

MINUTES OF A REGULAR MEETING
- OPEN SESSION -
OF THE SPRINGFIELD HOUSING AUTHORITY
HELD ON AUGUST 14, 2012

The members of the Springfield Housing Authority met in Open Session at the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, Massachusetts at 4:30 PM on August 14, 2012.

A copy of the Notice of Meeting, pursuant to Section 23B of Chapter 39 of the Massachusetts General Laws, as amended, with the Certificate as to Service of the Notice, was ordered spread upon the minutes of the meeting and filed for records.

NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts Laws, as amended, that a Regular Meeting of the Board of Commissioners of the Springfield Housing Authority will be held at 4:30 PM on Tuesday, August 14, 2012 in the Conference Room of the Springfield Housing Authority at 18 Saab Court, Springfield, MA 01104.

SPRINGFIELD HOUSING AUTHORITY
/s/William H. Abrashkin, Executive Director
August 9, 2012

CERTIFICATE AS TO SERVICE OF THE NOTICE OF MEETING

I, William H. Abrashkin, the duly appointed and qualified Secretary of the Springfield Housing Authority, do hereby certify that on August 9, 2012 I filed in the manner provided by Section 23B, Chapter 39 of the Massachusetts General Laws, as amended, with the Clerk of the City of Springfield, Massachusetts, a Notice of Meeting of which the foregoing is a true and correct copy.

Attest:

William W. Abrashkin
WJ

William H. Abrashkin/Executive Director/
Secretary to the Board

Chairman Warren called the meeting to order at 4:30 PM, and those present upon roll call were as follows:

PRESENT

ABSENT

Raymond Warren
Willie Thomas
Eugenia Choiniere
Thomas Labonte
Angela Robles (arrived at 4:32 PM)

ALSO PRESENT

William Abrashkin (arrived at 4:32 PM)
Michael Bailey
Michelle Booth
Priscilla Chesky
Lyon & Fitzpatrick, LLP (arrived at 4:38 PM)
Nicole Contois
Joseph D'Ascoli
Kathryn Hardy
John Healy
Wallace Kisiel
Michael Petro
Casterline Associates, PC (arrived at 4:35 PM)
Isabel Serrazina
Pamela Wells

Chairman Warren began the meeting by way of making introductions of staff to the new Board members, Thomas Labonte and Angela Robles.

The Board reviewed the minutes of June 26, 2012. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was by a 3-2 majority, (Commissioners Labonte and Robles abstaining)

VOTED: To approve the minutes of June 26, 2012.

The Board reviewed a recommendation to extend the terms of Contract No. G-2010-8-1 with Lyon and Fitzpatrick, LLP. Judge Abrashkin reminded the Board of the report made at the May Board meeting by Lyon and Fitzpatrick regarding legal expenses for calendar year 2011 as well as outcomes of the services they are providing to the agency. He also reminded the Board that it had elected to extend the terms of the contract through August 31, 2012, until such time this report was made and was now seeking to extend the term through the end of the 2012 calendar year. Upon a motion made by Commissioner Choiniere, seconded by Commissioner Thomas, it was unanimously

VOTED: To approve an extension to Contract No. G-2010-8-1 with Lyon & Fitzpatrick, LLP for legal services, for the period September 1, 2012 through December 31, 2012, satisfying its option to renew for the full term of year three of said contract.

The Board reviewed materials and a recommendation to enter into a Memorandum of Understanding with the Hampden County Sheriff's Department relative to the Community Housing that is Earned, Safe and Supportive ["CHESS"] program that was presented to the Board at the May 2012 meeting. Ms. Booth reviewed the program and advised the Board that she and Mr. D'Ascoli have met with the Sheriff's Department to better define and structure the program, intended to provide project based housing vouchers and supportive services to incarcerated individuals that are nearing their release, so that recidivism is lessened. Ms. Booth indicated that this would be a three year pilot program with three phases, which were defined with the tasks to be undertaken and goals to be met in each phase. It was also noted that the Sheriff's Department would secure a research partner that will evaluate the effectiveness of the program. Commissioner Thomas indicated that he would like the Board to receive quarterly reports if the program is implemented. Upon a motion made by Commissioner Thomas, seconded by Commissioner Labonte, it was unanimously

VOTED: To approve the allocation of thirty-one Housing Choice Vouchers as project-based vouchers for use in the Community Housing that is Earned, Safe and Supportive ["CHESS"] pilot project and to develop and enter into a Memorandum of Understanding to collaborate with the Hampden County Sheriff's Department to implement the program and to further authorize up to six of the thirty-one vouchers to become a mobile voucher that can be awarded to a program graduate who cannot find housing after completion of the program.

