

## Reasonable Accommodation Fact Sheet

4800 N. Broadway, Boulder, CO 80304 | p: 720-564-4630 | f: 303-302-1658 | www.boulderhousing.org

### Reasonable Accommodation Fact Sheet

#### What is a Reasonable Accommodation?

An "accommodation" is:

- a change in our policies or procedures (example: an extension for a deadline)
- a change in the way we communicate with you (example: email versus mail)
- a repair or change in your apartment (example: a grab bar in the bathroom) (This would be a change requested through your landlord. The Housing Choice Voucher Program does not have money for this type of accommodation.)

#### Who may qualify for a reasonable accommodation?

Individuals with disabilities may qualify for an accommodation.

#### Who is considered a person with a disability?

Federal Fair Housing states an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities (see definition below); has a record of such impairment; or is regarded as having such impairment. A record of such means a documented history of a disability, a determination of disability by Social Security, or other documents that may verify the disability.

#### What is a major life activity?

The term "major life activity" means things that you do that are a part of daily life, including, but not limited to activities such as seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

#### Why would someone need a reasonable accommodation?

Since policies and services may have a different effect on persons with disabilities than on other persons, treating persons with disabilities exactly the same as others will sometimes deny them an equal opportunity to use and enjoy a dwelling. BHP may need to adjust policies or services that may affect persons with disabilities differently, or make a "reasonable accommodation" that will allow them an equal opportunity to use and enjoy their home or participate in a housing program.



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## What does reasonable mean in “reasonable accommodation”?

- The request must directly relate to the individual’s specific disability (for example: a ground floor apartment for a resident with mobility problems)
- The request cannot create undue administrative or financial burdens for BHP
- The request cannot change the fundamental nature of our programs

## How do you request a Reasonable Accommodation Due to a Disability?

**Step 1:** Obtain a Reasonable Accommodation Request Packet or make your request in writing. To get the packet, please:

- Request one from your Housing Assistance Coordinator ([hcv@boulderhousing.org](mailto:hcv@boulderhousing.org))
- Download a copy from our website: <https://boulderhousing.org/resident-hub/housing-choice-voucher-forms/>
- Request a copy at the BHP main office at 4800 Broadway

Page 2 of the Packet is completed by you, or your advocate, to explain your request, and how it relates to your specific disability. Pages 3 – 7 allow your medical professional, doctor or care provider to verify your disability and your need for the accommodation.

### Step 2:

Submit your completed form to BHP, via email to [hcv@boulderhousing.org](mailto:hcv@boulderhousing.org), fax to 303-302-1658 or mailing/dropping off to 4800 Broadway, Boulder, CO 80304.

### Step 3:

Twice a month, Boulder Housing Partners’ accommodation team reviews requests. The following three questions must be answered in detail for the team to make an informed decision. We may need to contact you for more information if these questions are not fully answered.

1. Is the person disabled?
2. Does the request relate to the disability?
3. Is the request reasonable (based on the definition above)?

### Step 4:

Within 10 business days after the team has made a decision, you will receive a written response to your request mailed to your address.

BHP’s Section 504 Coordinator (Karen Brunnemer) can be reached at 720-564-4630 or via email to [hcv@boulderhousing.org](mailto:hcv@boulderhousing.org).

