



Reasonable Accommodation & Modifications Policy

Reasonable Accommodations and Reasonable Modifications Policy

Following is HACSB's *Reasonable Accommodations & Reasonable Modifications Policy* approved by HACSB's Board of Commissioners on *October 12, 2022 (Resolution 22-11)*.

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Section 1: General Statement of Policy

It is the policy and intention of the Housing Authority of the City of San Buenaventura ("HACSB") to treat fairly and not discriminate against individuals with disabilities with regard to the development or operation of HACSB's housing, housing services, and housing programs. This *Reasonable Accommodations and Reasonable Modifications Policy* applies to all subsidies that HACSB administers and all properties that HACSB owns and manages. HACSB is committed to complying with the federal Fair Housing Act ("FHA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the American with Disabilities Act ("ADA"),



California’s Fair Employment and Housing Act, Unruh Act, and other federal, state, and local disabilities laws and regulations, as those laws and regulations are amended. HACSB will strive to provide accessibility throughout all of its services and programs.

HACSB recognizes that some qualified elderly, near-elderly, and qualified individuals with disabilities need, and are entitled to, reasonable changes or waivers (commonly known as “Reasonable Accommodations” or “RAs”) to HACSB’s usual rules and policies in order to fully enjoy and participate in HACSB’s housing, housing services, and programs.

HACSB also recognizes that some elderly, near-elderly, and qualified individuals with disabilities need, and are entitled to, reasonable modifications to their housing unit or to common areas (commonly known as “Reasonable Modifications” or “RMs”) in order to fully enjoy and participate in HACSB’s housing, housing services, and programs.

HACSB will foster a corporate culture of acceptance of RAs and RMs. HACSB will consider RAs and RMs on an individualized, case-by-case basis. HACSB will engage in an interactive process to ensure that reasonable accommodation/reasonable modification requests are handled fairly and thoroughly.

Households requesting and receiving RAs/RMs must comply with all terms of the lease, household obligations, program rules and applicable laws and regulations. If compliance with these obligations requires an RA or RM, the requestor will so inform HACSB. The Head of Household will communicate the requested RA/RM with HACSB on behalf of the Individual With the disability and in need of the RA/RM (hereafter, the “Individual with A Disability”).

HACSB will appoint a 504 Coordinator who will work with an appointed Reasonable Accommodations Committee to assess and make decisions on RAs/RMs, and otherwise, oversee the implementation of this Policy.

Section 2: Effective Communication



HACSB will effectively communicate with individuals with disabilities and will provide reasonable accommodations as necessary to do so, such as providing information to them in alternative formats, providing auxiliary aids, communicating with designated representatives, and using language interpreters.

Section 3: Definition of Disability

HACSB will consider an individual to have a “disability” for RA/RM purposes when the individual:

- Currently has a mental, emotional, developmental, or physical impairment that substantially limits one or more major life activities
-or-
- Has a record of having a disability in the past
-or-
- Has been regarded as having a disability

HACSB also will consider individuals receiving disability-related financial assistance from the federal Social Security Administration (such as SSI or SSDI) as having a “disability” for RA/RM purposes.

Section 4: Required Verification

Unless the disability is obvious or known to HACSB, in order to be eligible for a reasonable accommodation, the person seeking the accommodation must have an appropriately licensed and knowledgeable professional verify three (3) things:

- First, the appropriately licensed and knowledgeable professional must verify that the requestor meets the definition of having a “disability” as defined in Section 3, above.
- Second, the appropriately licensed and knowledgeable professional must verify that the requested accommodation is medically necessary in order for the requestor to fully enjoy the housing and other benefits provided by HACSB housing programs, and that the



requestor would be unable to fully enjoy those program benefits without the requested accommodation.

- Finally, the appropriately licensed and knowledgeable professional must verify that there is an identifiable relationship, or nexus, between the requestor's disability and the requested accommodation(s).

HACSB prefers that the foregoing verifications be provided in writing on approved HACSB forms or the verifier's official letterhead. However, HACSB will accept verbal verifications from an appropriately licensed and knowledgeable professional that provides all of the information necessary for HACSB to completely assess the request and verification.

