5-Year PHA Plan
(for All PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. Form HUD-5007S-SV is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

A.1 PHA Name: Fort Worth Housing Authority dba Fort Worth Housing Solutions PHA Code: TX004

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2020
PHA Plan Submission Type: ☑ 5-Year Plan Submission ☐ Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

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<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
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<td>Lead PHA:</td>
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B. 5-Year Plan. Required for all PHAs completing this form.

B.1 Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years.

The mission of FWIS is to develop housing solutions where low-income, very-low-income, and extremely low-income families can flourish.

B.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

GOAL ONE: CREATE A DIVERSE AND ECONOMICALLY SUSTAINABLE REAL ESTATE PORTFOLIO

Objectives:
A. Create and implement a portfolio plan
B. Increase developer partnerships
C. Create and improve quality, accessible affordable housing in high-opportunity areas
D. Defuse opposition and build support for affordable housing and redevelopment
E. Maintain and improve the quality, management and community impact of publicly supported housing

GOAL TWO: PROVIDE A FOUNDATION FOR IMPROVING LIVES

Objectives:
A. Develop properties in locations that support improving lives through access to schools, transportation, jobs, and services.
B. Establish policies and incentives that support movement to self-sufficiency.
C. For children and youth, support other organizations that serve the population.
D. For work-able population, promote financial independence and self-sufficiency.
E. For seniors who are capable of independent living, support their effort to age in place.
F. For special needs populations, including people who are chronically homeless, develop service partnerships to secure and maintain housing by leveraging Project-Based Vouchers and other resources.
G. Increase affordable housing options, including more available units, for families in Assisted Housing programs

GOAL THREE: DEVELOP A CONTINUOUSLY IMPROVING AND EFFICIENT OPERATION

Objectives:
A. Clearly define the organizational structure and staffing plan.
B. Leverage use of performance metrics to evaluate the organization.
C. Build a system of training, mentoring, and coaching to empower employees to reach their full potential.
D. Facilitate the Board in developing additional expertise.
E. Leverage technology to consistently elevate the organization’s performance.

GOAL FOUR: DEVELOP A SUSTAINABLE BUSINESS MODEL

Objectives:
A. Explore cost-saving and business efficiencies including shared services with other housing authorities.
B. Generate and increase development-related revenue.
C. Pursue opportunities to provide fee for service or consortium services.
D. Pursue and increase government partnerships and philanthropic sources of revenue.
B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

GOAL ONE: CREATE A DIVERSE ECONOMICALLY SUSTAINABLE REAL ESTATE PORTFOLIO

Objectives:
A. Create and implement a portfolio plan
B. Increase developer partnership
C. Increase landlord participation in HCV programs

Status:
A. FWHIS has developed a process for reviewing its current portfolio on a quarterly basis to identify opportunities for refinancing, selling, or repositioning our assets.
B. FWHIS has utilized the RFQ process to pre-qualify developer partners with experience and capacity in developing mixed-income affordable housing.
C. FWHIS has completed the RFQ process to retain the services of a Choice Neighborhood Developer for the Cavile Place Apartments area, and the services of a Choice Neighborhood Consultant.
D. FWHIS has retained the services of a RAD and Tax Credit Consultants to assist with RAD conversion.
E. FWHIS will have acquired, constructed, or partnered in 39 properties that will increase affordable housing opportunities in the city by the end of 2019. The Development and Asset Management team is reviewing the condition of the organization’s existing housing portfolio and planning repairs/renovations needed to bring each property to market-level condition.
F. By end of 2019, the organization will have completed 25 RAD conversions across the city of Fort Worth; thus, transferring a total of 998 units of public housing assistance to new construction and existing mixed/use/mixed income communities.
G. FWHIS is in the process of issuing Tenant Protection Vouchers to residents under Section 18 Demolition/Disposition for Cavile Place Apartments, and planning for the development of up to 1,000 units of replacement housing in the new mixed use/mixed income community.
H. FWHIS has implemented a Landlord Outreach Program for Assisted Housing Programs, including a Take One campaign.
I. FWHIS has partnered with the Apartment Association of Tarrant County to recruit new landlords.
J. FWHIS has revamped the Landlord Advisory Committee to address issues of landlords participating in its Assisted Housing Programs.

