

Policy and Procedure for Hotel, Motel, and Extended Stays Lancaster County Emergency Rental Assistance Program (ERAP)

Introduction:

This document outlines guidance and regulations regarding payments to hotel, motel, and extended stay operators.

The US Treasury Department permits payments to hotels, motels, or extended stay facilities in cases where:

- The household has been temporarily or permanently displaced from its primary residence or does not have a permanent residence elsewhere.
- The total months of assistance provided to the household does not exceed the maximum established by the Act and provided in the Lancaster County Policies and Guidelines posted at lancasterhelp.rent.
- Documentation of the hotel or motel stay is provided and the other applicable requirements for eligibility.
- The cost of the hotel or motel stay would not include expenses incidental to the charge for the room.
- If a household is eligible for an existing program with narrower eligibility criteria that can provide similar assistance for hotel or motel stays, such as the HUD Emergency Solutions Grant program or FEMA Public Assistance, program administrators should utilize such programs prior to providing similar assistance under the ERA program.

Long-term (Existing) Hotel Household Eligibility

An ERAP applicant who resides in a hotel, motel, or extended stay facility at the time of ERAP application must show evidence of a long-term living arrangement at the hotel.

Evidence (Documentation) Includes:

- Lease
- rental agreement
- or payment history of at-least 30 days prior to the ERAP application submission date.

Eligible Assistance:

- Up to 250% of the Fair Market Rent for the room.
- Only room charges and reasonable housing related fees can be paid through ERAP.
- Incidentals and other fees unrelated to housing in the room **will not be paid.**

Involuntarily Displaced Household Eligibility

For applicants or current ERAP participants who move into a hotel, motel, or extended stay facility after submission of their initial ERAP application or who cannot demonstrate a long-term residency at

the hotel, motel, or extended stay, the Program will only provide assistance if the client is involuntarily displaced or evicted.

Evidence (Documentation) Includes:

- court order
- condemnation by a local government agency
- an order for possession and the applicant must have no other viable housing option.
- Proof of non-renewal of lease and the applicant must have no other viable housing option.

Eligible Assistance:

- Up to 250% of the Fair Market Rent for the room.
- Only room charges and reasonable housing related fees can be paid through ERAP.
- Incidentals and other fees unrelated to housing in the room **will not be paid.**
- **Maximum of 3 Month (90 days)** or until permanent housing is obtained.

Voluntary Hotel Stays and Ineligibility

Applicants or participants are not eligible to receive assistance if they voluntarily move into a hotel, motel, or extended stay facility. Households are required to call 2-1-1 to seek other housing accommodations including emergency shelter.