

|   |   |  |
|---|---|--|
| <b>5-Year PHA Plan</b><br><b>(for All PHAs)</b> | <b>U.S. Department of Housing and Urban Development</b><br><b>Office of Public and Indian Housing</b> | <b>OMB No. 2577-0226</b><br><b>Expires: 03/31/2024</b> |
|---|---|--|

**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.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

| <b>A.</b>          | <b>PHA Information.</b>  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------|--|--------------------|----------|-----------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|-----|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>A.1</b>         | <div> <div> PHA Name: Housing Authority of the City of Galveston PHA Code: TX-017 </div> <div> PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2025 </div> <div> The Five-Year Period of the Plan (i.e. 2019-2023): 2025-2030 </div> <div> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </div> <div> <p><b>Availability of Information.</b> 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.</p> <p>The Agency Annual and Five-Year Plans are available online at <a href="http://www.ghatx.org">www.ghatx.org</a> as well as at 1211 21st Street, 2810 61st Street, and 4700 Broadway, in Galveston, Texas. In addition the Plan will be distributed to Resident Council members and the Resident Advisory Board.</p> </div> <div> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.) </div> <table border="1"> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> | Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program |                                 | PH                           | HCV | Lead PHA: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Participating PHAs | PHA Code   |                    |          |                             |                                 | Program(s) in the Consortia  | Program(s) not in the Consortia | No. of Units in Each Program |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  | PH                 | HCV      |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lead PHA:          |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    |  |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>B.</b>          | <b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.   |                    |          |                             |                                 |                              |                                 |                              |     |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|   |   |
|---|---|
| B.1   | <p><b>Mission.</b> 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.</p> <p>GHA creates excellent housing options by fostering public/private partnerships with best in class real estate developers, property managers, and service providers to leverage public funds with private investment and empower individuals, families and communities by providing tools and opportunities to move in, up, and out.</p>  |
| B.2   | <p><b>Goals and Objectives.</b> 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.</p> <p>Please see attachment labeled “TX017- v HUD 50075-5Y-B.2-Goals and Objectives FYB July 1 2025”</p>   |
| B.3   | <p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>Please see attachment labeled “TX 017 - v HUD 50075-5Y-B.3-Progress in Meeting Goals and Objectives since Last Five-Year Plan”</p>   |
| B.4   | <p><b>Violence Against Women Act (VAWA) Goals.</b> 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.</p> <p>GHA updated its VAWA Policy and procedures and required staff to have VAWA training this quarter. Please see attachment labeled “TX017 – v HUD 50075-5Y-B.4-VAWA Goals”</p>  |
| <b>C. Other Document and/or Certification Requirements.</b> |   |
| C.1   | <p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Housing Authority of the City of Galveston, Texas (GHA) will use the following definition for “Substantial Deviation” and “Significant Amendment or Modification” to the Agency Plan:</p> <ol style="list-style-type: none"> <li>1. Changes to rent or lease or grievance procedures.</li> <li>2. Any changes with regard to demolition activities</li> </ol> <p>An exception to this definition will be made for any of the above that are adopted to reflect changes mandated by Congress or HUD regulatory requirements; such changes will not be considered significant amendments by HUD.</p> |
| C.2   | <p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y    N<br/> <input type="checkbox"/>   <input type="checkbox"/></p> <p>(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.</p>   |

|     |   |
|-----|---|
| C.3 | <p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD-50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Please see attachment labeled “TX 017 - v HUD 50075-5Y-C.3-Form HUD-50077-SL”</p> |
| C.4 | <p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y    N</p> <p><input type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>   |
| D.  | <p><b><del>Affirmatively Furthering Fair Housing (AFFH).</del></b></p>  |

|  |  |                           |  |                           |  |                           |  |
|--|--|---------------------------|--|---------------------------|--|---------------------------|--|
| <b>D-1</b>   | <p><b>Affirmatively Furthering Fair Housing.</b> (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(e) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1"><tr><td data-bbox="215 432 1472 474"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="215 474 1472 816"><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td></tr></table> <table border="1"><tr><td data-bbox="215 842 1472 884"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="215 884 1472 1226"><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td></tr></table> <table border="1"><tr><td data-bbox="215 1251 1472 1293"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="215 1293 1472 1635"><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td></tr></table> | <b>Fair Housing Goal:</b> | <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> | <b>Fair Housing Goal:</b> | <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> | <b>Fair Housing Goal:</b> | <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> |
| <b>Fair Housing Goal:</b>  |  |                           |  |                           |  |                           |  |
| <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> |  |                           |  |                           |  |                           |  |
| <b>Fair Housing Goal:</b>  |  |                           |  |                           |  |                           |  |
| <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> |  |                           |  |                           |  |                           |  |
| <b>Fair Housing Goal:</b>  |  |                           |  |                           |  |                           |  |
| <u><i>Describe fair housing strategies and actions to achieve the goal</i></u> |  |                           |  |                           |  |                           |  |