GOAL TWO: PROVIDE A FOUNDATION FOR IMPROVING LIVES

Objectives:
A. Develop properties in locations that support improving lives through access to schools, transportation, jobs, and services.
B. Establish policies and incentives that support movement to self-sufficiency.
C. For children and youth, support other organizations that serve the population.
D. For workable population, promote financial independence and self-sufficiency.
E. For seniors who are capable of independent living, support their effort to age in place.
F. For special needs populations, including people who are chronically homeless, develop service partnerships to secure and maintain housing by leveraging Project-Based Vouchers and other resources.

Status:
A. FWHIS continues to identify properties throughout Fort Worth that provide better access to higher performing schools, transportation, high job growth and supportive services. During the past 5 years, FWHIS has acquired, entered into partnership or co-developed 10 properties in areas of higher opportunity. FWHIS will continue to work closely with Independent School districts, the City of Fort Worth and the transportation authority to ensure future developments are also located in areas of opportunity.
B. FWHIS continues to encourage resident participation in Resident Opportunities for Self-Sufficiency and Homeownership. These programs provide residents with vocational, educational, employment services, transportation, child-care, youth services and other ancillary services that are designed to improve the lives of our clients. Additionally, FWHIS administers the Barbara Holston Education Fund, which provides scholarships to residents receiving housing assistance. The scholarships are awarded to students attending a two or four-year accredited institution of higher education, or a vocational training program.
C. The current FWHIS RAD conversions and the Section 18 Demolition/Disposition for Cavile Place Apartments will deconcentrate poverty by providing residents options to live in high opportunity locations and developments across the city of Fort Worth.
D. FWHIS continues to partner with Wells Fargo, Bank of Texas, Prosperity Bank and several other banks to provide financial literacy and homeownership programs. Additionally, through FWHIS’ employment services (Job Developer/Section 3) partnerships/relationships with the local business community, clients participate in job fairs, employment readiness workshops, and job search activities to obtain and secure employment.
E. FWHIS’ partnerships supporting youth population include: * YMCA Amaka Child Care Center – a 4 Star, Texas Rising Star accredited facility located on FWHIS’ largest PH site * Boys & Girls Club of Greater Fort Worth – has three local branches in three FWHIS communities * Silhouettes – a girls mentoring program developed in partnership by Alpha Kappa Alpha Sorority.
F. FWHIS also partners with Tarrant County College to provide ongoing vocational and occupational training, including GED, Adult Literacy, Computer and Medical Training.
G. FWHIS offers assistance to elderly and disabled program participants that makes it easier for them to ‘age in place’ and live an independent lifestyle. Assistance includes help with: * Budgeting & Housekeeping * Free Meal Services * Rent & Utilities Assistance * Healthcare Services * Transportation * Social Security, SSI, Medicare or Medicaid, and Lone Star.
H. FWHIS has been designated an EnVision Center and is providing activities that include Economic Empowerment, Education Advancement, Health and Wellness and Character and Leadership.
I. FWHIS has provided Project-Based Voucher Permanent Supportive housing units for the chronic homeless.
J. FWHIS, with the assistance of Mutual of Omaha Bank, has provided support to Hurricane evacuees who relocated to Fort Worth through HCVP.
GOAL THREE: SUPPORT OUR EMPLOYEES TO ENHANCE AN ORGANIZATIONAL CULTURE OF EXCELLENCE

Objectives:
A. Clearly define the organizational structure and staffing plan.
B. Develop workforce to support succession planning and career ladders.
C. Build a system of training, mentoring, and coaching to empower employees to reach their full potential.
D. Facilitate the Board in developing additional expertise.

