

Rapid Response Hotel Stay

San Mateo County Community College District
Emergency Hotel Program



Short-term hotel stays for students who are experiencing an unexpected housing crisis.

How to enroll:

- Fill out the hotel stay form:
<https://bit.ly/smcccdhotel>
- After submission, students will be contacted by a support staff to determine eligibility, receive hotel stay instructions and explore housing solutions.

Who is eligible?

- Must be a currently enrolled student in at least 6 units within SMCCCD.
- Students who don't have access to safe or stable housing and would be otherwise unsheltered.



Rapid Response Hotel Stay FAQs

What is the eligibility criteria for student emergency housing?

- Must be currently enrolled in at least 6 units total units within the San Mateo County Community College District (Cañada College, College of San Mateo, Skyline College).
- No GPA minimum required
- Students with a conduct history will be reviewed on a case-by-case basis
- When approved, students are required to meet with their assigned SMCCCD Campus Lead at minimum 2x during their stay.

What is the application process?

- Student completes SMCCCD Emergency Hotel Voucher application online.
- An assigned SMCCCD Campus Lead will reach out to the student for a basic needs assessment within 2 business days.
- If approved, student will be notified by email of their eligibility and booking instructions. The email will also include approved of length of stay.
- Student will receive a second email with the electronic voucher to be presented at the assigned hotel front desk upon check-in

What is the booking process?

- The SMCCCD Campus Lead will reach out to the student to discuss hotel location, program and hotel policies, and additional booking instructions.
- The student will also receive specific booking instructions and documents via e-mail from their SMCCCD Campus Lead
- **Please note:** Specific check-out processes may differ by location, please refer to guidance provided to you by your SMCCCD Campus Lead

What items are you required to present at the hotel front desk upon check-in?

- Government-issued ID or school ID.
- If the student does not have ID, they may present an ID Authorization Letter drafted by their SMCCCD Hotel Lead.
- The student will not need to provide payment and/or proof of payment for the hotel room (credit card) upon check-in, as this will be preemptively provided to the hotel by the San Mateo County Community College District.

What is provided in your hotel room?

- Basic Hotel Amenities may differ by location, but may include: soap, shampoo, etc.
- Basic Wifi access (log-in processes may differ by location, please request this information at check-in)
- **Please note:** any additional add-ons other than what's included in the hotel room will be billed to the student.

Program compliance:

- Student must comply to hotel regulations
- Students are expected to comply with the San Mateo County Community College District Code of Conduct
- Student must attend their meetings with their SMCCCD Campus Lead
- During meetings with the SMCCCD Campus lead, students will be asked to create a contingency plan at the time of the basic needs assessment
- SMCCCD Campus Leads will work closely with the student and County CORE agency partners to support the referral and potential housing placement.
- Student is required to attend their classes

What is the check-out Process?

- Students will be provided their move-out date at the time of their booking and if transportation may be available.
- Specific check-out processes may differ by location, please refer to guidance provided to you by your SMCCCD Campus Lead

What if I am unable to secure housing after receiving the emergency hotel voucher?

- We understand that finding long-term housing is complicated. We hope that students consider maintaining communication with their campus SparkPoint Center during and after their hotel-stay to receive continued support and explore potential housing options.
- During meetings with the SMCCCD Campus lead, students will be asked to create a contingency plan at the time of the basic needs assessment
- SMCCCD Campus Leads will work closely with the student and County CORE agency partners to support the referral and potential housing placement.
- **There is no guarantee that long-term housing will be identified. Participation in this program is voluntary.**