**Galveston Housing Authority**  
**TX017 – 50075-5Y**  
**B.2 –Goals and Objectives**

**FYB July 1, 2025**

**1. HUD Strategic Goal: Support Underserved Communities**

PHA Goal: Invest in the Success of Communities:

- Implement a comprehensive Human Capital Plan for residents of housing developments and scattered sites, and participants in the HCV program, in conjunction with Human Capital partners
- Create and implement a comprehensive Maintenance and Modernization Plan with Capital Funds
- Continually improve public housing management and achieve High Performer (PHAS score)
- Continually improve voucher management and maintain High Performer (SEMAP score)
- Maintain excellent customer service and provide training to current and new staff
- PH Managers will attend at least three resident functions per year, including Resident Council meetings, or other social functions collectively, to interact with residents and/or discuss issues pertinent to their respective areas of responsibilities
- Provide enhanced services to current tenants through a comprehensive Resident Services program
- Provide access to technology to senior and disabled population through Computer centers and other services
- Continue resident Safety Awareness Classes
- Conduct at least four walkthroughs per year on the properties by the Public Housing Managers and Maintenance Director
- Work with local service providers to identify resources for victims of “Violence Against Women Act” (VAWA) and train staff to identify needs and connect participants with resources
- Modernize units by making them energy efficient, using guidelines put forth in GNPS
- Maintain and update public housing security improvements as needed
- Continue requesting Designations for particular resident groups (elderly, persons with disabilities)

- Provide intensive support and training to residents to form and maintain functional Resident Councils to be the voice of the residents
- Continue to require that each employee signs the Code of Ethics which includes the Equal Opportunity Non-Discrimination Statement at the time of employee orientation
- Provide training to employees on Fair Housing and equal opportunity
- Utilize reasonable accommodation documentation created by staff using HUD guidelines
- Conduct a Fair Housing program during Fair Housing Month (April)

## **2. HUD Strategic Goal: Ensure Access to and Increase the Production of Affordable Housing**

PHA Goal: Increase the Supply of Housing

- Explore GHA's role in meeting the overall need for affordable workforce housing in Galveston
- Explore participation in a housing needs assessment with local stakeholders
- Explore land acquisition for additional affordable housing communities
- Apply for additional rental vouchers if they become available during FYB July 1, 2025 – FYB July 1, 2030
- Encourage HCV Participants to enroll in the Family Self-Sufficiency (FSS) program which can help them eventually transition to Homeownership
- Seek opportunities to create public/private partnerships for development utilizing current property portfolio
- Actively participate in activities that increase housing opportunities for the community
- Explore Faircloth limit on Public Housing

PHA Goal: Improve Rental Assistance to address the need for affordable housing

- Consider conversion of current Public Housing units through RAD
- Increase occupancy rates to 96% in Public Housing and the Budget Utilization Rate to 100% in the Housing Choice Voucher

#### Program

- Provide and maintain mobility counseling as a part of HCV briefings to make clients aware of choices in housing
- Conduct outreach efforts to potential voucher landlords
- Utilize landlord information meetings to address programmatic efficiency and expand the knowledge base
- Use project based vouchers to offer more assisted housing choices
- Continue to complete modernization work two units at a time, decreasing the number of units offline at any given time

### **3. HUD Strategic Goal: Promote Homeownership**

PHA Goal: Expand Homeownership Opportunities, and engage renters earlier in the process to help them plan for Homeownership

- Invest in partnerships such as the City, the County, banks, lenders, and other service agencies
- Collaborate with local entities and municipality to utilize any available funds for homeownership
- Utilize homeownership vouchers
- Create and maintain public facilities corporations and other affiliates/subsidiaries where needed to advance development initiatives
- Build a network of partnerships and resources to facilitate goals of homeownership program
- Explore creating homeownership opportunities that empower public housing and HCV clients toward self-sufficiency
- Train HCV Staff to identify buyer ready participants for FSS/homeownership
- Work with local partners on a resource assessment to determine what is required to encourage investment on the island
- Partner with area banks for buyer education
- Develop/update tenant informational packets where necessary to properly educate residents about rental/homeownership markets
- Continue Housing Choice Voucher educational endeavors

