

GUTTENBERG HOUSING AUTHORITY  
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L 109-162) and more generally to set forth GHA’s policies regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by GHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Notwithstanding its title, this policy is gender-neutral and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual, or threatened domestic violence, dating violence, or stalking who are assisted by GHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking
- D. Creating and maintaining collaborative arrangements between GHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by GHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individual s assisted by GHA.

III. Other GHA Policies and Procedures

This Policy shall be referenced in and attached to GHA’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of GHA’s Admissions and Continued Occupancy Policy. GHA’s annual public housing agency plan shall also contain information concerning GHA’s activities, services or programs relating to domestic violence, dating violence, and stalking. To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of GHA, the provisions of this Policy shall prevail.

#### IV. Definitions

As used in this Policy:

- A. Domestic Violence – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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 the jurisdiction.”
  
- B. Dating Violence – means 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 a relationship shall be determined based on 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
  
- C. Stalking means-
  - (A) (i) to follow, pursue, or repeatedly commit acts with intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  - (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
    - i. that person;
    - ii. a member of the immediate family of that person; or
    - iii. the spouse or intimate partner of that person;
  
- D. Immediate Family Member – means with respect to a person –
  - (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  - (C) any other person living in the household or that person and related to that person by blood or marriage.
  
- E. Perpetrator – means person who commits an act of domestic violence, dating violence or stalking against a victim.

#### V. Admissions and Screening

- A. Non-Denial of Assistance. GHA will not deny admission to public housing or the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

## VI. Termination of Tenancy or Assistance

- A. VAWA Protections. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by GHA:
1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
  2. In addition to the foregoing, tenancy or assistance will not be terminated by GHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
    - (a) Nothing contained in this paragraph shall limit any otherwise available authority of GHA’s or Section 8 owner Or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither GHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, or stalking than that applied to other tenants.
    - (b) Nothing contained in this paragraph shall be construed to limit The authority of GHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or GHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. Removal of Perpetrator – Further, notwithstanding anything in paragraph VI.A.2 or Federal, State or local law to the contrary, GHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from the lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by housing operated GHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by GHA, shall contain provisions setting forth the substance of this paragraph.

#### VII. Verification of Domestic Violence, Dating Violence or Stalking

A. Requirement for Verification – The law allows, but does not require, GHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII.C., GHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by GHA. Section 8 owners or managers receiving rental assistance administered by GHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. HUD-approved form – by providing to GHA or the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence, or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition (s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. Other documentation – by providing to GHA or to the requesting Section 8 owner or manager documentation signed by 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 the domestic violence, dating violence or stalking, or the effects of the

abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of the abuse meeting the requirements of the applicable definition (s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. Police or court record – by providing to GHA or the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. Time allowed to provide verification/failure to provide. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened Domestic violence, dating violence or stalking, and who is requested by GHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (i.e. 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. Waiver of verification requirement. The Executive Director of GHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## VIII. Confidentiality

- A. Right of confidentiality. All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to GHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, 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 an individual in writing or
  2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted by VAWA, or
  3. otherwise required by applicable law.

- B. Notification of Rights. All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by GHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

#### VIII. Transfer to New Residence

- A. Application for transfer. In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, GHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will imminently be threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. Action on applications. GHA will act upon such an application promptly (insert a number of business days)
- C. No right to transfer. GHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX.E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of GHA, and this policy does not create any right on the part of any applicant to be granted transfer.
- D. Family rent obligations. If a family occupying GHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by GHA. In cases where GHA determines that the family's decision to move was reasonable under the circumstances, GHA 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.
- E. Portability. Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will imminently be threatened by harm from further violence if the individual remains in the present dwelling unit.

## X. Court Orders/Family Break-up

- A. Court Orders. It is GHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by GHA 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 break up.
- B. Family break-up. Other GHA policies regarding family break-up are contained in GHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

## XI. Relationships with Service Providers

It is the policy of GHA to cooperate with organizations and entities, both private and governmental that provide shelter and/or services to victims of domestic violence. If GHA staff become aware that an individual assisted by GHA is a victim of domestic violence, dating violence or stalking, GHA 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 GHA 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. GHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which GHA has referral or other cooperative relationships.

## XII. Notification

GHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## XIII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing, it shall preempt or supersede any provision of Federal, State, or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

## XIV. Amendment

This policy may be amended from time to time by GHA as approved by the GHA Board of Commissioners.

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE OR  
STALKING

THE GUTTENBERG HOUSING AUTHORITY

1. Date delivered to resident \_\_\_\_\_
2. Must complete and return by \_\_\_\_\_ (14 days after resident's receipt)
3. If cannot complete form by this date, contact \_\_\_\_\_ at \_\_\_\_\_.

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A. IF CERTIFICATION IS MADE BY PROVIDING POLICE REPORT OR COURT RECORD

1. Name of the victim of domestic violence, dating violence or stalking \_\_\_\_\_.
2. Victim's address \_\_\_\_\_.
3. Head of Household on lease, if not the victim \_\_\_\_\_.
4. Perpetrator's name, if known \_\_\_\_\_.
5. If perpetrator's name, if known \_\_\_\_\_.
6. Perpetrator's relation to the victim \_\_\_\_\_.
7. Dates and description of the qualifying incidents: \_\_\_\_\_.

8. Certification of the violence.

Attached is a copy of a police report, temporary or permanent restraining order, or other police or court record relating to the violence.

I hereby certify that the description of an incident or incidents of domestic violence, dating violence, or stalking set forth in the attached police report or court record is true and correct.

Signature of resident: \_\_\_\_\_ Dated: \_\_\_\_\_



C. IF CERTIFICATION IS BY AN EMPLOYEE, AGENT OR VOLUNTEER OF A VICTIM SERVICE PROVIDER, ATTORNEY OR MEDICAL PROFESSIONAL FROM WHOM THE VICTIM HAS SOUGHT HELP IN ADDRESSING DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING OR ITS EFFECTS

The SERVICE PROVIDER OR PROFESSIONAL must complete this section

1. Name of the victim of domestic violence, dating violence or stalking\_\_\_\_\_
  2. Victim's address\_\_\_\_\_
  3. Head of Household on lease, if not the victim:\_\_\_\_\_
  4. Perpetrator's name, if known:\_\_\_\_\_
  5. If perpetrator's name is not known, explain why:\_\_\_\_\_
  6. Perpetrator's relation to victim:\_\_\_\_\_
  7. Dates and description of the qualifying incidents:\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_

8. Certification of the violence

A professional who helped the victim address the violence must complete section below.

1. Name of person completing this section \_\_\_\_\_
2. What category best describes you? Attorney    Medical Professional    Victim Service  
Provider
3. Title\_\_\_\_\_ Phone\_\_\_\_\_
4. Agency/Business Name\_\_\_\_\_
5. Address\_\_\_\_\_

I hereby certify under penalty of perjury that foregoing is true and I believe that the incident(s) described above are bona fide incidents of abuse.

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Attested to as true and correct:

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_