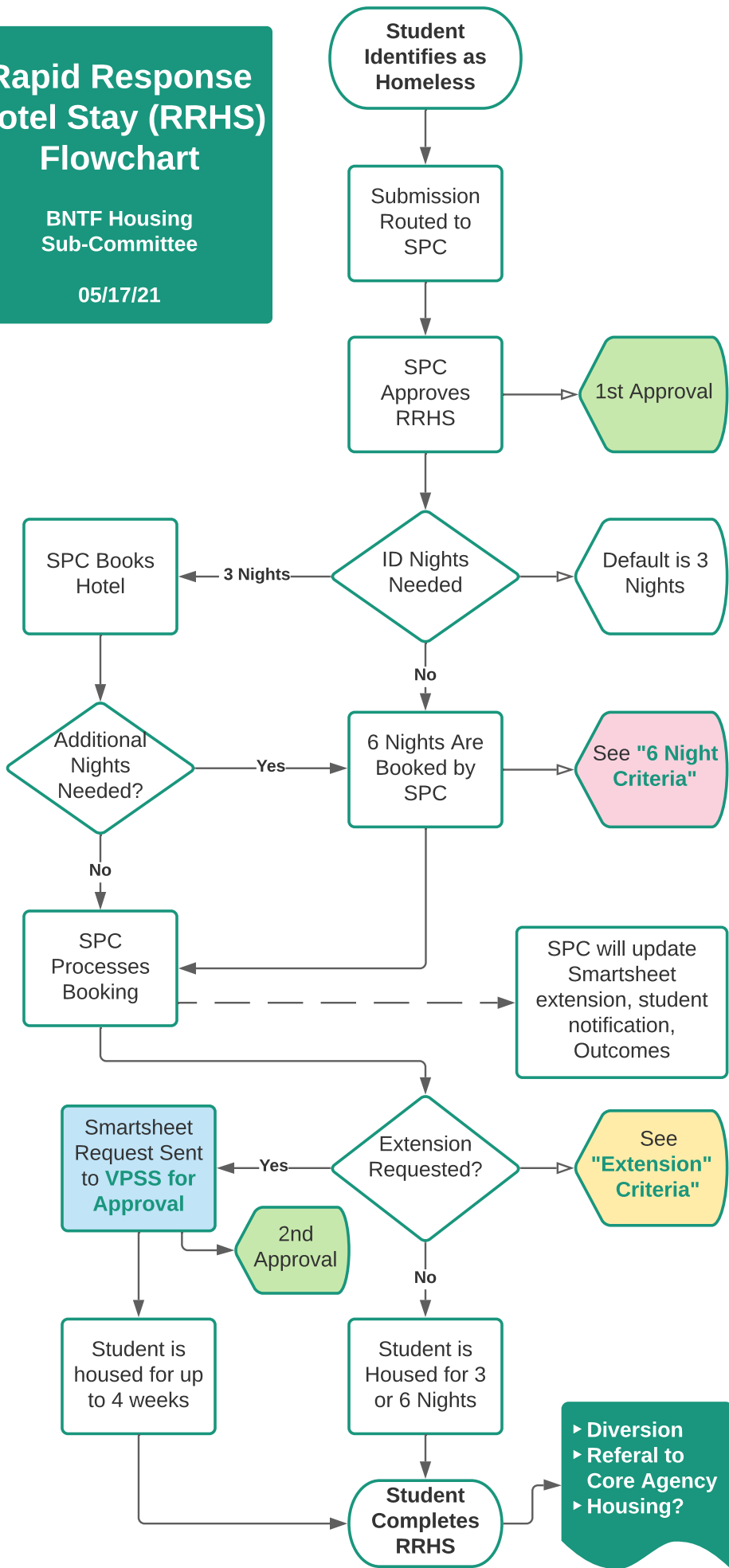
San Mateo County Community College District Support Staff

Campus/Location	Name/Position	Email	Phone
Cañada College	Adolfo Leiva SparkPoint Director	leivaa@smccd.edu	(650)381-3550
	Julie Hong SparkPoint Coordinator	hongj@smccd.edu	
College of San Mateo	Emily Barrick Director of Wellness	barricke@smccd.edu	(650) 762-9249
	Nicole Salviejo SparkPoint Coordinator	salviejon@smccd.edu	
Skyline College	Chad Thompson SparkPoint Director	thompsonc@smccd.edu	(650) 738-7035
	Flór Lopez SparkPoint Coordinator	lopezf@smccd.edu	
SMCCCD District Office	Tom Bauer Vice Chancellor, Auxiliary Services & Enterprise Operations	bauert@smccd.edu	
	Beth Dominik Administrative Assistant, Chancellor's Office	dominikb@smccd.edu	

Rapid Response Hotel Stay (RRHS) Flowchart

BNTF Housing Sub-Committee

05/17/21



Definitions

- ▶ **SP** = SparkPoint
- ▶ **SPC** = SparkPoint Coordinator
- ▶ **Homelessness** = Currently experiencing homelessness
- ▶ **In-Danger of Homelessness** = will experience homelessness within 3 days - 2 weeks
- ▶ **Not in Danger of Homelessness** = The student will not be able to submit and will be redirected to SparkPoint Centers and CORE Agencies
- ▶ **Smartsheet** = the tool used to track the HVP and obtain 2nd approvals

6 Night Criteria

- ▶ Does the hotel stay begin on either a Wednesday, Thursday or Friday?
- ▶ Does the stay end on a holiday?

VPSS Approval Process

- ▶ Response in Smartsheet will include drop down to select extension approval time (i.e. 2, 3, or 4 weeks)
- ▶ BNTF Housing Sub-Committee requests that VPSSs review extension within 48 hours
- ▶ Response will route to SPC and SP Director

Extension Criteria

- ▶ Dependent Status
- ▶ Military Status
 - Veteran students having difficulty accessing GI Housing Voucher
- ▶ Diversion strategies are being explored
 - safety, previous nights' sleeping arrangement, options for housing
- ▶ Long-term feasibility of housing
 - There is reason to believe that housing options will be secured thru SP / CORE Agencies