

CITY OF REVERE

EMERGENCY HOTEL PLACEMENT POLICY

Overview:

The City of Revere recognizes the need to, at times, provide for the immediate and temporary emergency housing placement of individuals and/or families under, but not limited to, the following circumstances:

- Victim of fire;
- Victim of natural disasters (i.e. floods, tornados, etc.);
- Unhoused veteran with immediate, short-term housing needs; and,
 - o Short-term is defined as:
 - A housing crisis that can be resolved within 72 hours; and,
 - Veteran demonstrates that he/she does not need long-term support and has a plan to become housed but needs support to bridge the gap of housing stability.
- Unhoused family or individual with an emergent housing crisis.
 - o Emergent housing crisis is defined as:
 - Assessed by Emergency Preparedness Manager (EPM) or Public Health Department staff; and,
 - Family or individual does not require long-term support and, with assistance, can be directed to other housing support services, and can successfully resolve crisis within 24 business hours.

Eligibility Criteria:

The City of Revere recognizes that housing instability affects a significant number of our community members. The City is not a housing support agency, and has limited funds available, therefore the following eligibility criteria must be met for an individual or family to qualify for an emergent hotel placement:

- Must be resident of Revere;
 - o A copy of a bill from the City of Revere may be required to demonstrate residency to receive funds. Other forms of proof may include a lease, deed or any bill bearing your name and address.
 - o If no proof of residency can be obtained, i.e. individual is homeless, the individual or family must demonstrate that they are currently staying somewhere in the City of Revere.
- Individual or family must not have received a hotel placement from the City of Revere within the last 6 months. Exceptions to this would occur if an individual or family is a victim of a fire or natural disaster;
- Individual or family must be assessed by the Veteran's Service Officer (VSO) or Emergency Preparedness Coordinator or Public Health Department prior to any placement and,

- Individual or family must agree to abide by the rules of hotel placement as laid out in the policy below and shall be required to attest to their agreement before being placed.

Duration of Stay:

The duration of emergent hotel placement shall be pursuant to the following provisions:

- Unhoused veteran (individual or family): eligible to be placed in a hotel for up to 72 hours (3 nights) within a 6-month period. The VSO may decide on a shorter placement depending on the individual situation of the requester.
- Non-veteran unhoused individual or family in any other situation: eligible to be placed in a hotel for up to 24 hours (1 night) between Monday and Friday or through the weekend (up to 3 nights) until the next business day. The EPM or Public Health staff may decide on a shorter placement after initial vetting.

Location of Placement:

Hotel placement is dependent on existing relationships between the City of Revere and local hotels. An individual or family who is covered under this policy shall be placed in a hotel that has a signed contract and an open purchase order with the City of Revere. Hotel placement may include a location outside the City of Revere, and transportation to and from such hotel may not be guaranteed.

Rules and Expectations:

Any individual placed in a hotel under this policy shall agree to abide by the following rules and regulations:

- All existing policies and procedures enumerated by the hotel;
- Individuals shall not incur additional charges outside of the cost of the hotel stay;
 - o Incidentals are not covered by this policy. The City of Revere is not responsible for any charges outside of the cost of the room.
- Individual shall leave the hotel premises upon expiration of placement period. If an individual stays at the hotel past this period, he or she shall be responsible for any costs associated with this stay.

Housing Support Services:

Prior to emergent placement, the VSO or Public Health Staff will assess long-term housing support needs. Referrals will be made to appropriate housing support agencies including, but not limited to:

- Housing Families, Inc. for assistance with rental or moving costs;
- Department of Transitional Assistance Office for evaluation for Emergency Assistance (EA) shelter; or
- Executive Office of Veterans Services for veteran housing support services.

The City of Revere may assist with making connections to these housing support agencies, but is not responsible for obtaining or placing anyone in long-term housing.

Funding:

Payment for emergent placement will be made directly from the City of Revere to the hotel through previously established contracts. No payment shall be made directly to the displaced individual or family.

Funding for veteran-related placement will originate from the Veterans Service Office's appropriated funds, which are managed by the Veterans Service Officer and the Auditing Department. Emergency hotel placement through the Veterans Service Office shall be done in accordance with 108 CMR 7.06. Nothing in this policy shall be construed to affect the authority of the Massachusetts Department of Veterans' Services.

Funding for non-Veteran placement will originate from the Public Health Emergency Relief Fund and managed through the Public Health Department. There will be a monthly update of all funds, and the balance sheet can be accessed on the Public Health Emergency webpage. An annual report will be published each year at the end of June.