Status:
A. FWHS continually analyzes its organizational structure and staffing needs, as well as staff capacity to determine where efficiencies can be realized through realigning staff and skills throughout the organization.
B. FWHS has hired personnel with the skill sets required to implement the organization’s strategic plan.
C. FWHS has developed partnerships with 3rd party experts to support the agency plan.
D. FWHS has developed a succession plan and implemented steps to ensure that employees have opportunities to develop skills and advance within the organization.
E. A Continuous Improvement Team has been created to identify areas within the organization that need improvement and empowers staff from various departments to develop solutions for these areas.
F. Webinar and conference opportunities, such as tax credit trainings and NAHRO conventions, and professional development offerings, such as Fair Housing and Project-Based Voucher training, have been afforded to staff on a regular basis by the organization.
G. FWHS provides board members with training and networking opportunities online, and through various conferences and topic specific work sessions. In addition, Board members are encouraged to share their expertise with other PHAs.
H. FWHS encourages and supports employees to participate in leadership activities such as Leadership Fort Worth and various community and civic boards.
I. Residents are provided with opportunities to learn and grow through ongoing Resident Services programs such as Family Self-Sufficiency, Good Neighbor/Good Tenant classes, and Special Programs case management services.
J. FWHS has implemented policies to reward employees for innovative ideas that improve operations.

GOAL FOUR: DEVELOP A CONTINUOUSLY IMPROVING EFFECTIVE AND EFFICIENT OPERATION

Objectives:
A. Increase use of performance metrics to evaluate the organization.
B. Leverage technology to consistently elevate the organization performance.
C. Rebrand FWHS with a comprehensive marketing, branding and outreach plan.

Status:
A. FWHS continues to work on an internal measurement system to evaluate the organization’s performance on both internal measures and external measures.
B. FWHS has developed a Strategic Information Technology Plan that addresses and prioritizes hardware, infrastructure upgrades and opportunities for enhancement.
C. FWHS initiated steps to transition to paperless format for more efficient operations.
D. FWHS implemented cloud-based voice over internet portal phone system.
E. FWHS is moving all software solution to a cloud-based environment.
F. FWHS is implementing a Kiosk and visitor management system for efficiently servicing visitors to the office.
G. FWHS is improving the HFS Inspection process through the use of tablets for inspections.
H. FWHS is consolidating online portals to enhance client services.

GOAL FIVE: DEVELOP A SUSTAINABLE BUSINESS MODEL

Objectives:
A. Explore cost-saving and business efficiencies including shared services with other housing authorities.
B. Generate and increase development-related revenue.
C. Pursue opportunities to provide fees for service or consortium services.
D. Pursue and increase government partnerships and philanthropic sources of revenue.

Status:
A. FWHS has utilized partners/consultants to expand organization capacity and maintain a high level of service and output.
B. FWHS has begun working with other PHAs to determine areas where shared services or collaboration can be financially and administratively beneficial.
C. FWHS has earned development related revenue through the issuance of bonds, as well as the aggressive negotiation of developer fees through co-development arrangements. FWHS has begun to research self-developing and developing in partnership with other PHAs.
D. FWHS continues to work closely with the City of Fort Worth to maximize local funding sources and has begun to identify areas of opportunity within the philanthropic community where FWHS can maximize organization resources by leveraging funding sources, such as foundations.
### B.4 Violence Against Women Act (VAWA) Goals.

Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

See attached FWHS VAWA policy

### B.5 Significant Amendment or Modification

Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

- Any Capital Fund project not already in the Five Year Action Plan, excluding projects arising out of federally declared major disasters, natural disasters beyond the control of FWHS, such as earthquakes, fire and storm damages, civil unrest, or other unforeseen significant events or changes in use of replacement reserve funds under the Capital Fund in the amount of 20% or more of the annual grant.
- Any other event that FWHS the FWHS Board of Commissioner determines to be a significant amendment or modification of the approved annual plan.

### B.6 Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?

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(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

### B.7 Certification by State or Local Officials.

[HUD 50075-SL] Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
Instructions for Preparation of Form HUD-50075-5Y
5-Year PHA Plan for All PHAs

A. PHA Information (24 CFR §903.724(a))

A.1 Include the full PHA Name, PHA Code, PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years. (24 CFR §903.6(a)(1))

B.2 Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years. (24 CFR §903.6(b)(1)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA’s 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (24 CFR §903.6(b)(2))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. (24 CFR §903.6(b)(3))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

   (a) Did the public or RAB provide comments?
   (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.17(a), 24 CFR §903.119)

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1. The information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 0.6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.
Violence Against Women Act

Policy Statement
FWHS shall implement the Violence Against Women Act and Department of Justice Reauthorization Act of 2013 (VAWA), which prohibits the eviction of, and removal of assistance from, certain persons living in or public or Section-8 assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault or stalking, as those terms are defined in Section 3 of the United States Housing Act of 1937 as amended by VAWA (42 U.S.C. 13925). (Refer to Addendum XXIII)

To ensure compliance with federal regulations, the Board of Commissioners hereby adopt Resolution Number 2797, on April 19, 2017, to establish a Violence Against Women Act Policy.

