HOUSING AUTHORITY
OF THE CITY OF PEKIN

Dear Applicant,

Attached you will find the necessary forms to be completed in order to be placed on our Waiting List. Please take the time to read the entire packet before completing the application. If the application is not filled out completely, it could delay the processing.

Section A is to be retained for your records; it contains the following pages:

- Dear Applicant Letter
- Tenant Selection and Assignment Plan
- Community Service Policy
- Things You Should Know Form
- VAWA

Section B should be completed in full and returned to our office any day Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. with the exception of holidays. The Housing Authority office will be closed on the following dates for holidays in 2018:

January 1, 2018
January 15, 2018
February 19, 2018
March 30, 2018
May 28, 2018
July 4, 2018
September 3, 2018
October 8, 2018
November 12, 2018
November 22, 2018
November 23, 2018
December 25, 2018

Thank you,

Management

Section A

1901 Broadway • Pekin, Illinois 61554 • Phone: 309.346.7996• Fax: 309.346.7457
www.pekinhousingauthority.com

9.0 TENANT SELECTION AND ASSIGNMENT PLAN
9.1 PREFERENCES

- Pekin Housing Authority does not assign any State or Local Preferences to Applicants.

All applications will be accepted and added to the waiting list by date and time of application on a first come first serve basis.

9.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Minimum Number of Persons	Maximum Number of Persons
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster care. The Housing Authority will not give a bedroom allowance for children of non-custodial parents. The child will be allowed as a visitor in the unit for the time specified by the court decision.

In addition, the following considerations may be taken in determining bedroom size:

A. Children of the same sex will share a bedroom.
B. Children of the opposite sex, both under the age of five, will not be required to share a bedroom.
C. Adults and children will not be required to share a bedroom.

Exception is for a single parent with a child under the age of five of the same sex.

D. Foster-adults or foster-children will not be required to share a bedroom with family members.

9.3 TENANT SELECTION

The Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To ensure this requirement is met, we shall annually monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely-low income families.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

9.4 DECONCENTRATION POLICY

It is the Housing Authority's policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement. The worksheet for the analysis can be found

in Appendix 1.

9.5 DECONCENTRATION INCENTIVES

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development. Various incentives may be sued at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

9.6 OFFER OF A UNIT

When the Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who:

- Has the highest priority for this type of unit or development,
- Whose income category would help to meet the de-concentration goal and/or the income targeting goal, and
- Who has been determined to be eligible and the screening determinations on the applicant have been completed.

The Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision will be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority will send the family a letter documenting the offer and the rejection.

9.7 REJECTION OF UNIT

If, in making the offer to the family, the Housing Authority skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected without good cause.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes, but is not limited to, reasons related to health or proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

9.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later. Exceptions to this policy require written approval from the Housing Authority.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges (if applicable), the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of the lease signing. **The security deposit will be $200.00.**

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

COMMUNITY SERVICE POLICY

(included in Admissions & Continued Occupancy Policy)

13.1 *COMMUNITY SERVICE/SELF SUFFICIENCY*

In order to be eligible for continued occupancy, each adult family member who is not exempt must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program (as defined in the regulations) or (3) perform eight (8) hours per month of combined activities (community service and economic self-sufficiency programs).

Family members may not skip one month and make up the hours during the following months, unless special circumstances warrant it. The Housing Authority will make the decision to deviate from this schedule on an individual basis.

Family members, who believe they have a special circumstance which will prevent them from completing their community service hours for a given month, must notify the Housing Authority in writing within 10 business days of the circumstances becoming known. The Housing Authority will review the request and notify the family member, in writing, of its determination within 10 business days. The Housing Authority may require documentation to support the family members claim.

Although individual family members may complete more than the required minimum 8 hours of community service or self-sufficiency, the Housing Authority will only count the 8 hours for any given month.

13.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

A. Family members who are 62 or older.

B. Family members who are blind or disabled and who certify that because of their disability they are unable to comply with the service provisions.

C. Family members who are the primary care giver for someone who is blind or disabled.

D. Family members who work a minimum of 30 hours per week at a defined work activity or combination of work activities as defined in Section 407d of the Social Security Act listed below.

E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other state welfare program, including the welfare-to-work program.

F. Family members receiving assistance under a state program funded under part A title IV of the Social Security Act or under any other state welfare program, including welfare-to-work and who are in compliance with that program.

13.3 NOTIFICATION OF THE REQUIREMENT

The Housing Authority will notify all family members of the community service requirement at admission and at annual and interim recertifications. The notification will include the requirements and exemptions from the requirements and will provide the family member the opportunity to claim and explain an exempt status. If the family member claims an exemption, they will be required to complete an exemption form. The Housing Authority shall verify all exempt claims using the verification and documentation requirements. The Housing Authority will make the final decision to grant or not grant the exemption from the community service requirement.

The notification will advise families that their service obligation will begin for:

- new tenants, on the first day of the first full month after admission
- existing tenants, on the first day of the first full month after determination of a non-exempt status.

