

REASONABLE ACCOMMODATION **POLICY AND PROCEDURES**

Metro West Housing Solutions (MWHS) is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in , or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of its programs, services and activities. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a policy, MWHS will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program, or an undue financial and administrative burden. In such a case MWHS will make another accommodation that would not result in a financial or administrative burden.

A person with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, doing manual tasks, walking, seeing, hearing, breathing, learning and working; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

A "reasonable accommodation" is a modification or change MWHS can make to its rules, policies, practices or services, or modifications to the person's apartment or to a public/common area where such is necessary to provide a person with a disability an equal opportunity to participate in, or benefit from, MWHS housing programs. Examples of a reasonable accommodation include, but are not limited to the following:

- A transfer to a different unit with wheelchair access.
- Installation of strobe-type flashing light smoke detector in a MWHS housing unit for the hearing-impaired.
- Permitting an outside agency or family member to assist an applicant, resident, or program participant with a disability in meeting screening criteria or meeting essential lease obligations; and
- Making documents available in large type, computer disc or Braille.
- Providing qualified sign language interpreters for applicant or resident meetings with MWHS or other auxiliary aid where such assistance is necessary to enable effective communication between the client and MWHS.
- Permitting requests for an extension of Housing Choice Vouchers if there is a difficulty in locating a unit with suitable accessible features.

A person with a disability may request a reasonable accommodation at any time during the application process, program participation or residency in an MWHS developments. Individuals who have questions regarding this Policy, its interpretation or implementation or would like to submit a request may do so by contacting their HCV Housing Specialist, or their Property Manager. The Section 504 Coordinator is the Regional Portfolio Administrator for Metro West Housing Solutions 575 Union Blvd Ste. 100 Lakewood, Colorado 80228 (303) 987-7580. TDD (303) 987-7599.