Section 5: Reasonableness of Reasonable Accommodation/Modification

HACSB must determine that the RA/RM is reasonable. In order to be reasonable a request must not create an undue financial and/or administrative burden to HACSB, must not fundamentally alter the nature of HACSB programs, must not require an infeasible structural modification, must not perpetuate a direct threat to health or safety, must not perpetuate significant damage to property, and otherwise must not be unreasonable. If any of those circumstances are present, the request will be deemed unreasonable.

Section 6: Cost of Reasonable Accommodation/Modification

Where required by law, HACSB will bear the full cost of the implementation, acquisition, installation, and ongoing maintenance of approved RAs/RMs and the requestor will not be required to contribute toward the said cost.

HACSB is not involved in approving or implementing RA/RM's in its Section 8 program that does not involve the issuance or administration of a voucher. In the Section 8 program, the Section 8 landlord will make all other decisions on RA/RMs. Generally, requestors in the Section 8 program are responsible to bear the full cost of the implementation, acquisition, installation, and ongoing maintenance of



RAs/RMs approved by the Section 8 landlord unless otherwise agreed to by the Section 8 landlord.

Section 7: Re-verification of Approved Accommodations/Modifications

Re-verifications of continued disability, medical need, and nexus for approved RAs/RMs that are not obvious will be required at the annual household recertification. If during any recertification period a requestor's disability, medical need, and/or nexus is not present and expected to be ongoing for the long-term, HACSB may withdraw approval of the RA/RM.

Section 8: Additional Documentation

Under certain circumstances, HACSB's approval of a RA/RM will be conditioned upon the head of household and household member with the disability (if an adult) signing an appropriate agreement and, in some cases, lease addendum. Additionally, accommodations for persons requesting that HACSB not exercise its lawful right to terminate assistance or initiate eviction proceedings also will be conditioned upon the head of household and household member with the disability (if an adult) signing and complying with a remedial plan, where appropriate. If the household member requesting the RA/RM is a minor, then the minor's parent or legal guardian must sign the agreement and/or remedial plan on the minor's behalf.

In the event of a breach of an agreement or remedial plan, HACSB will have the right to withdraw approval of the RA/RM and proceed accordingly. In some circumstances, a breach of an agreement/remedial plan may result in a serious breach of the lease and/or program rules and may permit the termination of housing assistance and/or eviction.

Section 9: Individuals Not Qualified to Receive Reasonable Accommodations/Modifications

The following categories of persons are considered not qualified to receive RAs or RMs by virtue of the person's past or present conduct:



- Juvenile offenders – these are minors who have been adjudicated as juvenile delinquents in the juvenile justice system.
- Sex offenders – there is no requirement that they have a lifetime registration requirement.
- Individuals convicted of the illegal manufacture or distribution of a substance designed by the federal government as a “controlled substance” (*i.e.*, an illegal drug) – federal law controls here, and preempts state or local law to the contrary.
- Individuals with a current, illegal use of or addiction to a controlled dangerous substance – HACSB must determine that the individual is “currently” using.
- Individuals whose illegal use of drugs or use of alcohol interferes with the health, safety, or peaceful enjoyment of the premises of others.
- Individuals posing a “direct threat” to the health and safety of others, where the direct threat cannot be eliminated by a reasonable accommodation, such as HACSB’s consideration of mitigating circumstances or remedies offered by the requestor.
- Individuals causing substantial monetary damage to property of another.
- Any other exception mandated by federal, state, or local law.

If any one of the above conditions is present HACSB will deny the request consistent with HACSB’s approved decision template for such denials.

Section 10: Accessibility Standards

Subject to available funds, HACSB will take reasonable steps to ensure that its office spaces and common areas within its property comply with applicable accessibility guidelines. Subject to available funds, within its housing inventory HACSB will strive to maintain, in compliance with applicable accessibility guidelines, at least 5% accessible housing units for the mobility impaired, 2% accessible



housing units for the vision/hearing impaired, and accessible parking spaces as required by federal, state, and local law.