PHA Goal: Promote self-sufficiency and asset development of assisted households

- Increase the number and percentage of employed persons in assisted families through Section 3 initiatives
- Focus on decreasing “0” income reporting families

- Continue to provide and attract supportive services to improve assisted recipients' employability
- Continue the Family Self-Sufficiency Program for HCV participants
- Provide resident access to technology at each site
- Establish and maintain a relationship with Galveston neighborhood associations in which assisted housing is located so they have a direct connection with the Agency
- Coordinate self-sufficiency activities for all residents
- Conduct informational community fairs at Gulf Breeze and Holland House
- Complete non-profit applications for resident councils
- Create a volunteer program and procedures for volunteers
- Create a Resident Grievance Board
- Provide resident orientations upon move-in to assisted housing, including a resident handbook
- Enforce HUD's community service requirements for qualifying Public Housing residents

#### **4. HUD Strategic Goal: Advance Sustainable Communities**

##### PHA Goal: Integrate Health and Housing

- Undertake affirmative measures to ensure access to and a suitable living environment for assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability
- Ensure that the waiting list is free from discrimination based on the varying factors above by utilizing preferences and policies established by the Board of Commissioners and approved by HUD
- Continue to ensure that maintenance concerns are addressed properly in the order in which they are received and without bias based on the varying factors above (barring emergency or life-threatening situation)
- Continue affirmative measures to ensure accessible housing to persons with all varieties of disabilities
- Continue to ensure that persons with disabilities are accommodated where necessary and to the greatest extent feasible
- Conduct informational community fairs and health fairs



at housing developments

- Maintain relationships with MHMR and Adult Protective Services where needed
- Manage cases and referral database for senior and disabled population
- Maintain and create additional partnerships with local agencies, social services, and educational entities to expand opportunities to enhance resident educational skills during FY 2021-2025
- Continue to provide and attract supportive services to increase independence of the elderly or families with disabilities
- Coordinate with Resident Councils to schedule recreational activities for all residents

**PHA Goal: Strengthen Environmental Justice**

- Continue utilizing the Designated Area Payment Standard to encourage families to move out of high poverty concentrated areas and move into low poverty communities and be exposed to opportunities within the community
- Utilize Scattered Sites and Mixed Income to reduce concentration
- Encourage strategic blight removal in areas related to the redeveloped sites and other HA-owned sites
- Continue to engage and partner with the City of Galveston to install, construct, or reconstruct streets, utilities, and site improvements essential to ongoing redevelopment efforts
- Continue to partner with the City of Galveston (via an inter-local agreement to share information) to identify non-HQS compliant landlords and move Agency clientele to affordable and safe housing that offers high opportunities for self-sufficiency

**5. HUD Strategic Goal: Strengthen HUD's Internal Capacity**

**PHA Goal: Support and Develop GHA Staff**

- Concentrate on efforts to improve specific management functions:
  - Continue to address lease violations immediately and appropriately
  - Continue to provide education for residents and landlords on Housing Quality Standards and tenant and landlord responsibilities
  - Continue to strictly enforce the HCV property standards with the goal to raise HQS without limiting

#### housing choices

- Continue to provide department specific training where needed/beneficial
- Require Housing Management Certification for all Asset Managers and assistants by the one year anniversary from date of hire
- Require HCV Inspectors to maintain Advanced Housing Quality Standards certification
- Complete 100% HQS inspections
- Continue to maintain at least 97% reporting rate of PIC submissions during 2025 – 2030
- Maintain HCV utilization (by Available Budget Authority) 90% or better during FY 2025-2030
- Maintain just-in-time (real time) materials procurement to meet maintenance, to reduce storage costs
- Obtain UPCS certifications for all AMP Managers

#### PHA Goal: Strengthen Information Technology, Cybersecurity, and Data Management

- Continue Staff training and implementation of data security protocols, including review of IT policy during new employee onboarding
- Utilize data and cyber security software

#### PHA Goal: Establish a Customer-Centric Culture

- Improve communication and set expectations with management partner MBM to ensure adequate services are provided to Mixed Income tenants of GHA
- Enhance assessments at Intake to provide the needed level of Resident Services to each tenant
- Continue to develop, implement and monitor training for each Program, (HCV, Public Housing) to ensure that our employees are thoroughly trained to be of service to our participants
- Create a program to recognize agency achievements, dedication and job performance, and promote teamwork
- Continue to update all GHA employee job descriptions to adequately fit current and required job duties
- Coordinate with Directors to create Standard Operating Procedures for each department to ensure consistency and assist in cross training

