q**]

### 3. **If HOP rental assistance is approved:**

- HOP Lease Addendum [**Appendix N**], signed by tenants, landlord and HOP Program staff.
- Provide Notification of Property Owner Rights to landlord. [**Appendix T**]
- Provide VAWA Notice of Rights to tenant [**Appendix S**]
- Provide HUD VAWA Self-Certification Form to tenant [**Appendix Q**]

### 4. **Tenant (or third party) contacts HOP Provider to exercise VAWA protections**

Make sure contact with tenant does not indicate that it is in relation to VAWA protections. "To continue to receive HOP rental assistance, please contact HOP PROVIDER NAME."

For telephone contacts, verify that the tenant is in a safe place to talk prior to discussing the request for VAWA protections.

- a. Advise tenant of rights under VAWA. Refer to VAWA Notice of Rights [**Appendix S**].
- b. If documentation to support VAWA eligibility is wanted, the request must be made in writing. Ask the tenant for a safe address for mailing such a request.

- c. If needed, obtain VAWA Self Certification Form (HUD 5382) [**Appendix Q**], VAWA Provider Certification Form [**Appendix R**] or other appropriate documentation to support VAWA request. If an emergency transfer is requested, ask for Form HUD-5383 [**Appendix P**].
- d. If request for VAWA protections is denied, send written notice to tenant. Ask the tenant for a safe address for mailing the notice.
- e. For approved requests:
  - i. Tenant seeking VAWA protections remains in unit, perpetrator has vacated: Send written notification to property owner. New lease and new HOP Lease Addendum [**Appendix N**].
  - ii. Tenant seeking VAWA protections remains in unit, perpetrator has not vacated: Refer to local domestic violence agency and Vermont Legal Aid for assistance.
  - iii. Tenant seeks emergency transfer, wants to remain in unit until alternative permanent housing is secured: Refer to local DV/SA support agencies for safety planning and provide intensive housing search case management.
  - iv. Tenant seeks emergency transfer, wants to vacate before alternative permanent housing is secured: Refer to local DV/SA services to explore shelter options. If shelter unavailable or unsafe, refer to ESD. Provide certification that tenant has been constructively evicted due to domestic violence, dating violence, stalking, or sexual assault. Notice to owner that tenancy is terminated immediately in accordance with the HOP Lease Addendum and HOP rental assistance will no longer be provided.

## **5. Termination (Involuntary) of HOP Rental Assistance**

- Provide VAWA Notice of Rights [**Appendix S**]
- Provide HUD VAWA Self-Certification Form [**Appendix Q**]