Section 11: Confidentiality

HACSB will maintain confidentiality with regard to all medical and other personal information received during the RA/RM process.

Section 12: Medical Equipment Storage

12.1: General Statement of Policy

It is HACSB's policy and intention to ensure that the housing unit of a household with a household member with a disability, with a medical need to store medical equipment in the housing unit, has ample space to store such medical equipment. Depending on the individual circumstances, this may or may not require providing the household with a different unit or larger subsidy in order to accommodate the storage of such medical equipment. HACSB does not recognize medical supplies as a form of medical equipment and will not provide additional bedrooms, spaces, or subsidies to store medical supplies.

12.2: Verification

All requests for a different unit or larger subsidy to store medical equipment must be verified by an appropriately licensed and knowledgeable professional. The knowledgeable professional (verifier) must verify:

- 1) That the household member requesting the additional bedroom meets the requisite definition of being "disabled;"

HACSB will consider an individual to have a "disability" when the individual: 1) has a physical, mental, emotional, developmental, or cognitive impairment that substantially interferes with one or more major life activities; 2) has a record of such an impairment, or 3) has been regarded by HACSB as having such an impairment. HACSB also will consider individuals receiving disability-related financial assistance from the federal Social Security Administration (such as SSI or SSDI) as having a "disability."



- 2) That the Household Member with a Disability has a medical need for a specified type of medical equipment in order for the Household Member with a Disability to fully enjoy HACSB's housing, services or programs. The verification adequately must describe the specific type of medical equipment that is necessary, along with approximate dimensions of said equipment, if known.
- 3) That said medical equipment must be stored within the household's housing unit in order for the Household Member to use said equipment, as opposed to the Household Member with a Disability using it at another location, such as at a medical facility.

Upon receipt of proper verification of the RA, HACSB staff will then determine whether the size of the household's current assigned unit is of appropriate size and/or configuration to safely accommodate the storage of the required medical equipment. In order to perform this analysis, the Head of Household must provide HACSB with a photograph(s) of the proposed medical equipment, along with a statement of the dimensions of the proposed medical equipment. HACSB must be able to consider the actual dimensions of the medical equipment as compared with the square footage and configuration of the household's housing unit in order to make a decision on the RA. The need and eligibility for an additional bedroom to store medical equipment will be verified initially, as well as at each of the household's regular re-examinations.

12.3: Additional Documentation

As a condition for approval of an additional bedroom to house medical equipment, HACSB will require the head of household and Household Member with a Disability to sign a *Medical Equipment Storage Agreement* and lease addendum. HACSB has the right to withdraw approval of the additional bedroom for medical equipment when there is a breach of the *Medical Equipment Storage Agreement*, such as if the additional bedroom ceases to be used for the storage of the specified medical equipment.

12.4: Storage of the Medical Equipment



If HACSB determines that the size of the household's current assigned unit is not of appropriate size and/or configuration to safely accommodate the storage of the required medical equipment, then HACSB will engage the household in an interactive process to provide a means to safely store said medical equipment. Solutions may include but are not limited to 1) providing the household a different subsidy or unit with the same number of bedrooms that is larger or differently configured such that it can accommodate the safe storage of the medical equipment, 2) providing the household an additional subsidy or unit with an additional bedroom to be used for the storage of the medical equipment, or 3) other accommodation that allows for the safe storage of the medical equipment.

12.5: Periodic Inspections

Periodically, HACSB will inspect the housing unit to ensure that the medical equipment is still being stored in the unit and is located in the bedroom or other space allocated for the storage of the medical equipment. HACSB may perform an inspection at each regular inspection of the unit or may perform an interim inspection of the unit for the above-mentioned purposes.

12.6: Withdrawal of Approval of Additional Bedroom

If the subject medical equipment is not being stored in the unit, and/or is not being stored in the bedroom or space allocated for the storage of the medical equipment, then HACSB may take appropriate action, including the withdrawal of HACSB's approval of the additional bedroom. Depending upon the specific facts of the case, the household also may be in violation of program rules for fraud and may be subject to termination and/or eviction.