Purpose
The purpose of this Policy is to reduce domestic violence, dating violence, and stalking and to prevent homelessness by:

- Protecting the safety of victims;
- Creating long-term housing solutions for victims;
- Building collaborations among victim service providers and
- Assisting FWHS to respond appropriately to the violence while maintaining a safe environment for FWHS, employees, tenants, applicants, Housing Choice Voucher participants, program participants and others.

The policy will assist Fort Worth Housing Solutions (FWHS) in providing rights under the Violence Against Women Act to its applicants, public housing residents, Housing Choice Voucher participants and other program participants.

Applicability
This policy is incorporated into FWHS’s “Admission and Continuing Occupancy Policy”, and “Housing Choice Voucher Program Administrative Plan” and applies to all FWHS housing programs.

Definitions
The definitions in this Section apply only to this Policy.

- Bona Fide Claim: A bona fide claim of domestic violence, dating violence or stalking must include incidents that meet the terms and conditions in the above definitions.
- Confidentiality: FWHS will not enter information provided to FWHS by a victim alleging domestic violence into a shared database or provide this information to any related entity except as stated below.
• **Dating Violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.

• **Hearing Decisions Regarding Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or committed by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Texas.

• **Affiliated Individual:** A spouse, parent, brother or sister; or child of a victim or an individual to whom the victim stands in loco parentis; or any other person living in the household of the victim.

• **Perpetrator:** A person who commits an act of domestic violence, dating violence, sexual assault, or stalking against a victim.

• **Sexual Assault:** means any nonconsensual sexual act proscribed by Federal, Tribal or State law, including when the individual lacks capacity to consent.

• **Stalking:** (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the victim; (b) to place under surveillance with the intent to kill, injure, harass or intimidate the victim; (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the victim in reasonable fear of the death of, or serious bodily injury to the victim; or (d) to cause substantial emotional harm to the victim, a member of the immediate family of the victim or the spouse of intimate partner of the victim.

Statements containing:
- A ‘**must**’ are mandatory requirements.
- A ‘**should**’ are best practice specifications, where compliance is generally expected unless a significant business reason exists to the contrary.
- A ‘**will**’ refers to actions that are part of an existing process, e.g., “users **will** be subject to disciplinary action” or “variances from policy **will** be dealt with on a case-by-case basis”. A ‘**may**’ refers to an open option for decision, e.g., “Employees may be required to work overtime as assigned by their supervisor and as may be required due to business requirements”.

**CERTIFICATION AND CONFIDENTIALITY**
The person claiming protection under VAWA shall provide a complete and accurate certification to a FWHS owner or manager within 14 business days after the party requests in writing that the person completes the certifications. If the person does not provide a complete and accurate certification within the 14 business days a FWHS owner or manager may take action to deny or terminate participation or tenancy.

All information (including the fact that an individual is a victim of domestic violence, dating violence, sexual assault or stalking) provided to FWHS or to an owner or manager in conjunction with any other FWHS program shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. Requested or consented to by the individual in writing, or
2. Required for use in a public housing eviction proceeding or in connection with termination of other program assistance as permitted in VAWA, or
3. Otherwise required by applicable law.

All program participants shall be notified in writing concerning their rights to confidentiality and the limits on such rights to confidentiality.

**HUD Approved Certification**

For each incident that a person is claiming as abuse, the person may certify to FWHS, owner or manager their victim status by completing a HUD approved certification form (form HUD-50066). The person shall certify the date, time and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other identification, only if it is safe to do so or is known to the victim.