- Increase inter-departmental communication and collaboration to provide excellent service to residents and participants
- Continually update and train staff on Emergency Management Program
- Reevaluate investment climate and seek competitive, approved opportunities to generate income for the Agency
- Utilize online technology where possible with Landlords to streamline services
- Achieve and maintain occupancy rate of 98% or better in Public Housing
- Provide customer service training for staff
- Provide communication training for staff
- Centralize procurement documentation in digital format
- Create a database of current contracts and expiration dates
- Implement monthly team-building activities for staff at public housing sites
- Improve on intake, documentation and follow up in resident services (with addition of staff if possible)
- Provide professional training for members of Resident Councils
- Create a volunteer program for public housing sites

**TX017 - v HUD-50075-5Y**  
**B.3 – Progress In Meeting Goals and Objectives**  
**Since Last Five-Year Plan (FYB July 1, 2020)**

**FYB July 1, 2025**

**1. HUD Strategic Goal: Strengthen the Nation's Housing Market**

PHA Goal: Create financially sustainable homeownership opportunities

Objectives:

- Invested in partnerships: lenders, banks
- Provided educational opportunities for HCV participants to learn about Homeownership through the FSS program

PHA Goal: Protect and educate consumers when they buy, refinance, or rent a home

Objectives:

- Partnered with area banks for buyer education
- Conducted program orientations for both tenants and landlords routinely

**2. HUD Strategic Goal: Meet the Need for Quality Affordable Housing**

PHA Goal: Restore the supply of assisted housing in Galveston

Objectives:

- Worked with the Texas General Land Office and HUD to increase affordable housing options in Galveston

PHA Goal: Increase assisted housing choices

Objectives:

- Provided and maintained mobility counseling as a routine part of HCV briefings to make clients aware of choices in housing
- Completed PBV scattered sites component of redevelopment constructed by developers in conjunction with Texas General Land Office (97 PBVs)

**3. HUD Strategic Goal: Utilize Housing as a Platform for Improving Quality of Life**

PHA Goal: Improve the quality of assisted housing and foster an improved living environment

Objectives:

- AMP Managers attended resident council meetings and other social functions to interact with residents and/or discuss issues pertinent to their respective areas of responsibility
- Provided enhanced services to senior and disabled population through Computer centers
- Published senior newsletters on a monthly basis
- Conducted quarterly walkthrough on the properties by the Public Housing Managers and Maintenance Director
- Renovated/modernized public housing units
- Worked with community partners to inform and educate residents on a variety of services and opportunities
- Provided National Night Out activities promoting community involvement, safety and security (crime awareness)
- Continued and maintained public housing security improvements – expanded police presence, additional monitors, security cameras, ID badge system, contracted with security company for increased presence of security personnel
- Held monthly tenant meetings for education, information sharing, and to get input from residents
- Addressed Exigent Health and Safety Deficiencies of REAC inspections within 24-hour notice period
- Obtained elderly/disabled designation for Holland House Apartments

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Continued partnerships with various social service programs
- Provided supportive services to increase independence for the elderly or families with disabilities
- Continued the Family Self-Sufficiency Program and conducted additional outreach for increased awareness of FSS program
- Continued HCV Homeownership Programs
- Partnered with supportive services to improve participants' employability, i.e. Texas WorkForce, and sought avenues with local educational institutions to expand opportunities to enhance residents' skills
- Partnered with Human Capital provider for supportive services to residents of the mixed income communities

#### **4. HUD Strategic Goal: Build Inclusive and Sustainable Communities Free from Discrimination**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives:

- Undertook affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, or marital status
- Ensured that the waiting list was free from discrimination based on the varying factors above
- GHA has certified that it has taken affirmative measures, including displaying a statement on the Home page of our website [www.ghatx.org](http://www.ghatx.org)
- Conducted AFFH training for staff including Section 504
- Conducted Fair Housing Workshop open to all Galveston citizens and officials in partnership with the City of Galveston during Fair Housing Month
- Abided by GHA's policies and procedures when admitting persons to housing from the waiting lists, including admitting based on established preferences:
  - Former GHA Public Housing Families displaced as a result of a natural disaster
  - Preference for City of Galveston Residents
  - Disability Preference
  - Elderly Preference
  - Working Preference
  - Job Training/School Preference
  - Veterans' Preference
- Undertook affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, disability, sexual orientation, gender identity, or marital status
- Ensured that maintenance concerns were addressed properly in the order in which they were received and without bias based on the varying factors above
- Undertook affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
- Ensured that persons with disabilities were accommodated where necessary and to the greatest extent feasible
- Continued to use mechanism for clients to notify GHA of need for reasonable accommodation
- Each employee signs a Code of Ethics Statement which includes an Equal Opportunity Non-Discrimination Statement at the time of the employee orientation