Section 13: Live-in Aides

13.1: General Statement of Policy

It is HACSB's policy and intention to approve a "Live-in Aide or "LIA" as a reasonable accommodation for HACSB clients who are elderly, near-elderly, or have a disability and need the assistance of a caregiver that lives in the requestor's residence to provide essential care or services that are set forth in an appropriately licensed and knowledgeable professional's verification of a LIA. HACSB will approve LIAs that perform skilled nursing care, as well as those who perform more mundane



tasks of everyday living, as long as the medical need is verified by an appropriately licensed and knowledgeable professional.

13.2: Definition of LIA

LIAs must meet HUD's definition of a "Live-in Aide" set forth in 24 C.F.R. §5.403: a person who resides with one or more elderly persons, near-elderly persons or persons with disabilities and who is: (1) determined to be essential to the care and well-being of the persons; (2) is not obligated for the support of the persons; and (3) would not be living in the unit except to provide the necessary supportive services.

13.3: Occupancy Rights of LIA

A LIA serves at the pleasure of the individual with a disability and has no independent housing or occupancy rights. HACSB will not consider a LIA a "household member," and the LIA has no occupancy rights of household members or remaining household member rights to the unit or program benefits. HACSB will not take into account a LIA's income or assets and will not require the LIA to pay rent in order to live in the unit.

13.4: Eligibility For LIA

Individuals seeking a LIA must meet each of the following five (5) criteria:

(1) The individual must meet the age requirement of an elderly person (age 62+), near-elderly person (age 55+) – or – the individual is a person with disabilities (child or adult) who meets the criteria for being considered "Disabled" as defined in this Policy.

(2) The individual must be certified by an appropriately licensed and knowledgeable professional as permanently unable to care for the individual's own health needs, or other requirements of daily life, on a daily basis;

(3) The individual permanently will require care or assistance in the individual's home;

(4) The individual permanently will require at least sixteen (16) continuous hours of care during a 24-hour period; and



(5) The individual's essential care must be provided by one select person during a 24-hour period, as opposed to rotating or intermittent care providers.

13.5: Verification

Individuals seeking a LIA will be required to verify, through an appropriately licensed and knowledgeable professional, that they have a disability as defined above, and that there is a medical need for a LIA in order for the individual with a disability to fully enjoy HACSB's housing, services and/or programs. Verifications, unless obvious, will be required at each regular re-examination.

13.6: Additional Documentation

HACSB's approval of a LIA will be contingent upon HACSB, the Head of Household, the Individual with A Disability, and the LIA signing a *LIA Agreement* and lease addendum. HACSB has the right to withdraw approval of LIAs who do not conform to this Policy or the *LIA Agreement* or lease addendum.

13.7: Eligibility to Serve as LIA

A LIA must have the skills, availability and temperament to serve the Individual with A Disability, as dictated by the verification of an appropriately licensed and knowledgeable professional. A LIA cannot presently be a member of the assisted household's household or a person who, during the past six (6) months, was a household member. A LIA must continuously reside in the Individual with A Disability's residence as their primary residence, and cannot maintain and/or frequent another residence during the time that the LIA expected to be performing LIA services.

Consistent with HUD guidance, HACSB prefers that LIAs be selected at an "arms-length transaction" where the Care Recipient and the LIA normally would not be related and would have equal bargaining power. HACSB will approve a LIA that is a household member of the Individual with a Disability, provided they meet other qualifying criteria, especially that they are not responsible for the care or support of the Individual with a Disability, were not a member of the household prior to the request, and that they initially have, and will be able to maintain, separate financial resources for the proposed LIA's own support.



Consistent with HUD guidance, HACSB will not approve a LIA for a person in need of occasional, intermittent, multiple, or rotating care providers. HACSB will not approve persons proposed to be the LIA who are enrolled in school, are employed, or have any other personal obligation that interferes with the person's ability to provide the care described in the verifier's verification at the proscribed times. HACSB will not approve a proposed LIA that will not live in the Individual with a Disability's residence seven calendar days each week as the proposed LIA's primary residence.