**Other Certifications**

A person who is claiming victim status may provide to FWHS, an owner or manager:

- Documentation signed by the victim and an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attests under penalty of perjury the professional’s belief that the incident(s) in question are bona fide incidents of abuse; or
- A federal, state, tribal, territorial, local police or court record.

**Confidentiality**

FWHS and the owner and managers shall keep all information provided to FWHS under this section confidential. FWHS and owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- The victim requests or consents to the disclosure in writing;
- The disclosure is required for eviction from public housing and/or termination of Housing Choice Voucher or Project Based Rental Assistance; or
- The disclosure is required by applicable law.

**Appropriate Basis for Denial of Admission, Assistance, or Tenancy**

FWHS shall not deny participation or admission to a program on the basis of a person’s abuse status, if the person otherwise qualifies for admission of assistance.

An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be a serious or repeated violation of the lease by the victim and shall not be good cause for denying to a victim admission to a program, terminating Housing Choice Voucher assistance or occupancy rights, or evicting a tenant.

Criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim of that domestic violence, dating violence or stalking.

Notwithstanding, FWHS, an owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others without evicting, removing, terminating assistance to or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant.
Fort Worth Housing Solutions
VAWA Policy

Nothing in the previous sections shall limit the authority of FWHS, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family breaks up.

Nothing in the previous sections shall limit FWHS, an owner or manager’s authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or a member of the tenant’s household. However FWHS, owner or manager may not hold a victim to a more demanding standard.

Nothing in the previous sections shall limit FWHS, an owner or manager’s authority to evict or terminate assistance, or deny admission to a program if FWHS, owner or manager can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing service to the property or other if the tenant family is not evicted or terminated from assistance or denied admission. Nothing in the previous sections shall limit FWHS, an owner or manager’s authority to deny admission, terminate assistance or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.

A housing assistance recipient who moves out of an assisted dwelling unit to protect their health or safety and who: (a) is; (a) victim under this Policy; (b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and (c) has complied with all other obligations of the housing program may be relocated to another safe unit.

**ACTIONS AGAINST A PERPETRATOR**

FWHS can take action against a perpetrator of domestic violence. The victim shall take action to control or prevent the domestic violence, dating violence, sexual assault, or stalking. The action may include but is not limited to:

- a) Obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator;
- b) Obtaining and enforcing a trespass against the perpetrator;
- c) Enforcing FWHS or law enforcement’s trespass of the perpetrator;
- d) Preventing the delivery of the perpetrator’s mail to the victim’s unit;
- e) Proving identifying information; and;
- f) Other reasonable measures.

**FWHS RIGHT TO TERMINATE HOUSING AND HOUSING ASSISTANCE UNDER THIS POLICY**

Nothing in this Policy will restrict FWHS, owner or manager’s right to terminate tenancy for lease violations by a resident who claims VAWA as a defense if it is determined by FWHS, owner or manager that such a claim is false.

Nothing in this Policy will restrict FWHS right to terminate tenancy if the victim/tenant

1. Allows a perpetrator to violate a court order relating to the act or acts of violence; or
2. Allows a perpetrator who has been barred from FWHS property to come onto FWHS property including but not limited to the victim’s unit or any other area under their control
3. Who claims as a defense to an eviction or termination action relating to domestic violence has engaged in fraud and abuse against a federal housing program; especially where such fraud and abuse can be shown to have existed before the claim of domestic violence was made. Such fraud and abuse includes but is not limited to unreported income and ongoing boarders and lodgers violation, or damage to property.

**STATEMENTS OF RESPONSIBILITY**

- A tenant victim has no less duty and responsibility under the lease to meet and comply with the terms of the lease than any other tenant not making such a claim. Ultimately all tenants must be able to take personal responsibility for themselves and exercise control over their households in order to continue their housing and housing assistance. FWHS will continue to issue lease violation notices to all resident s who violate the lease including those who claim a defense of domestic violence. FWHS recognizes the pathologic dynamic and cycle of domestic violence and will work with victims of domestic violence partnering with other local victim support
service providers to help victims break the cycle of domestic violence through counseling and the development of an agreed to Safety Plan.