The Board reviewed a request for a change order to Contract No. SMOD-2012-12-1 with R.A.C. Builders, Inc. related to the federalization construction at Robinson Gardens, to include a change in PVC trim, removal and disposal of second floor wood siding and insulation, removal of wood window trim and installation of new PVC trim and installation of interior PVC trim to bathroom windows. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To approve Change Order No. 1 to Contract No. SMOD-2012-12-1 with R.A.C. Builders, Inc. in the amount of \$285,092.00, making the new contract amount \$4,961,892.00 and to extend the substantial completion date to January 17, 2013, pending the review and approval of the Department of Housing and Community Development.

The Board reviewed a request for a change order to Contract No. G-2012-10-8 with Inglewood Development Corporation related to construction at John L. Sullivan Apartments for the conversion of a unit to a Holyoke.Chicopee.Springfield Head Start site and the conversion of another unit to handicap accessible. The change order consists of replacing existing outlets, re-feeding electric service to second and third floors and the removal of existing parking and walkway pavement and curbs. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To approve contract Change Order No. 1 in the amount of \$13,487.33 to Contract No. G-2012-10-8 with Inglewood Development Corporation making the new contract amount \$319,256.33.

The Board reviewed a request to open the two, three and four bedroom, handicap accessible federal housing waiting lists. Ms. Booth explained that the Application Department has determined that there is not an adequate pool of applicants to fill the units that will be undergoing handicap accessible modernization to fulfill the SHA's voluntary compliance agreement with HUD. Upon a motion made by Commissioner Labonte, seconded by Commissioner Choiniere, it was unanimously

VOTED: To authorize the Applications Department to open the waiting lists for the fully accessible two, three and four-bedroom units in the federal public housing program for a period of sixty days, beginning on September 1, 2012.

The Board reviewed a request to open the waiting list for federal elderly housing. Ms. Booth explained that as the Application Department nears the end of the update process, it has determined that there will not be an adequate number of applicants for the expected number of vacancies in the year to come. Upon a motion made by Commissioner Choiniere, seconded by Commissioner Robles, it was unanimously

VOTED: To authorize the Applications Department to open the waiting list for the federal elderly program beginning on October 1, 2012.

The Board reviewed a resolution and associated materials related to an assistance animal policy drafted by Lyon & Fitzpatrick, LLP. It was noted that the purpose of the policy serves to define how applicants and tenants may request to have, as a reasonable accommodation, an animal which performs tasks for the benefit of, or otherwise alleviates symptoms or effects of a person's disability. Commissioner Thomas asked if the policy addressed households where more than one person is requesting such an accommodation and whether or not there were any limitations on animals, such as pit bulls. Judge Abrashkin indicated that a cap could not be placed on the number of persons in the household who make the request and that each request must be taken on a case by case basis. Ms. Chesky informed the Board that there were no limitations placed on the types of dogs that can serve as assistance animals and had checked first to see if there were any city ordinances that prohibited any specific breeds within the city. Commissioner Labonte inquired how this policy might affect other tenants, so far as they may fear an assistance animal. Ms. Chesky indicated that under those conditions, the tenant who is unable to have an equal opportunity to use and enjoy his or her dwelling may request a transfer. Upon a motion made by Commissioner Choiniere, seconded by Commissioner Thomas, it was unanimously

VOTED: To adopt Resolution No. 9553, whereas the Springfield Housing Authority Board of Commissioners wishes to approve the Assistance Animal Policy, as attached hereunto (Attachment A), with an effective implementation date of August 15, 2012.

The Board reviewed materials and a recommendation to award contracts in response to an IFB for 2012 heating supplies. Upon a motion made by Commissioner Labonte, seconded by Commissioner Choiniere, it was unanimously

VOTED: To award contracts for the supply of 2012 heating supplies for an aggregate sum of \$51,061.77 as follows: \$1,644.28 to AB Supply Company; \$16,061.45 to Bay State Plumbing and Heating Supply, Inc.; \$19,841.08 to Bender Plumbing Supply; \$119.00 to Kakley True Value Hardware; and \$13,395.96 to FW Webb.