HACSB will not approve a proposed LIA who has committed any of the following acts:

1. Was ever a convicted sex offender with a life-long registration requirement.
2. Was ever convicted of the manufacture, possession, or distribution of the drug methamphetamine ("meth").
3. Committed fraud" or "bribery," as those crimes are defined by state law.
4. Committed any "other corrupt or criminal act" in connection with any federal housing program.
5. Committed drug-related criminal activity or violent criminal activity; or
6. Currently owes rent or other amounts to HACSB or to another PHA in connection with Section 8 or public housing assistance.
7. Has previously been terminated, or evicted, from a HACSB program for a serious violation of the lease or program rules, or who, prior to a formal eviction, voluntarily left a HACSB program in bad standing after receiving notice of such violation.
8. Does not have sufficient separate, personal financial resources to support her/himself while serving as LIA.



13.8: Screening

HACSB will not provide the final approval of an LIA request until the household has named a specific person who already has agreed to perform the LIA services. HACSB will then perform the due diligence necessary to approve the proposed LIA, including performing criminal records and background check, credit check, Department of Labor (DOL) or other employment check, and any other screening criteria that HACSB employs to determine the suitability of occupants of HACSB's housing. The proposed LIA must sign all necessary written consents for HACSB to perform its due diligence. HACSB will perform any screening that is required in the Section 8 program; however, Section 8 owners/landlords also may perform their own screening.

13.9: Bedroom for the LIA

HACSB will approve a maximum of one (1) additional bedroom for a LIA. Approved LIAs are entitled to have a separate sleeping area; however, HACSB will entertain a request for the LIA to have an alternative sleeping area/personal space so that the household can remain in the present unit, provided it does not violate HACSB's occupancy standards.

HACSB will not approve an increase in the bedroom size of a household's unit before a specific LIA has been identified, screened, and approved, all parties have signed the LIA Agreement, and the head of household has signed a lease addendum.

A household will not be permitted to bring a LIA into an existing unit that will cause the household to violate HACSB's occupancy standards. In this circumstance, the household promptly will need to move to an appropriately-sized unit. If the household refuses to move promptly, then the Individual with A Disability's request for a LIA or continued approval for a LIA will be denied.

13.10: Periodic Inspections

Periodically, HACSB will inspect the unit to ensure that the LIA is currently present and working for the approved purpose and that the bedroom allocated for



use by the LIA actually is being used for the approved purpose. HACSB may perform an inspection at each regular inspection of the unit or may perform an interim inspection of the unit for the above-mentioned purposes. If the LIA is not performing the approved care, and/or the additional bedroom is not being used by the LIA as the LIA's bedroom, then HACSB may take appropriate action, including downsizing the household, and/or withdrawal of HACSB's approval of the LIA request in general, or of the specific person as the LIA, in particular. Depending upon the specific facts of the case, the household also may be in violation of program rules for fraud and may be subject to termination and/or eviction.

13.11: Withdrawal of Approval of LIA

HACSB may withdraw approval of a LIA under the following circumstances:

1. The LIA commits any of the acts set forth above that would have permitted the disapproval of the LIA in the first place.
2. The LIA ceases to live in the unit seven calendar days each week and/or fails to maintain the unit as the LIA's primary residence.
3. The LIA fails to provide the essential care set forth in the LIA Agreement, or takes on another commitment (e.g., work, school, caretaking) that HACSB determines makes it improbable that the LIA can continue to diligently perform the essential care.
4. The Head of Household, the Individual with A Disability, or the LIA (or any member of the LIA's household approved to occupy the unit) violates a material requirement of the LIA Agreement.
5. The LIA (or any member of the LIA's household approved to occupy the unit) engages in criminal activity on or off HACSB property.
6. The LIA (or any member of the LIA's household approved to occupy the unit) commits any act on or off HACSB property that threatens the health, safety, or welfare of HACSB residents, staff, or HACSB contractors, or threatens the right to peaceful enjoyment of the property of other residents.
7. The Individual with A Disability or Head of Household no longer desire the services of the LIA and requests that HACSB withdraw approval.
8. Other circumstances that warrant the withdrawal of approval.

