

## What is a Reasonable Accommodation?

Under the Fair Housing Act, individuals with disabilities have the right to make reasonable accommodation and modification requests. Individuals with disabilities have the right to request exceptions to their BCHA's rules, policies, and practices. An individual must establish that he/she has a disability that substantially limits a major life function, and that the accommodation or exception requested is necessary because of his/her disability. The accommodation requested must be necessary to access housing, maintain housing, or have full use and enjoyment of an individual's current housing. Individuals with disabilities also have the right to request reasonable modifications to the structure of their residence. BCHA may deny a request if the request 1) creates an undue financial and administrative burden or 2) fundamentally alters the nature of the housing provider's business.

Requests must be reasonable, related to the individual's disability, and further the individual's ability to get or keep his/her housing. The request may be made while applying for housing or at any time during the tenant's occupancy.

## How do I request an accommodation?

You may submit your accommodation request to your Section 8 Technician, Property Manager, Senior Services Coordinator or directly to one of BCHA's 504 Committee Members. It is the responsibility of an individual with a disability to request an accommodation. BCHA requires all requests for accommodation to be documented in order to help avoid misunderstandings regarding what is being requested or whether the request was made. If an individual is unable to provide a request in writing, or requires assistance in completing a request for accommodation, they should contact BCHA and a staff member will assist the individual by completing the appropriate forms; however, the individual, or their legal representative, must sign the forms. If an individual is unwilling to provide a request in writing, or to sign a request, BCHA will document the request and review it based solely on the information provided.

Upon request BCHA staff will provide an individual BCHA's **Request for Accommodation Packet**. BCHA does not require that an individual use the Request for Accommodation Packet. However, in most cases, failure to use BCHA's forms may delay the accommodation request as additional information is often necessary from the individual or the individual's health care provider to verify the disability, or the relationship between the disability and the accommodation requested. In most cases, BCHA requires that an individual's health care provider provide information regarding why the requested accommodation is necessary for the qualified individual with a disability. BCHA will not simply grant an accommodation because the individual is disabled.

If for any reason, additional information is required in order to make a determination regarding the request, BCHA may send the individual and/or the individual's health care provider a letter stating what additional information is required. If necessary, and appropriate, BCHA may request authorization to contact the individual's Health Care Provider in order to verify or obtain additional information.

## How long will this process take?

BCHA's Reasonable Accommodation Committee meets once per month to review requests. A response regarding the approval or denial of a request for accommodation will be provided, in writing, within thirty (30) business days of submission of all information necessary to review the request.

## What if I disagree with BCHA's decision?

If you disagree with BCHA's decision, tenants/clients are welcome to resubmit their request with additional information which would aid in our decision making process.

## How Can I Contact BCHA?

BCHA's 504 Committee Members may be contacted by phone at 303-441-3929, or Colorado Relay TDD (800) 659 3656, by fax at (720) 564-2283, or by mail at 2525 13th Street, Suite 204, Boulder, CO 80304.