

# GRCoC Emergency Transfer Plan Flowchart



**GRCoC Providers:**

- Housing Families First
- HomeAgain
- Richmond Behavioral Health Authority
- St. Joseph's Villa
- Virginia Home for Boys and Girls
- Virginia Supportive Housing

**Individual experiencing homelessness is prioritized and referred to a CES housing intervention** such as:

- Rapid Rehousing
- Transitional Housing
- Permanent Supportive Housing

and is informed at intake about the Emergency Transfer Plan.



**The tenant is housed in a CoC or ESG funded housing program and believes there is threat of imminent harm OR the tenant was sexually assaulted on the premises within the last 90 days. Tenant requests an Emergency Transfer to their housing provider**



**Housing Provider assists tenant in identifying a safe unit**  
\*Note: Households may determine to separate.

Types of Safe Units:

**Internal transfer:**

- Emergency relocation of a tenant to another unit where they would not be categorized as a new applicant
- In effect: the tenant may reside in the new unit without undergoing an application process
- Offered if an internal unit is immediately available AND if an internal unit becomes available later

**External transfer:**

- Emergency relocation of a tenant to another unit where they would be categorized as a new applicant
  - In effect: the tenant must undergo an application process for the new unit
  - Offered if an internal unit is not immediately available
- \*Note: The new unit is not constrained by geography and can be outside of the service area or even outside of the state

**Diversion:**

Temporary or Permanent emergency relocation of a tenant ending their homelessness.

- Staying with Friends or Family Members
- Self Paying for a Hotel
- Rental unit with and/or without housing subsidy.

\*Note: The new unit is not constrained by geography and can be outside of the service area or even outside of the state

**Stay in Unit:**

Tenant does not want to relocate but is interested in modifying the unit for safety reasons



**Housing Provider completes an Emergency Transfer Form**

- Locality
  - DV situation
  - Safe Unit (Internal or External or Diverted)
  - Needs: storage, resources, etc.
- and submits to Homeward's Coordinated Entry team.

**Homeward's Coordinated Entry team completes Emergency Transfer Request and submits referral to the YWCA.**

An Emergency Transfer Plan is no longer needed due to:

- Tenant remaining in unit.
- Tenant's homelessness diverted

Tenant is eligible for domestic violence resources by calling the Empowernet Hotline at (804)612-6126



**YWCA receives referral and can assist with:**

- Transportation to temporary 2 weeks or less safe unit
- Storage for items
- Meals while in temporary safe unit
- Domestic Violence & Sexual Assault (DV/SA) Resources (Counseling, CM, and Court Advocacy)
- If relocating outside of locality jurisdiction, assist with connecting with DV/SA resources that serve that new area.

YWCA will document the Emergency Transfer Plan and outcomes in their HMIS compliant database and will communicate via email on if the transfer to the temporary safe unit was completed.



**Case Conferencing**

Homeward will facilitate a weekly case conferencing with the YWCA and the Housing Provider to coordinate and streamline resources until tenant relocates in their new safe unit.



Housing Provider will prioritize the tenant by continuing to identify a safe unit within 2 weeks of the initial ETP request.



**Tenant identifies and moves into new safe unit that meets housing standards**