PHA Goal: Seek ways to address blight and deconcentrate poverty

Objectives:

- Continued to work with GHA's mixed income management partner to promote income mixing and deconcentrate poverty through GHA's redevelopment plans
- Worked with the Texas General Land Office and HUD as they implemented the plan to use scattered sites as part of the overall redevelopment plan

## **5. HUD Strategic Goal: Transform the way HUD does Business**

PHA Goal: Prepare staff to perform the business functions of the agency more effectively

### Objectives:

- Concentrated on efforts to improve specific management functions: (i.e. Quality Control; Public Housing finance; voucher unit inspections; work order turnaround)
- Provided department specific training where needed/beneficial
- Continued to require Housing Management Certification for all Asset Managers by the one year anniversary from date of hire
- Obtained Housing Quality Standards certification for HCV Inspectors
- Obtained HCV Certification for all Case Managers
- Continued to utilize process of intake and documentation for tenants and landlords to address concerns and complaints with the Agency
- Continued to use Standard Operating Procedure for HCV staff regarding return call policy to effectively track communication and improve customer service
- Stayed abreast of current technologies in order to build organization working capacity
- Web Based applications utilized in Public Housing and Housing Choice Voucher program where required
- Continued to respond to Open Records Requests in a timely fashion as required by law
- Continued use of website and social media to inform staff, residents, and the public
- Utilized online technology where possible with Landlords and Waitlist Applicants to streamline services
- Updated HCV forms to improve processes
- Maintained at least 98% reporting rate of PIC submissions
- Maintained just-in-time (real time) materials procurement to meet maintenance, to reduce storage costs
- Continued to utilize Standard Operating Procedures for payments from escrow accounts

# GALVESTON HOUSING AUTHORITY

## VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY (Revised)

### I. PURPOSE AND APPLICABILITY

The purpose of this policy is to implement the requirements of the Violence Against Women Act (VAWA) with respect to the responsibilities of the PHA regarding domestic violence, dating violence, sexual assault and stalking. This policy shall be applicable to all of the federally-subsidized housing programs administered by the PHA and shall be part of the Housing Choice Voucher Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy by reference. Protections under this policy are available to all victims regardless of sex, gender identity, or sexual orientation and will be applied consistent with all nondiscrimination and fair housing requirements.

### II. 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, sexual assault and stalking.
- C. Providing and maintaining housing opportunities for victims of violence, dating violence, sexual assault and stalking.
- D. Creating and maintaining collaborative arrangements between the PHA, law enforcement authorities, victim service providers and others to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence, sexual assault and stalking.
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault and stalking affecting individuals assisted by the PHA.

### III. DEFINITIONS

- A. Domestic Violence - includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, by a person who is living with or has lived with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the 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. Spouse or Intimate Partner - includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.



- C. Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
- D. Sexual Assault - is any type of sexual contact or behavior that occurs without the explicit consent of the recipient, including when the individual lacks capacity to consent.
- E. Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's individual safety or the safety of others, or suffer substantial emotional distress.
- F. Affiliated individual - with respect to an individual, means
  - (1) a spouse, parent, brother, sister, or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of that individual); or
  - (2) any other person living in the household of that individual.
- G. Perpetrator - a person who commits acts of domestic violence, dating violence, sexual assault, or stalking against a victim.
- H. VAWA Self Petitioner - refers to noncitizens who claim to be victims of “battery or extreme cruelty”. Battery or extreme cruelty includes domestic violence, dating violence, sexual assault, and stalking. VAWA allows these noncitizens to self-petition for Lawful Permanent Resident (LPR) status without the cooperation of or knowledge of their abusive relative.