13.12: Emergency Caretaker Visitor



To accommodate emergency needs where an existing LIA leaves abruptly or the need for a LIA arises quickly, HACSB may allow a temporary reasonable accommodation that considers a person who is providing emergency care as an Emergency Caretaker Visitor, for a period not to exceed 60 calendar days from the time that the need for a new LIA arises.

The Emergency Caretaker Visitor cannot be 1) a convicted sex offender; 2) a person convicted of the manufacture or distribution of the drug methamphetamine (“meth”); 3) a person convicted of a crime within the past 3 years; or 4) any person barred from any HACSB property. If, after sixty (60) calendar days, the household has not submitted a complete request for a new LIA, including the designation of a specific person for screening and approval, the Emergency Caretaker Visitor will lose “approved” status and must permanently cease living in the unit.

In the event an LIA leaves the LIA’s position for any reason, the Head of Household promptly must inform HACSB in writing, that the LIA has left the position, and the Head of Household will have thirty (30) calendar days to nominate a replacement LIA for HACSB screening and approval.

13.13: The Section 8 Program

In the Section 8 program, HACSB has a limited role in the process of approving LIAs. HACSB will determine whether the requestor qualifies for a LIA and will decide upon the appropriate voucher for the household. HACSB will screen the proposed LIA to the extent required by law and HUD requirements. Section 8 landlords also may do their own LIA screening and make other relevant decisions regarding approval of a specific live-in aide.

Section 14: Assistance Animals

14.1: General Statement of Policy

It is HACSB’s policy and intention to allow HACSB residents, because of the verified disability of one or more family members, to maintain an eligible animal within property owned or managed by HACSB in order for the Individual with a Disability to fully enjoy HACSB’s housing, services or programs. These animals that



provide assistance to clients with disabilities are commonly referred to as “Assistance Animals.” Assistance Animals are not “pets” subject to HACSB’s Pet Policy. *(Note: animals that HUD has determined that public housing agencies should approve as “pets” that are beneficial for the elderly or near-elderly are not considered Assistance Animals, and are not subject to this Policy. Further, HACSB is not involved in the process of approving Assistance Animals in the Section 8 program; Section 8 landlords make all decisions on such animals).*

14.2: Definition of Assistance Animal

HACSB will approve animals that provide a service to a Family Member with A Disability, as well as those who provide emotional support or comfort. HACSB treats both types of animals the same and considers both types of animals “Assistance Animals.”

14.3: Eligible Animals

The following types of animals are eligible to be approved as Assistance Animals:

- Neutered or spayed dogs
- Domesticated and trained miniature ponies
- Neutered or spayed cats
- Fish that humanely can live within a 20-gallon fish tank
- Typical household birds
- Small or potbellied pigs with an adult weight not to exceed 25 pounds
- Neutered or spayed Guinea pigs
- Neutered or spayed hamsters
- Neutered or spayed ferrets
- Small turtles weighing less than one pound
- Other small, common household pets traditionally kept in the home for pleasure rather than for commercial or other purposes

The following types of animals are not eligible to be Assistance Animals and will not be approved:

- Undomesticated animals

- Snakes and other reptiles, with the exception of small turtles weighing less than one pound
- Exotic animals, such as lions and tigers
- Deer, raccoons, rats, mice, and other wild animals typically found living wild in the outdoors
- Animals that have not been neutered or spayed
- Monkeys or other primates
- Other animals that HACSB deems unacceptable to be kept in property owned or managed by HACSB

14.4: Required Verification

Individuals seeking an Assistance Animal will be required to verify, through an appropriately licensed and knowledgeable professional, that they have a disability and that there is a medical need for the Assistance Animal in order for the requestor to fully enjoy HACSB's housing, services, and/or programs. The verifier will be required to describe the specific benefits and/or services that the Assistance Animal should be able to provide to the individual with disabilities, and the family must certify that the proposed animal is capable of providing the required assistance. HACSB has the right to request that the owner demonstrate the animal's abilities as a condition of approval or continued approval of that animal.