The notification will also advise family members that failure to comply with the community service/self-sufficiency requirement will result in ineligibility for continued occupancy at the time of any subsequent annual recertification.

13.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

13.5 IMPLEMENTATION

At admission and each annual recertification thereafter, the Housing Authority will do the following:

A. Provide a list of volunteer opportunities to the family members.

B. Provide information about obtaining suitable volunteer positions.

C. Provide a volunteer timesheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

D. Assign family members to the Housing Authority Tenant Services Coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The Tenant Services Coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

E. Thirty (30) days before the family's annual recertification, the Tenant Services Coordinator will advise the Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Housing Authority will notify any family member found to be in non-compliance with the requirement. The notice will:

1. Briefly describe the non-compliance.
2. State that the Housing Authority will not renew the lease at the end of the twelve-month lease term unless:
   a. The tenant, and any other noncompliant resident, enter into a written agreement with the Pekin Housing Authority to cure the noncompliance, and in fact cure such non-compliance in accordance with such agreement; or
   b. The family provides written assurance satisfactory to the Housing Authority that the tenant or other noncompliant resident no longer resides in the unit.
3. State that the tenant has the right to request a grievance hearing on the Pekin Housing Authority determination.

13.7 OPPORTUNITY FOR CURE

The Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the recertification of the lease. The agreement shall

state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the previous commitment until the previous year's commitment is made.

The Tenant Services Coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than eight (8) hours after three (3) months, the Housing Authority shall take action to terminate the lease.

U.S. Department of Housing and Urban Development
Office of Inspector General

November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose

This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud

The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house:
- Required to repay all overpaid rental assistance you received:
- Fined up to S 10,000:
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

Asking Questions

When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

Completing The Application

When you answer application questions, you must include the following information:

Income

- All sources of money you or any member of your household receive (wages. welfare payments, alimony, social security, pension, etc.):
- Any money you receive on behalf of your children (child support, social security for children, etc.);
- Income from assets (interest from a savings account, credit union, or certificate of deposit: dividends from stock, etc.);
- Earnings from second job or part time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive)

Assets

- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.. that are owned by you and any adult member of your family's household who will be living with you.

- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Recertifications

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to:
HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.

 THIS DOCUMENT MAY BE REPRODUCED WITHOUT PERMISSION

HOUSING AUTHORITY
OF THE CITY OF PEKIN

The Housing Authority of the City of Pekin Domestic Violence Policy implementing the Final Rule requirements of VAWA 2013 through HUD regulations (81 FR 80724)

The purpose of this Policy is to ensure the safety of all Pekin Housing Authority tenants, assisted families and applicants, when applying for admission to a covered housing program, who is the victim of domestic violence, dating violence, sexual assault and stalking. The policy protections are not limited to women, but to all eligible persons without regard to sex, gender identity, or sexual orientation.

1. The Housing Authority of the City of Pekin will provide all current tenants, assisted families and applicants, who are applying for admission, to its Public Housing and Rural Development properties the *Notice of Occupancy Rights Under the Violence Against Women Act to notify them of their rights under this Act.
2. The Housing Authority will modify its annual and five-year plan to meet the objectives of the Act.
3. The Housing Authority will not deny assistance or admission, terminate participation in, or evict a tenant based on an adverse factor, if the adverse factor is determined to be a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.
4. It is the responsibility of the applicant or tenant to:
    a. Inform the Housing Authority that they are a victim of domestic violence, dating violence, sexual assault, or stalking; and
    b. Provide enough information for the Housing Authority to make a determination regarding the adverse factor they are claiming was a direct result of domestic violence, dating, sexual assault, or stalking
5. The Housing Authority may evict or terminate assistance for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the tenant or an affiliated individual of the tenant. The Housing Authority may still evict victims of domestic violence for any lease violations not relating to the domestic violence, or if the tenancy creates a threat to other residents or the employees of the property.

6. The Housing Authority will request in writing that individuals certify that they are victims of domestic violence, dating violence, sexual assault, or stalking, using the form HUD-5382, which will be included with the VAWA Notice of Occupancy Rights (form HUD-5380). Certification may also be or include one of the following:

a. Verbal Statement if the Housing Authority is aware of the abuse and can corroborate the statement;
b. Federal, state, or tribal court record;
c. A signed statement from a victim's service provider, attorney, or medical or health professional from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault or stalking or the effects of the abuse.

The Housing Authority, at its discretion, may choose to rely solely on the tenant's statements and other corroborating evidence of the domestic violence without official documentation. If requested the documentation must be returned to the Housing Authority within 14 business days after the date that the individual received the written request from the Housing Authority.

7. If the PHA denies VAWA protections, tenants and applicants will have the right to appeal the decision using the Housing Authority grievance policy procedures.