#### **IV. NOTIFICATIONS PROVIDED**

- A. All applicants and tenants of all PHA Housing Programs will be provided HUD-5380, "Notification of Occupancy Rights Under the Violence Against Women Act (VAWA)" and HUD-5382, "Certification of Domestic Violence, Dating violence, Sexual Assault, or Stalking and Alternate Documents" at the following times:
  - (1) at time of denial of assistance or admission
  - (2) at time of providing of assistance or admission
  - (3) at any eviction or termination
  - (4) at recertification or lease renewal
- B. These forms will be provided in the applicable language, if necessary, in with Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

## **V. ADMISSIONS AND SCREENING**

- A. Non-Denial of Assistance - The PHA will not deny assistance or admission to any person because that person is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, provided that such person is otherwise qualified for admission.
- B. Mitigation of Disqualifying Information
  - (1) An applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, may request that the PHA take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling.
  - (2) If requested by an applicant to take such mitigating information account, the PHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information.
  - (3) The PHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

## **VI. TERMINATION OF TENANCY OR ASSISTANCE**

- A. VAWA Protections
  - (1) A tenant may not be denied tenancy or occupancy rights solely the basis of criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking if
    - a. the criminal activity is engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant and
    - b. the tenant or an affiliated individual of the tenant is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking
  - (2) An incident of actual or threatened domestic violence, dating violence, sexual assault, or stalking shall not be considered as a serious or repeated violation of the lease by the victim or threatened victim or good cause for terminating the assistance, tenancy or occupancy rights of the victim or threatened victim of such incident.
- B. Limitations of VAWA Protections
  - (1) Nothing in the above section limits the authority of the PHA to comply with a court order with respect to the rights of access or control of property, including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking, or the distribution or possession of property among members of a household.
  - (2) Nothing in the above section limits any available authority of the PHA to evict or terminate assistance to a tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking. However, the PHA will not hold to a more demanding

standard, a tenant or an affiliated individual who is or has been a victim of or domestic violence, dating violence, sexual assault, or stalking.

(3) Nothing in the above section limits the authority of the PHA to evict or terminate from assistance any tenant or lawful applicant if

- a. PHA 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 the assistance, and
- b. no other actions that could be taken to reduce the threat have been successful, including transferring the victim to a different unit, barring the perpetrator from the property, involving law enforcement, or seeking other legal remedies to prevent the perpetrator from acting on a threat.

## **V II. VERIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

A. Requirement for Verification. Subject only to waiver as provided in paragraph D below, it is the policy of GHA and McCormack Baron Management to require verification in all cases where an individual requests protection against an action involving domestic violence, dating violence, sexual assault, or stalking when seeking to exercise VAWA rights. Verification may be accomplished in one of three ways:

(1) Completing HUD-5382, "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking".

(2) Other 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 domestic violence, dating violence, sexual assault, or stalking, or the side effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury that the incident or incidents in question are bona fide and meet the requirements of the applicable definition set forth in this policy.

(3) Police or court record - provided to the PHA by federal, state, tribal, or local police or court record describing the incident or incidents in question.

B. Time Allowed. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking, and who is requested by the PHA to provide verification, must provide such verification within 14 business days 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. If the PHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), the PHA has the right to request that the tenant provide third-party documentation within thirty 30 calendar days in order to resolve the

conflict. Failure to provide third-party documentation where there is conflicting evidence will result in loss of protection under VAWA and this policy against a proposed adverse action.

- D. Waiver of verification requirement. With respect to any specific case, the PHA may 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. 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.
- E. **Upon receipt of one of these forms of documentation, GHA employees are prohibited from conducting further fact finding for the purpose of trying to verify the "validity" of an applicant, tenant, or participant's victim status. GHA employees may only request additional documentation if there is conflicting information (i.e. two or more members of the same household submit conflicting documentation each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator. Regarding whom is the perpetrator). GHA must provide the individual with 30 days to provide additional documentation if such circumstances arise.**
- F. Within five business days of receiving an emergency transfer request, the PHA will respond, including but not limited to, approving a request, requesting additional documentation or informing the tenant if there is conflicting documentation, as well as informing the tenant of the current availability of units when seeking an internal emergency transfer or providing assistance if the tenant is seeking an external emergency transfer.

## **VIII. NON-CITIZEN SELF-PETITIONER VERIFICATION**

- A. Financial assistance to ineligible noncitizens will not be denied while verifying immigration status.
- B. Self-petitioners can indicate that they are in "satisfactory immigration status" when applying for assistance or continued assistance. "Satisfactory immigration status" means an immigration status which does not make the individual ineligible for financial assistance. After verifying such immigration status in the Department of Homeland Security (DHS) Systematic Alien Verification for Entitlements (SAVE) System, PHAs will make a final determination as to the self-petitioner's eligibility for assistance.
- C. In order to qualify, the noncitizen victim must have been battered or subjected to extreme cruelty by their spouse or parent, who is a U.S. citizen or LPR (Lawfully Permanent Resident).
- D. Once a PHA receives a self-petition (INS Form I-360 or I-130) or INS Form 797, PHA will not request any additional information from the VAWA self-petitioner, other than what is required using the SAVE system to complete the verification.
- E. When a PHA receives a self-petition or INS Form 797 Notice of Action, the PHA will initiate verification in the SAVE System.
- F. Final determination from the SAVE System. PHA will receive one of two confirmations:

- (1) the VAWA self-petition is verified, in which case the applicant is immediately eligible for housing and no evidence of battery or extreme cruelty shall be requested or collected;
- (2) the I-130 is verified, in which case the petitioner submitting a family-based visa petition must provide to the PHA any evidence of “battery or extreme cruelty.”

