



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC083 Statewide – Upstate and New York City
Date:	August 14, 2020
To:	Subscribers
Suggested Distribution:	Commissioners, TA Directors, Housing/Homeless Services Directors
From:	Cheryl Contento, Deputy Commissioner Division of Shelter Oversight and Compliance
Subject:	Extension of Certain Requirements for Inspections of Hotels/Motels and Uncertified Shelters
Effective Date:	Immediately
Contact Information:	Division of Shelter Oversight and Compliance 518-486-4040 or otda.sm.css.bss@otda.ny.gov

Section 2

The purpose of this GIS is to inform social services districts (districts) of extensions to regulatory requirements related to the inspection of commercial hotels/motels and uncertified shelters serving recipients of temporary housing assistance. This information is in recognition of the COVID-19 outbreak and the ongoing declaration of a State disaster emergency by Governor Andrew M. Cuomo (Executive Order 202, March 7, 2020).

The Office of Temporary and Disability Assistance (OTDA) acknowledges that the COVID-19 pandemic has required districts to direct staff resources to meet emergency needs, including an unprecedented increase in applications for assistance, and required districts to take a number of actions to reduce face-to-face interactions where possible to reduce the risk of COVID-19 transmission among staff and clients.

Commercial Hotels/Motels

As a result of COVID-19 districts may have temporarily suspended non-emergency hotel/motel inspections. If a hotel/motel inspection required by 18 NYCRR § 352.3(h) was not completed during the March 7, 2020 to June 30, 2020 time period, OTDA is providing an extension of the inspection deadline for up to six months, with the understanding that diligent efforts must be made to complete inspections as soon as possible, and prior to the end of the extension period. Inspection reports must be submitted to OTDA within 30 days of the inspection. The requirement for districts to inspect new hotels/motels prior to placing clients remains unchanged.

Uncertified Shelters

OTDA is extending the time that districts have to conduct annual inspections of uncertified shelters. Pursuant to 18 NYCRR § 352.3(m), districts must conduct annual inspections of uncertified shelters by June 22nd each year and must submit copies of the inspection reports to OTDA within 30 days. As a result of district actions required to respond to the ongoing COVID-19 pandemic, the deadline for these inspections is extended from June 22, 2020 until November 30, 2020, with the understanding that diligent efforts must be made to complete inspections as soon as possible, and prior to the end of the extension period.

OTDA continues to expect that all districts take seriously any complaints made by individuals and families about the health and safety of shelters and hotels/motels. Complaints must be taken seriously and investigated by districts even during the public health emergency.

Each district must submit a plan to OTDA no later than September 12, 2020 that outlines its plan for completing shelter and hotel/motel inspections on or before the due dates listed above, with monthly completion targets. The plan should be submitted to otda.sm.css.bss@otda.ny.gov.