

## **REASONABLE ACCOMMODATION** **NOTICE**

### **Summary of Reasonable Accommodation**

Our primary goal is to provide stable, safe, and affordable housing to low and moderate income persons. It is the policy of this Agency to provide reasonable accommodation in our efforts to house applicants with disabilities. A reasonable accommodation ensures that all applicants or participants have an equal opportunity to live in and become a part of the community in which they reside.

### **What is a “reasonable accommodation?”**

A reasonable accommodation is any change which can be made to a rule, procedure, or apartment that allows a person with a disability to have an equal opportunity to access this Agency’s housing or programs.

### **Definitions**

- **Reasonable accommodation** is intended to provide persons with disabilities with equal opportunity to participate in the Rental Subsidy Program through the modification of program policies, procedures, or services. An accommodation may be considered “reasonable” if it does not cause an undue burden or cause a fundamental alteration in the nature of the housing program
- **A disability** is a physical or mental impairment which substantially limits one or more major life activities, such as caring for one’s self, performing major tasks, walking, seeing, hearing, speaking, breathing on one’s own, learning and working; a record of such an impairment; or being regarded as having such an impairment. THIS TERM DOES NOT INCLUDE CURRENT ILLEGAL USE OF A CONTROLLED SUBSTANCE.

### **How does someone apply for a “reasonable accommodation?”**

If a person or anyone in their household needs a reasonable accommodation, they or someone acting on their behalf, must submit a request for a reasonable accommodation. While a written request is preferred, it is not required. If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, service, or an apartment is needed because of a disability, the Agency will treat this as a request for a reasonable accommodation even if no formal request is made.

**Copies of the entire Agency Policy and Procedures for Reasonable Accommodation are available at the front desk or from the Leased Housing Department.**