Additionally, individuals seeking an Assistance Animal will be required to verify, through an appropriately licensed and knowledgeable veterinarian's certification, that the proposed animal is in good physical, mental, and emotional health for an animal of its breed and age is up to date on recommended immunizations and is capable of performing the necessary assistance verified by the third-party verifier, among other standard health-related certifications for the animal in question.

14.5: Assistance Animal Agreement and Lease Addendum

As a condition for approval of an Assistance Animal, HACSB will require the head of household and the family member needing the Assistance Animal to sign an *Assistance Animal Agreement* and lease addendum in the form determined by HACSB. HACSB has the right to withdraw approval of Assistance Animals that do not conform to this Policy or the *Assistance Animal Agreement*.



14.6: *Withdrawal of Approval of Assistance Animal*

HACSB may withdraw its approval for an Assistance Animal under the following circumstances:

1. The Individual with a Disability no longer desires the animal and asks HACSB to withdraw approval.
2. The animal or a household member violates the Assistance Animal Agreement.
3. The animal is aggressive, violent or otherwise constitutes a direct threat to the health, safety, or well-being of a person or other animal.
4. HACSB has the right to immediately withdraw approval of an assistance animal and require that it leave HACSB premises immediately when the health and safety of people or other animals is seriously at risk.
5. Other circumstances warranting withdrawal of approval.

14.7: *Damages Caused by Assistance Animal*

HACSB will require the Head of Household and/or Individual with a Disability (both are individually responsible) to pay for all damage to the unit, common areas, or elsewhere on HACSB property, caused by the Assistance Animal, or in using the Assistance Animal, above ordinary wear and tear.

14.8: *Support of Assistance Animal*

Prior to HACSB's approval, the family seeking the Assistance Animal must demonstrate that they have the present and continuing ability and resources to acquire, maintain, feed, groom, exercise, clean up after, and otherwise support the Assistance Animal, including providing standard veterinary care.

14.9: *Applicability of Pet Policy*

Since HACSB does not consider Assistance Animals "pets," with the exception of behavioral and administrative requirements discussed below, Assistance Animals generally are not subject to HACSB's pet policies. Accordingly, the following limitations on pets are not applicable to Assistance Animals:



- Access to common areas and management offices
- Pet deposit or pet fee
- Height or weight limitations
- Breed restrictions
- Restrictions on the number of animals permitted in a unit

14.10: Administrative, Health, Behavioral and Maintenance Standards

Assistance animals must comply with the administrative, health, behavioral, and maintenance standards that also are required of pets which will be specified in the *Assistance Animal Agreement*.

14.11: Additional Documentation

HACSB's approval of an Assistance Animal will be conditioned upon the head of household and the Individual With The Disability (if an adult) signing an appropriate *Assistance Animal Agreement* and lease addendum in the format required by HACSB. In the event of a breach of the agreement or lease addendum, HACSB will have the right to withdraw approval of the Assistance Animal, or specific animal, whichever is appropriate.

14.12: Re-verification of Assistance Animals

Re-verifications of continued disability, medical need, and nexus for approved RAs/RMs that are not obvious will be required at each household's annual recertification. If during any recertification period a requestor's disability, medical need, and nexus is not present and expected to be ongoing for the long-term, HACSB may withdraw approval of the RA/RM.

Section 15: Accessible Parking

15.1: General Statement of Policy

It is HACSB's policy and intention to provide accessible parking to HACSB households with one or more family members who have verified disabilities and



are in need of accessible parking in order to fully enjoy and participate in HACSB's housing, housing services, and programs. The type of accessible parking provided will depend upon the needs of the individual with the disability and HACSB's available resources. Accessible parking will be provided consistent with applicable federal, state, and local laws.

Section 16: Administrative Review

When HACSB denies a RA or RM, or the requestor otherwise does not agree with HACSB's actions *vis a vis* a requested RA/RM, the requestor has the right to request an administrative review of HACSB's decision in accordance with HACSB's administrative review and/or grievance policies.

[END OF POLICY]