The Board reviewed materials and a recommendation to award a contract for the supply of eighty-five tub liners and shower surrounds specific to Duggan Park Apartments. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To award a one year contract, for the period August 15, 2012 through August 14, 2013, to Universal Bath Systems for tub liner and shower surrounds at Duggan Park in the amount of \$600.00 per tub liner and \$820.00 per shower surround.

The Board received and reviewed the consolidated budget for fiscal year ending March 31, 2013, indicating a total projected net income of \$895,160.00. Mr. Petro provided an overview report on the budget and upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To adopt Resolution No. 9554, whereas the Springfield Housing Authority wishes to accept and approve fiscal year end March 31, 2013 consolidated operating budgets as presented with a total projected net income of \$895,160.00 and to certify that all information contained therein and that all statements of form HUD-52574 is true and accurate.

The Board reviewed a request to extend the term of the contract for a pre-release labor workforce, Contract No. G-2009-5-9, with the Hampden County Sheriff's Department/York Street Industries. Ms. Contois indicated that the terms of the current contract would all remain in effect and that the request before the Board was for a time extension only. Upon a motion made by Commissioner Thomas, seconded by Commissioner Choiniere, it was unanimously

VOTED: To renew Contract No. G-2009-5-9 with Hampden County Sherriff's Department/York Street Industries for the services of a pre-release labor workforce to provide general maintenance services at Reed Village (200-1), Reed Village Section 8 (200-1/8), and Gentile Apartments (667-1/8) for the period August 1, 2012 through July 31, 2012.

Michael Bailey left the Conference Room at 5:56 PM.

Judge Abrashkin informed the Board that the Davis Foundation is working on filing an application to the Kellogg Foundation for

additional funds to continue the Talk/Read/Succeed! initiative in the amount of \$2.4 million, and a funding period of three years.

Judge Abrashkin provided an update on the South End Choice Neighborhood initiative. He indicated that in order to apply for the implementation grant, which could conceivably be up to \$30 million, the city and the SHA must obtain a master developer as part of the planning grant and that an RFP has been issued and the evaluation and selection process is currently in the process.

Judge Abrashkin reported that for the fourth year in a row, the Rental Assistance Office has achieved high performer status, with a score of 100% on its FYE 2012 Section 8 Management Assessment Program.

Judge Abrashkin advised the Board that REAC physical inspection scores for three AMP's, consisting of seven developments, have been received for fiscal year 2012 and was happy to report that all scores were in the 90's. He indicated that the remaining AMP's will likely be inspected in the fall.

Judge Abrashkin reported that the SHA is about halfway into its first year of Phase I of its No Smoking Policy and reports that things appear to be going fairly well.

Judge Abrashkin informed the Board that EPA/HUD has now filed a complaint against the SHA with regards to the alleged non-compliance as it relates to lead paint disclosure to applicants and tenants.

Chairman Warren indicated that because of the quantity of information already covered, and due to the late hour, all reports would be tabled until next month.

Chairman Warren indicated that the Board of Commissioner's would enter into Executive Session and would not be returning to Open Session. Upon a motion made by Commissioner Choiniere, seconded by Commissioner Robles, it was by a roll call vote (Warren - Aye, Thomas - Aye, Choiniere - Aye, Labonte - Aye, Robles - Aye) unanimously

VOTED: To enter into Executive Session to discuss deployment of security personnel or devices and to not reconvene in Open Session.

There being no further business to come before the members of the Springfield Housing Authority, upon a motion made by Commissioner Choiniere, seconded by Commissioner Robles, it was unanimously

VOTED: To adjourn the Open Session of a Regular Meeting of the Springfield Housing Authority at 6:25 PM.

ATTEST:

Raymond Warren, Chairman

William W. Abrashkin

William H. Abrashkin, Executive Director



ASSISTANCE ANIMAL POLICY

Approved by Board of Commissioners

08/14/2012

Background:

An assistance animal is one that works, provides assistance, or performs tasks or benefits for a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability thereby allowing him or her equal opportunity to use and enjoy his or her dwelling. The term includes not only assistance animals such as a hearing assistance dog, but may also include emotional support animals. An assistance animal does not have to be certified by a state or local government or training program. The question is whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability.

Assistance Animal Rights of SHA Applicants/Tenants

The Springfield Housing Authority (SHA) applicants/tenants with disabilities may request an animal, as a reasonable accommodation, that performs tasks for the benefit of that person or otherwise alleviates one or more identified symptoms or effects of a person's disability. In order to provide the best service, the following guidelines have been adopted.

