

NY-603 CE Permanent Housing Transfer Policy

The purpose of a housing transfer within Coordinated Entry is to offer tenants a solution when their current unit is no longer a viable and/or safe option for their household based on the guidelines outlined below:

- Household is at risk of homelessness due to loss of subsidy for permanent supportive housing, a CoC-funded housing program is closing or completion of rapid rehousing financial assistance and has no identified alternative housing destination.
- The household would like to enter a different PSH unit with services they feel they will better meet their needs.
- A household is stably housed in PSH and no longer in need of PSH intensive case management supports and service needs can be met by transitioning to community-based case management.
- A household is stably housed in RRH, no longer in need of RRH case management supports and service needs can be met by transitioning to community-based case management but does not have a sustainable housing plan where the household would not be highly rent-burdened (over 50% of income toward rent).
- Verified catastrophic disaster (fire, flood, etc.)
- A household is actively fleeing or attempting to flee threats of harm and danger concerns where they are not safe where they are currently residing, without the ability of the provider to move the household to an alternative unit/location that was safe. These households should be instructed to complete an Emergency Transfer Plan (ETP) request. Those seeking an ETP transfer should not submit a standard transfer request form.

PROCEDURES:

1. Transfer requests are submitted by the relevant permanent housing program staff to the CES Management Team. Documentation supporting the request must be submitted. This documentation should include a summary of actions taken to prevent the transfer, current family composition of the household, current rent for the unit the household occupies, current household total income, and the termination date of the current lease. The CES Coordinator will review this documentation for completeness and submit to the CES Transfer Subcommittee.
2. Once all proper documentation is received, the CES Management Team with advisement from the CE Steering Committee (made up of CoC stakeholders, PLEs, and CE operators) will review and respond within 10 business days with a further plan of action, which may include any of the following:
 - Exploration of additional transfer prevention action plan options
 - Exploration of housing problem solving such as roommate matching, relocation, income gain, etc.
 - Exploration of alternative permanent housing resources funded outside of the CoC
 - Exploration of alternative permanent housing resource funded through the CoC
 - Request for case conferencing participation
3. Decisions for transfers will be made based on complete submission of required information and case conference by CE Steering Committee, as needed. The CE Management Team will notify the PH provider and client of its decision in writing.

PSH to PSH Transfers:

Households may be transferred to another CoC Program-funded PSH so long as they met the eligibility requirements of the new PSH prior to entering the original PSH. This means program participants who originally met the definition of chronically homeless prior to entering the PSH that is winding down may be served by a PSH project that is dedicated to serving individuals and families experiencing chronic homelessness. Program participants who did not meet the definition of chronically homeless may be served by a PSH project that is not dedicated to serving individuals and families experiencing chronic homelessness (e.g. ESSHI, SPA or other non-CoC PSH). All CoC PSH units are

DedicatedPLUS¹, which means that the participant will have to meet the following criteria at program entry to be eligible for a transfer to another PSH unit:

1. Experiencing chronic homelessness as defined in 24 CFR 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
4. Residing in transitional housing funded by a Joint transitional housing (TH) and rapid re-housing (PH-RRH) component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Note: Program participants who met the definition of chronically homeless in place at the time they entered the original PSH may transfer according to this policy into a project dedicated to individuals and families experiencing chronic homelessness. This means they are not required to meet the definition of chronically homeless established in the Defining Chronically Homeless Final Rule, published December 4, 2015, unless they entered PSH after January 15, 2016, but would have to meet the prior chronic definition in effect prior to 1/15/16.

Households may be assisted with ESG-funded Homelessness Prevention assistance (e.g., moving costs, rental assistance, housing stability case management, housing search and placement, etc.) so long as they meet the criteria under the “at risk of homelessness” definition or paragraph (2), (3), or (4) of the “homeless” definition and have an annual income below 30 percent of median family income for the area as determined by HUD.

Documentation Necessary for PSH to PSH Transfers:

- ***Verification of PSH eligibility;***
- ***[Verification of SPA application approval]***
- ***Written explanation of the reason a transfer is being requested;***
- ***Written explanation of all attempts made to meet client’s needs.***

This information should be sent via email to CE Management, Jessica Labia at jlabia@addresssthehomeless.org.

RRH to PSH Transfers (Chronic Homeless/Dedicated PLUS Only):

Households may be transferred from rapid rehousing to permanent supportive housing so long as the household met the eligibility criteria under the specific program and the requirements for the Permanent Supporting Housing project in the Notice of Funding Availability (NOFA) for the year the project was awarded, prior to entering the rapid re-housing program.

Requests for transfers from rapid re-housing to permanent supportive housing must be for households who are experiencing chronic homelessness and will be prioritized via the CES.

¹ <https://www.hudexchange.info/faqs/3284/what-is-a-dedicatedplus-project/>

Documentation Necessary for RRH to PSH Transfers:

- **Verification of PSH eligibility;**
- **[Verification of SPA application approval];**
- **Written explanation of the reason a transfer is being requested;**
- **Written explanation of all attempts made to meet client needs;**
- **Description of specific service needs that could not be met with RRH, requiring PSH-level support.**
- **Barriers to creating a long-term sustainable housing plan with RRH**

This information should be sent via email to CE Management, Jessica Labia at jlabia@addresssthehomeless.org.

RRH to RRH Transfers:

Households in RRH programs may be transferred to another CoC or ESG Program-funded rapid housing program so long as: (1) they are approved for transfer, (2) they met the eligibility requirements of the new RRH program at the time of enrollment into the original/current RRH program, and (3) a vacancy exists for transfer referral.

CoC RRH Eligibility: HUD Category 1 (literal homelessness), HUD Category 2 (imminent risk of homelessness within 14 days), HUD Category 4 (actively fleeing DV)

ESG RRH Eligibility: HUD Category 1 (literal homelessness)

ESG Homeless Prevention: HUD Category 2 (facing imminent risk of homelessness within 30 days)

Households facing imminent risk of homelessness may also be assisted with ESG-funded Homelessness Prevention assistance (e.g., moving costs, rental assistance, housing stability case management, housing search and placement, etc.) so long as they meet the criteria under the “at risk of homelessness” definition or paragraph (2), (3), of (4) of the “homeless” definition and have an annual income below 30 percent of median family income for the area as determined by HUD.

Documentation Necessary for RRH-to-RRH Transfers:

- **Verification of RRH eligibility at the time of enrollment (literal homelessness and/or actively fleeing DV).**
- **Written explanation of the reason a transfer is being requested.**
- **Written explanation of all attempts made to ensure ongoing housing retention.**

This information should be sent via email to jlabia@addresssthehomeless.org