8. *The Notice of Occupancy Rights will be made available in multiple languages. All information provided to the Housing Authority regarding domestic violence will be kept confidential and will not be entered in any shared databases or disclosed to any other entity or individual, except to the extent that disclosure is:

a. Requested or consented to in writing by the individual (victim) in a time-limited release:
b. Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or
c. Otherwise required by applicable law

9. The Housing Authority of the City of Pekin has developed an Emergency Transfer Plan which:

a. Defines the tenants/participants eligible for an emergency transfer;
b. List documentation needed to request an emergency transfer;
c. Outlines the PHA confidentiality protections; and
d. Describes how an emergency transfer may occur.

10. The Housing Authority will keep confidential records of all emergency transfers requested under the Emergency Transfer Plan, and the outcomes of such requests, and retain these records for a period of three years, or for a period of time as specified in program regulations. The Housing Authority will also report the requests and outcomes of the request to HUD on an annual basis.

11. The Housing Authority may decide to bifurcate a tenant lease or remove a household member or lawful occupant from the lease, if it has evidence the household member is engaged in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual. If the individual removed/evicted was the eligible household tenant, the Housing Authority will provide any remaining tenant(s) that were not already eligible a period of 30 calendar days from the date of bifurcation of the lease to:

a. Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;

b. Establish eligibility under another covered housing program; or

c. Find alternative housing

The Housing Authority will allow non-citizen victims of covered crimes to self-certify that they are in "Satisfactory immigration status"(meaning they are in 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 of Entitlements (SAVE) System, we will make a final determination as to the self-petioner's eligibility for assistance (PIH 2017-02).

12. The Housing Authority may allow a tenant to end their lease early and vacate the unit if a family member is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and the family needs to move out to protect the health or safety of the victim.

Definitions:

Actual and imminent threat refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm.

Affiliated individual, with respect to an individual, means:

a. 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.
b. Any individual, tenant, or lawful occupant living in the household of that individual

Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants.

Covered housing provider refers to the individual or entity under a covered housing program, and as defined by each program in its regulations, that has responsibility for the administration and /or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities.

Dating violence means violence committed by a person:

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    1) The length of the relationship
    2) The type of relationship; and
    3) The frequency of interaction between the persons involved in the relationship

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

a. A current or former spouse or intimate partner of the victim
b. By a person with whom the victim shares a child in common
c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
e. 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

The term "spouse or intimate partner of the victim" 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

Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

a. Fear for the person's individual safety or the safety of others; or
b. Suffer substantial emotional distress

_____ _____

Tenant Signature Date

_____ _____

Tenant Signature Date

_____ _____

Housing Authority Signature Date

NOTICE OF OCCUPANCY RIGHTS UNDERTHE VIOLENCE AGAINST WOMEN ACT

U.S. Department of Housing and Urbar
Developmen
OMB Approval No. 2577-028(
Expires 06/30/201

Housing Authority of the City of Pekin

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. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **The Housing Authority of the City of Pekin** is 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 Housing Authority of the City of Pekin Public Housing and Rural Development Programs'** you cannot be denied admission or 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 from **The Housing Authority of the City of Pekin,** 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.

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 **Public Housing or Rural Development Programs, provided by The Housing Authority of the City of Pekin**, 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:
The 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 the Housing Authority chooses to remove the abuser or perpetrator, they 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, the Housing 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, the Housing Authority must follow Federal, State, and local eviction procedures. In order to divide a lease, the 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, the 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 the 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 for an 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.

The 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.
The Housing Authority's emergency transfer plan provides further information on emergency transfers, and the 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:

The 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 the Housing Authority must be in writing, and they 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. The Housing Authority may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to the Housing Authority as documentation. It is your choice which of the following to submit if the 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 HP 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 the Housing Authority has agreed to accept.

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

If the 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), the 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, the Housing Authority does not have to provide you with the protections contained in this notice.

Confidentiality:
The 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.

The Housing Authority must not allow any individual administering assistance or other services on behalf of the 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.

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

☐ You give written permission to the Housing Authority to release the information on a time limited basis.

☐ The 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 the Housing Authority or your landlord to release the information.

VAWA does not limit the 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 terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, the 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 the 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 the Housing Authority can demonstrate the above, the 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 a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with The **U.S. Department of**

Housing and Urban Development, Office of Public Housing, Illinois State Office, 77 West Jackson Boulevard, 24th Floor, Chicago IL 60604-3507, (312) 353-1915
For Additional Information

You may view a copy of HUD's final VAWA rule at **(CFR) part 5, subpart https://www.hud.gov/program_offices/public_indian_housing/regs/fedreg**. Additionally, the 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 City of Pekin Housing Authority office at 1901 Broadway, Pekin IL, 61554 or (309) 346-7996.**

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 Center for Prevention of Abuse, PO Box 3855, Peoria, IL 61612-3855, (309) 691-0551, **http://www.centerforpreventionofabuse.org/**

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, you may contact The Center for Prevention of Abuse, PO Box 3855, Peoria, IL 61612-3855, (309) 691-0551, **http://www.centerforpreventionofabuse.org/**

Victims of stalking seeking help may contact The Center for Prevention of Abuse, PO Box 3855, Peoria, IL 61612-3855, (309) 691-0551, **http://www.centerforpreventionofabuse.org/**

Attachment: Certification form HUD-5382