Pet Policy Exclusion for Assistance Animals

For an animal to be excluded from the Pet Policy and be considered an assistance animal, there must be a person with a disability(ies) in the household, and the family must request and the SHA must approve a reasonable accommodation request. The SHA Pet Policy does not apply to animals that meet the above definition that are necessary as a reasonable accommodation. Assistance animals are not considered pets.

Request for Assistance Animal Accommodation:

Tenants are requested to make assistance animal requests in writing (the *Request for Assistance Animal Accommodation* form is attached) to have an assistance animal as an accommodation for the tenant's disability. Please note that this form is not required to make a request for an assistance animal accommodation.

The tenant must provide verification that they have a disability under equal housing opportunity laws, and the accommodation is necessary to give the person equal opportunity to use and enjoy public housing. A person with a disability is entitled to a reasonable accommodation of an assistance animal only if there is an identifiable relationship or nexus between the person's disability and his or her need for the animal. The tenant is not required to disclose medical records, or the nature of the disability. The person requesting permission to keep an assistance animal must provide documentation establishing to the SHA's reasonable satisfaction that the person is a "person with a disability" as defined by the equal housing opportunity laws and that the person needs the requested accommodation to have the same opportunity as a non-disabled person to use and enjoy public housing. The SHA reserves the right to request supplemental documentation if it reasonably believes that the documentation provided is inadequate, insufficient, or conclusory, and reserves the right to hold an informal conference at which it will be the responsibility of the person requesting the accommodation to provide sufficient evidence, including in-person evidence from healthcare providers and other sources, establishing that the person needs the requested accommodation to have the same opportunity as a non-disabled person to use and enjoy public housing.

Assistance Animal Accommodation:

SHA will review the tenant's request for an assistance animal accommodation. Upon verification from the tenant's healthcare provider or some other satisfactory evidence of disability-related assistance or benefit, SHA will take into consideration the reasonableness of the request and provide a written response to the tenant within thirty (30) days of receipt.

The tenant is liable for any damage the assistance animal causes.

Registration must be renewed and will be coordinated with the Annual Re-Certification date, and proof of license and vaccination must be received at least thirty (30) days after the annual recertification. Execution of an Amendment to Residential Lease Agreement/ Assistance Animal Agreement with SHA stating that the tenant acknowledges complete responsibility for the care, handling and supervision of the assistance animal will be required.

Please Note:

SHA may disapprove of any vicious animal that poses a direct threat which cannot be eliminated or sufficiently reduced by a reasonable accommodation. These will be reviewed on a case by case basis.

Owners of assistance animals are expected to exercise responsible and courteous behavior so that the presence of their animal on the property does not violate the rights of others to the peaceful enjoyment of the premises.

SHA may enter a dwelling if reports of an assistance animal being unattended for a period of over twenty-four (24) hours are brought to its attention. SHA may request that the animal be removed in those cases where the owner is unable to provide care.

SHA may impose limitations if it can be demonstrated that an individual's request for reasonable accommodation exceeds what is necessary for the tenant to have full use and enjoyment of the premises or if it would violate local animal control ordinances.

Individuals with assistance animals are solely responsible for the conduct of their assistance animal and SHA may insist that an assistance animal be prevented from repeated noise that disturbs neighbors or other unreasonable interference with the rights of others.

Assistance animals that are a direct threat to others (biting, etc.) or otherwise violate animal control laws will be reported to the local animal control agency.

Areas Off Limits to Assistance Animals:

SHA may designate certain areas off limits to assistance animals. This limitation will be implemented when the assistance animal's presence creates a significant health or safety hazard.

Care, Handling and Supervision:

Tenant must care for assistance animals in a manner that complies with State and local laws.

Assistance animals cannot be kept, bred or used for any commercial purpose.

The assistance animal must be supervised and the tenant/handler must retain full control of the animal at all times and thus must not be allowed outside, unattended at any time.

The assistance animal must be prevented from digging, gnawing, chewing, scratching or otherwise defacing doors, windows, floor coverings, other units, common areas, buildings, landscaping or shrubs. The tenant is fully responsible for any damage caused by the assistance animal.

The assistance animal may accompany the tenant at all times on the property unless it is in an area where animals are specifically prohibited.

A tenant may train their own assistance animal and are not required to provide any information on the training or the specific task that the animal performs.

The assistance animal must be restrained at all times unless the disability prohibits the tenant from restraining the animal. In these circumstances, the resident may contact SHA in order to arrange an alternate accommodation.