G. Housing assistance and all other VAWA protections will be granted to the self-petitioner throughout the verification process until a final determination of LPR (Lawful Permanent Resident) status is made. If the final determination is to deny the VAWA self-petition or LPR petition, the PHA must alert the petitioner and take actions to terminate voucher assistance or evict the petitioner from public housing in accordance with the existing public housing requirements.

## **IX. EMERGENCY TRANSFER PLAN**

### **A. Eligibility for Transfer**

In accordance with the Violence Against Women Act (VAWA) the PHA 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, regardless of sex, gender identity, or sexual orientation. The ability of the PHA to honor such request for tenants currently receiving assistance may depend upon

- (1) a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and
- (2) on whether the PHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

### **B. Requesting a transfer**

- (1) To request an emergency transfer the tenant shall notify the PHA office and submit a written request for a transfer (HUD-5383). The tenant may submit the written request by any of the following methods: hand delivery; via email to [hvcms@ghatx.org](mailto:hvcms@ghatx.org) via fax to (409) 765-1908, or via mail: 4700 Broadway Suite A100 Galveston TX 77551, Attention: HCV Supervisor. GHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant’s written request for an emergency transfer should include either:
  - a. 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 the PHA’s program; or
  - b. 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.
- (2) The PHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, the PHA will 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.

- (3) If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit.
- (4) 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. The PHA may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.
- (5) In cases where the PHA determines that the family's decision to move out of the PHA housing was reasonable under the circumstances, the PHA may wholly or partially waive rent 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.
- (6) Portability - An HCV-assisted tenant will not be denied portability to a unit located in another jurisdiction so long as the tenant has complied with all other requirements of the Housing Choice Voucher program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- (7) If the PHA has no safe and available units for which a tenant who needs an emergency is eligible, the PHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.
- (8) At the tenant's request, the PHA 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.

#### C. Safety and Security of Tenants

- (1) Confidentiality - The PHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the PHA 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.
- (2) 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.
- (3) 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).
- (4) 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/>.

- (5) 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>.

## **X. OTHER REMEDIES**

### **A. Lease Bifurcation**

- (1) The PHA may bifurcate a lease; that is, remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to that member who engages in criminal activity related to of domestic violence, dating violence, sexual assault, or stalking. In such a case, it does not matter that the perpetrator was a signatory to the lease and the victim is allowed to stay in the unit or on the program.
- (2) In removing the perpetrator from the household, the PHA will follow all federal, state and local eviction procedures.
- (3) If the evicted person was the eligible person in the household, the remaining tenants will be given 90 days from the date of bifurcation of the lease to:
  - a. establish eligibility for the program they are currently under
  - b. establish eligibility under another program, or
  - c. find alternative housing.

### **B. Efforts to promote housing stability**

The PHA will make every effort that is feasible and permissible to assist victims to remain in their units or other units of the PHA and/or retain assistance. The PHA will bear the cost of any transfer, where permissible.

### **C. Relationships with service providers**

It is the policy of the PHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If the PHA becomes aware that an individual assisted by the PHA is a victim of domestic violence, dating violence, sexual assault or stalking, the PHA 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 the PHA 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. The PHA's annual Public Housing Agency Plan shall describe providers of shelter or services to victims of domestic violence with which the PHA has referral or other cooperative relationships.

