

## GARDNER HOUSING AUTHORITY

HCV (Section8) Program  
116 Church Street; Suite 1  
Gardner, Massachusetts 01440  
Tel. (978) 632-6634  
Fax (978) 632-2043

### NOTICE OF RIGHTS TO REASONABLE ACCOMMODATION

#### 2-II.B. DEFINITION OF REASONABLE ACCOMMODATION

A reasonable accommodation is an adjustment to a rule, policy, practice, or service that allows a person with a disability to have equal access to the HCV Program. For example, reasonable accommodations may include extending the voucher term, or approving an exception payment standard in order for a participant to lease accessible dwelling unit, or enlarging the print of documents to accommodate for eyesight.

Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an “undue financial and administrative burden” for the PHA, or result in a “fundamental alteration” in the nature of the program or service offered. A fundamental alteration is a modification that alters the essential nature of a provider’s operations.

#### Examples of Reasonable Accommodations

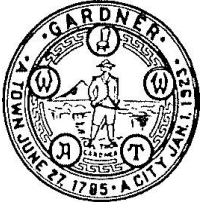
- Conducting home visits
- Using higher payment standards (either within the acceptable range or with HUD approval of a payment standard outside the PHA range) if the PHA determines this is necessary to enable a person with disabilities to obtain a suitable housing unit.
- Providing time extensions for locating a unit when necessary because of lack of availability of accessible units or special challenges of the family in seeking a unit.
- Permitting an authorized designee or advocate to participate in the application or certification process and any other meeting with the PHA staff.

#### 2-II.C. REQUEST FOR AN ACCOMMODATION

If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice or service is needed because of a disability, HUD requires that the PHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations Under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to the PHA’s programs and services.

If the need for the accommodation is not readily apparent or known to the PHA, the family must explain the relationship between requested accommodation and the disability. There must be an



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identifiable connection, or nexus, between the requested accommodation and the individual's disability.

### GHA Policy:

The PHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, the PHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.