

Longview Housing Authority's Policy Regarding the Provision of Reasonable Accommodation

The Longview Housing Authority will provide reasonable accommodations for applicants and tenants with disabilities. The following criteria will be used:

- I. The Longview Housing Authority will consider and respond to all individual requests for reasonable accommodation from applicants and tenants with disabilities.
24 CFR Section 8.3 "Individuals with handicaps" means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. For purposes of employment, this term does not include: Any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from performing the duties of the job in question, or whose employment, by reason of current alcohol or drug abuse, would constitute a direct threat to property or the safety of others; or any individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of the job.
 - (a) Physical or mental impairment includes:
 - (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine; or
 - (2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.
 - A. The Longview Housing Authority will provide the "Notice of the Availability of Reasonable Accommodation" to applicants and tenants. This notice will be provided to applicants at time of application and at the time of rejection of an application. The LHA will also provide this notice to tenants at time of recertification, notice of lease violation, and notice of lease termination.
 - B. The Longview Housing Authority will provide the "Request of Reasonable Accommodation" form to applicants and tenants at any time it provides the "Notice of the Availability of Reasonable Accommodation" and at any time an applicant or tenant requests the form.
 - C. The Longview Housing Authority will accept requests for accommodations verbally or in a manner, which is different from the request for accommodation form if the applicant or tenant chooses to use alternative forms of communication.
 - D. The Longview Housing Authority will respond in writing to all requests for reasonable accommodation by using either the "Approval of Request for a Reasonable Accommodation" form or the "Denial of Request for Reasonable Accommodation" form. If appropriate because of the nature of the person's disability, the LHA will use an alternative form of communication intelligible to the person making the request.

- E. If the Longview Housing Authority does not have enough information to approve or deny the requested accommodation, the LHA will request documentation from a certified professional, i.e. doctor, psychologist, mental health provider, etc. to support the request. If appropriate, because of the nature of the person's disability, the LHA will use an alternative form of communication intelligible to the person making the request.

- I. The Longview Housing Authority will make reasonable accommodations, which are effective in providing disabled persons with equal access to it's facilities and services.

- II. It is presumed that the individual with a disability is usually knowledgeable of the appropriate types of and methods for providing reasonable accommodations needed when making a request. However, LHA reserves the right to investigate and offer equally effective alternatives to the requested accommodation, and/or alternative methods for providing the requested accommodations.

- III. The Longview Housing Authority will not charge applicants or tenants for reasonable accommodation. The LHA will not require tenants to pay for the cost of removing accommodations or modifications when the tenant vacates a unit owned by Longview Housing Authority. *

- IV. The Longview Housing Authority may deny a request for reasonable accommodation if it will constitute a fundamental alteration of the HA's program. Fundamental alterations are defined as the following:
 - A. Actions that require substantial modifications to, or elimination of, essential lease provisions or program eligibility or screening requirements based on the obligations of tenancy;
 - B. Actions that require the HA to add supportive services that fall outside the scope of existing services offered by the HA to applicants and tenants;
 - C. Actions that require the HA to offer housing or benefits of a fundamentally different nature from the type of housing or benefits that the provider does offer;
 - D. Actions that substantially impair the HA's ability to meet it's essential obligations as a landlord as defined in the lease.

* For Section 8 participants the landlord is responsible for making these types of modifications to the unit itself

Notice of the Availability of Reasonable Accommodation

If you need:

- ~ a change in our policies or procedures
- ~ a repair or change in your apartment
- ~ a repair or change to some other part of the property
- ~ a change in the way we communicate with you

Because of a disability, you can ask for this change, which is called a "reasonable accommodation".

If your request is reasonable and does not amount to an undue hardship on LHA, we will try to facilitate the changes you need.

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If we turn down your request, we will explain our decision, and you may give us additional information.

If you need help in using the form, or if you want to give us your request in another way, we will help you.

Notice of the Availability of Auxiliary Aids

The Longview Housing Authority is committed to accommodating persons with disabilities. Part of this commitment to accommodation will be the provision of auxiliary aids.

To better understand our programs or make ongoing communication more effective you may request auxiliary aids like the following:

- large print documents,
- tape recording,
- braille documents,
- flash cards,
- and the use of readers and interpreters.

Please fill out the enclosed "Request for a Reasonable Accommodation" form and submit it to our office.

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If we turn down a request, we will explain our decision, and you may give us additional information.

If you need help in using the form, or if you want to give us your request in another way, we will help you.

Request for a Reasonable Accommodation

In order to request a Reasonable Accommodation, the person making the request must meet HUD's definition of disabled: (See definition of page 1)

Please provide this reasonable accommodation: (must meet the definition of a disabled person)

This reasonable accommodation is needed because: (must meet the definition of a disabled person)

If you need more room for explanation please use the back of this sheet.

This accommodation will:

_____ help you live in the housing or take part in our program;

_____ meet the lease requirements of our program;

_____ meet other requirements of our program

Date: _____

Name: _____

Address: _____

Telephone: _____