## **ATTACHMENT I**

### **LOCAL AND NATIONAL RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

#### **A. LOCAL DOMESTIC VIOLENCE SERVICES AND RESOURCES IN GALVESTON/GALVESTON COUNTY**

1. Below is a non-exhaustive list of local domestic violence-related services and resources in the Galveston/Galveston County area. This section may be amended and revised periodically, as needed, without the need for approval from the GHA Board of Commissioners so that changes or updates to contact information may be promptly made whenever discovered.
  - a. Resource and Crisis Center (RCC) of Galveston County Hotline 1-888-919-7233
  - b. Galveston Police Department, Chaplain Coordinator Crime Victims Liaison, 409-765-3662
  - c. Bay Area Turning Point Hotline 281-286-2525
  - d. Advocacy Center for Children of Galveston County 409-766-5950

#### **B. NATIONAL RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY)



## ATTACHMENT II

### Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>

#### To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **the affordable housing programs offered by the Galveston Housing Authority** are in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

#### Protections for Applicants

If you otherwise qualify for assistance under **the affordable housing programs offered by the Galveston Housing Authority** you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### Protections for Tenants

If you are receiving assistance under **the affordable housing programs offered by the Galveston Housing Authority** you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **the affordable housing programs offered by the Galveston Housing Authority** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

#### Removing the Abuser or Perpetrator from the Household

Housing Authority may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Housing Authority chooses to remove the abuser or perpetrator, Housing Authority may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, Housing

---

<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Authority must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, Housing Authority must follow Federal, State, and local eviction procedures. In order to divide a lease, Housing Authority may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, Housing Authority may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, Housing Authority may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Housing Authority will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

Housing Authority's emergency transfer plan provides further information on emergency transfers, and Housing Authority must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

Housing Authority can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from Housing Authority must be in writing, and Housing Authority must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. Housing Authority may extend the deadline for the submission of documentation upon your request by an addition ten (10) business days.

You can provide one of the following to Housing Authority as documentation. It is your choice which of the following to submit if Housing Authority asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- ☐ A complete HUD-approved certification form given to you by Housing Authority with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- ☐ A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- ☐ A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- ☐ Any other statement or evidence that Housing Authority has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, Housing Authority does not have to provide you with the protections contained in this notice.

If Housing Authority receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), Housing Authority has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, Housing Authority does not have to provide you with the protections contained in this notice.

### **Confidentiality**

Housing Authority must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

Housing Authority must not allow any individual administering assistance or other services on behalf of Housing Authority (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Housing Authority must not enter your information into any shared database or disclose your information to any other entity or individual. Housing Authority, however, may disclose the information provided if:

- ☐ You give written permission to Housing Authority to release the information on a time limited basis.
- ☐ Housing Authority needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- ☐ A law requires Housing Authority or your landlord to release the information.

VAWA does not limit Housing Authority's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you.

However, Housing Authority cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if Housing Authority can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If Housing Authority can demonstrate the above, Housing Authority should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

### **Non-Compliance with the Requirements of This Notice**

You may report the Housing Authority's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with HUD Field Office in Denver, CO, 1-303-672-5440, or for persons with hearing impairments, 1-800-545-1833.

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, Housing Authority must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact the Galveston Housing Authority, 409 765-1900

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1- 800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact the Resource and Crisis Center (RCC) of Galveston County Hotline 1-888-919-7233, local 409765-7233.

For 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>. For help regarding sexual assault and for victims of stalking seeking help, please contact the Resource and Crisis Center (RCC) of Galveston County Hotline 1-888-919-7233.

.

**Attachment:** Certification form HUD-5382

## ATTACHMENT III

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017  
HUD-5382

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: \_\_\_\_\_

2. Name of victim: \_\_\_\_\_

3. Your name (if different from victim's): \_\_\_\_\_

4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

5. Residence of victim: \_\_\_\_\_

6. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_

10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



## ATTACHMENT IV

### EMERGENCY TRANSFER REQUEST FOR CERTAIN VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0286  
Exp. 06/30/2017  
HUD-5383

**Purpose of Form:** If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

#### **The requirements you must meet are:**

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

**(2) You expressly request the emergency transfer.** Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

**Submission of Documentation:** If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a



time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER**

1. Name of victim requesting an emergency transfer: \_\_\_\_\_

2. Your name (if different from victim's) \_\_\_\_\_

3. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

4. Name(s) of other family member(s) who would transfer with the victim: \_\_\_\_\_

5. Address of location from which the victim seeks to transfer: \_\_\_\_\_

6. Address or phone number for contacting the victim: \_\_\_\_\_

7. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

8. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

9. Date(s), Time(s) and location(s) of incident(s): \_\_\_\_\_

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. \_\_\_\_\_

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: \_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_



**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, \_\_\_\_\_, the \_\_\_\_\_  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2026-2030 and/or Annual PHA Plan for fiscal year 2026 (FYB July 1, 2025) of the Housing Authority of the City of Galveston is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Galveston

\_\_\_\_\_  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

---

---

---

---

---

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title:

Signature:

Date:

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.