



Porchlight, Inc.

306 N Brooks St

Madison, WI 53715

(608) 257-2534

Porchlight Emergency Transfer Plan

In accordance with the Violence Against Women Act (VAWA), Porchlight has an Emergency Transfer Plan in place in cases of domestic violence, dating violence, sexual assault, or stalking where a household deems their current unit an unsafe living situation. A victim may request an emergency transfer from their current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. This plan identifies tenants who are eligible for an emergency transfer and the documentation needed to request an emergency transfer.

Eligibility for Emergency Transfer

- A victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer if:
 - o The tenant requests the transfer; and
 - o The tenant believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or
 - o In cases of sexual assault when:
 - The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains in their current unit; or
 - The sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.
- Requests for an emergency transfer can be either written or verbal. If a verbal request is made, staff shall document the request in writing.
- In cases of two-adult households where the participant asked to leave was the eligible participant for the housing program, the remaining participant(s) who were not already eligible will have a period of 90 calendar days from the date of the eligible participant leaving to:
 - o Establish eligibility for the housing program; or
 - o Establish eligibility for another housing program; or
 - o If not eligible for a housing program, assist with finding alternative housing.

Note: Agencies may extend this period up to an additional 60 calendar days if needed. Case management staff will help to obtain documentation. The provider shall give written notice to the remaining participant of the remaining participant's rights under this section, including the right to an extension. Denials of extensions shall be subject to the provider's grievance process.
- Although every effort will be made to keep the person requesting the emergency transfer in the program, there is no guarantee that continued assistance will be available in the current program or in other program housing.



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Requesting an Emergency Transfer

To request an emergency transfer, the tenant shall notify the Porchlight Housing office and submit a written request with documentation. Documentation may include:

- Certification Form (attached)
- A document:
 - Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, stalking, or the effects of abuse; and
 - Signed by the applicant or tenant; and
 - That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the grounds for protection, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking.
- A record of a Federal, State, tribal or territorial or local law enforcement agency, court, or administrative agency
- A statement or other evidence provided by the applicant or tenant

Emergency Transfer Procedure

Upon request for an emergency transfer, Porchlight will establish an individualized plan with the tenant within 24 hours, and provide a copy of the plan to the tenant in writing. Porchlight staff will work to immediately identify available units. If a safe unit can be identified, the participant may move to the new unit as quickly as possible without undergoing an additional application process, provided that the tenant can establish eligibility for that unit. The program participant may decide whether or not a unit qualifies as a safe unit.

If Porchlight does not have a safe unit available, staff will communicate with the Coordinated Entry system to complete an external emergency transfer. As soon as a unit is identified, the tenant will undergo an application process for that unit, and will receive priority above other households for that unit. If necessary, the participant may seek shelter while a permanent safe unit is being secured.

Program participants may elect to request an external emergency transfer, or request both an internal and external transfer at the same time in order to expedite the process of identifying a new safe unit.

If a participant is denied an emergency transfer, Porchlight will provide a written notice of denial that includes specific grounds for denial, information on their right to grieve the denial, and a copy of the grievance process.

Tenant Signature

I understand my rights as it pertains to the Porchlight Emergency Transfer Plan.

Tenant Name (printed)

Tenant Signature

Date