

Temporary Lodging Procedures for State–Owned Housing (SOH) Employee/Tenants

Emergency or Planned, Temporary Relocation

An emergency or planned, temporary need for relocation may include planned/unplanned power outages, lack of potable water, fire, flood, or any health and safety issue that would make the SOH unit uninhabitable.

Requirement

If the SOH tenant requires temporary lodging, then it is the responsibility of the Region where the SOH is located to secure lodging for all affected tenants. Region will use the US Bank Card to secure temporary lodging. P-Card may **not** be used for meals or lodging. The tenant will not be required to use their personal funds to secure lodging. Meals and per diem are not reimbursable in the event of a temporary relocation for employees/tenants living in SOH. Therefore, it is advised that programs seek to place the employees in an Extended Stay, Air B&B, or VRBO type of living situation for temporary lodging (i.e., something with a kitchen). All Excess Lodging Rate Requests for amounts above the delegated amount of \$350 per night will continue to require CalHR approval in advance, unless the purpose of the travel is to respond to:

- A State of Emergency declared by the Governor as noted in the “Blanket Excess Lodging Requests – Declared Emergency” language above.
- An emergency circumstance for which the department has an approved general blanket exemption from CalHR as noted in the “Blanket Excess Lodging Rate Requests – General Exemption” language above.

Employee/Tenant (Emergency)

- ☐ Evacuate the SOH unit.
- ☐ Immediately report the emergency to the Supervisor/Manager.
- ☐ Provide Supervisor/Manager a list of tenant/occupant names and pets that will need to be relocated to temporary lodging.

Employee/Tenant (Planned, Temporary Relocation)

- ☐ Report the need for planned temporary lodging to their Supervisor/Manager. All applicable dates and times should be included.
- ☐ Provide Supervisor/Manager with a list of tenant/occupant names and pets that will need to be relocated to temporary lodging.

Supervisor/Manager

- ☐ Immediately report the emergency to the Administrative Officer (AO) and Regional SOH Coordinator.
- ☐ Provide the AO and Regional SOH Coordinator with the following details:
 - Dates and times
 - List of all tenant/occupant names and pets.
 - Location and Structure Number of SOH unit.
- ☐ Instruct program staff on work assignment location and travel reimbursement rates, if applicable.

AO or Designee

- ☐ Report incident to Regional Manager and the BMB [State-Owned Properties Unit](#).
- ☐ Complete the [Temporary Lodging Request – State Owned Housing \(DFW 1093\)](#) form and submit to the Regional Manager for approval. Provide signed copy to the [State-Owned Properties Unit](#) and the BMB US Bank Credit Card Coordinator, [Lucia Rodriguez](#), simultaneously.
- ☐ Secure lodging using the US Bank Credit Card (P-Card may not be used for temporary lodging).
- ☐ Ensure US Bank Credit Card limit will meet current needs for temporary lodging. Contact BMB US Bank Credit Card Coordinator, [Lucia Rodriguez](#) to increase limit. Current limits are set at \$10,000.00.
- ☐ Provide updates to the [State-Owned Properties Unit](#) of status until incident is resolved and employee/tenant is relocated back into the SOH unit.

For further information and resources regarding Temporary Lodging and the US Bank Credit Card, please refer to the [CDFW iNTRANET, Travel Page](#).