- A tenant victim who claims as a defense to a lease violation that the violation is directly related to domestic violence will be referred to a domestic violence advocacy program.
- A tenant victim must take personal responsibility for exercising control over their household by accepting assistance and complying with the Safety Plan. Failure to do this will be seen as other good cause.
- All damages including lock changes will be the responsibility of the tenant victim. This is in keeping with other agency policies governing tenant caused damages.

NOTICE TO APPLICANTS, PARTICIPANTS, TENANTS AND OWNERS
FWHS shall provide notice to applicants, participants, tenants, managers and owners of their rights and obligations.

REPORTING REQUIREMENTS
FWHS shall include in its 5-year plan a statement of goals, objectives, policies or programs that will serve the needs of victims. FWHS shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

CONFLICT AND SCOPE
This Policy does not enlarge FWHS’s duty under any law, regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another FWHS policy such as its Housing Choice Voucher Administrative Plan or the Public Housing Admissions and Continued Occupancy Policy, this Policy will control.

TRANSFERS
FWHS provides that the family may move in violation of the lease if the family has complied with all other obligations of the program and has moved out of the assisted dwelling unit in order to protect the health or safety of an individual who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit.

If the circumstances described above exist, FWHS may allow a family to move if the only basis for the denial is that the family is violating the lease agreement. FWHS may request that the family provide the HUD-approved certification form (form HUD-50066), or other acceptable documentation in order to verify the family’s claim that the request to move is prompted by incidences of abuse in the unit.

In cases where FWHS determines that the family’s decision to move was reasonable under the circumstances, FWHS may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

COURT ORDERS/FAMILY BREAK-UP
It is FWHS’s policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by FWHS and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

RELATIONSHIPS WITH SERVICE PROVIDERS
It is the policy of FWHS to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If FWHS staff become aware that in individual assisted by FWHS is a victim of domestic violence, dating violence, sexual assault or stalking, FWHS will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring FWHS either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. FWHS’s VAWA Emergency Relocation plan

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shall describe providers of shelter or services to victims of domestic violence with which FWHS has referral or other cooperative relationships.

FWHS EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE
Fort Worth Housing Solutions (FWHS) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA), FWHS allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of FWHS to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether FWHS has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that Public Housing, Housing Choice Voucher, Project Based Rental Assistance or Special Programs is in compliance with VAWA.

ELIGIBILITY FOR EMERGENCY TRANSFERS
A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD’s regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

EMERGENCY TRANSFER REQUEST DOCUMENTATION
To request an emergency transfer, the tenant shall notify FWHS’s management office and submit a written request for a transfer to Lanesha Davis, PO Box 430, Fort Worth TX 76101 or FAX: 817.333.3633. FWHS will provide reasonable accommodations to this policy for individuals with disabilities. The tenant’s written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under FWHS’s program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant’s request for an emergency transfer.

CONFIDENTIALITY
FWHS will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives FWHS written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from: the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Rights under the Violence Against Women Act For All Tenants for more information about FWHS’s responsibility to
maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

**EMERGENCY TRANSFER TIMING AND AVAILABILITY**
FWHS cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. FWHS will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. FWHS may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.
If FWHS has no safe and available units for which a tenant who needs an emergency is eligible, FWHS will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, FWHS will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

**SAFETY AND SECURITY OF TENANTS**
Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.
Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).
Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network’s National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at https://ohl.rainn.org/online/.
Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime’s Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

**LOCAL AGENCIES:**
One Safe Place Family Justice Center
817.916.4323
www.onesafeplace.org

Safe Haven of Tarrant County
877.701.SAFE (7233)
www.safehaventc.org

The Women’s Center of Tarrant County
Rape Crisis and Victim’s Assistance
817.927.2737
www.womensecentertc.org

Victim Assistance – Tarrant County
817.884.3697

**RELATED POLICIES/REFERENCES FOR MORE INFORMATION**
Admission and Continuing Occupancy Policy

**APPLICABLE FORMS/ATTACHMENTS**
VAWA Incident Certification Form
VAWA Emergency Transfer Request Form
VAWA Emergency Transfer Plan Document
VAWA Notice of Occupancy

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