Tenant must provide adequate care, nutrition, exercise and medical attention for their assistance animals. An assistance animal's health is jeopardized if left unattended for twenty four (24) hours or more (twelve (12) hours for a dog) and will be considered neglect, mistreatment, or an inability to care for the animal. Tenants must board their assistance animal away from the development or make other arrangements for the care of the assistance animal when they intend to leave their unit for twenty four (24) hours or more.

SHA reserves the right to consider the presence of an unattended assistance animal an emergency and will enter the unit to remove the assistance animal.

The Assistance Animal Agreement requires tenants to provide SHA with the name and phone number of a relative or friend who has agreed to assume responsibility for the assistance animal in the event of sudden illness or death of the tenant.

A Tenant shall physically control or confine his or her assistance animal during the times when SHA employees, agents for SHA, or others must enter the Tenant's apartment to conduct business, provide services, enforce lease terms, etc. The SHA staff, under no circumstances, will be responsible for service animals.

SHA staff, including maintenance personnel, reserve the right to refuse to enter a unit to perform work where an assistance animal is exhibiting threatening behavior.

Clean-up Rule:

The tenant must immediately remove the animal's waste from any public or private property unless the disability prohibits the tenant from abiding by this rule. In these

circumstances, the resident may contact SHA in order to arrange an alternative accommodation.

The tenant must always carry equipment sufficient to clean up the animal's feces whenever the assistance animal is in the common areas or off the tenant's property.

It is the tenant's responsibility to clean up after the assistance animal, including maintaining the cleanliness of the dwelling unit.

Cat litter boxes must be plastic or some other solid material that prevents leaks. Litter must be disposed of frequently enough to keep the unit odor free. Litter must be sealed in a plastic trash bag and properly disposed of in the trash bin. Litter must not be put down the drain.

Inspections:

The SHA may, after reasonable notice to the Tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed. Two days is considered reasonable notice, except when problems are suspected to exist as noted in this policy. Immediate inspection may be made if a signed, written complaint has been received, or there are reasonable grounds indicating that the conduct or condition of a service animal constitutes a violation of the rules or lease requirements, or safety or sanitation situation.

Allowable Assistance Animal Expenses:

During the annual certification process, tenant may present allowable assistance animal expenses.

Allowable expenses will be treated under the "Medical Deductions" section and include:

- Cost of veterinarian visits for the assistance animal
- Cost of special equipment for assistance animal
- Cost of medication for assistance animal

- Cost of training>

Assistance Animal Policy Violations:

If a determination is made on objective facts supported by written statements, that a Tenant/ assistance animal owner has violated the Assistance Animal Policy, written notice will be served informing the tenant that procedures will be initiated to revoke the Assistance Animal Agreement and terminate the Tenant's Lease

The Notice will contain a brief statement of the factual basis for the determination and the Section(s) of the Assistance Animal Policy which were violated. The notice will also state:

1. That the Tenant has ten (10) days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;
2. That the Tenant is entitled to be accompanied by another person of his or her choice at that meeting; and
3. That the Tenant's failure to correct the violation, request a meeting, or appear at the requested meeting may result in initiation of procedures to terminate the Tenant's Residential Lease Agreement.

If the violation is corrected, the Tenant must substantiate this fact within the ten (10) days. An inspection may be required.

Notice for Assistance Animal Removal:

If the Tenant and the SHA are unable to resolve the violation at the meeting or the Tenant fails to correct the violation in the time period allotted by the SHA, the SHA may serve notice to remove the assistance animal.

The Notice shall contain:

1. A brief statement of the factual basis for the SHA's determination of the Assistance Animal Policy violation;
2. The requirement that the Tenant must remove the assistance animal within ten (10) days of the notice; and
3. A statement that failure to remove the assistance animal may result in the initiation of termination of Tenant's Residential Lease.

Termination of Tenancy:

The SHA may initiate procedures for termination of tenancy based on an assistance animal policy violation if:

The Tenant has failed to remove the assistance animal or correct an assistance animal policy violation within the time period specified; and

The assistance animal policy violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Removal of an Assistance Animal:

When an assistance animal is unruly or disruptive (jumping on people, biting, scratching, or exhibits other harmful behavior), SHA may ask the tenant to remove the animal from the area. If the improper behavior happens repeatedly, SHA may request that the tenant not bring the animal into any area of the property except the tenant's unit until significant steps have been taken to mitigate the behavior. Mitigation may include training for both the animal and the tenant.

Excessive noise, unsanitary conditions, or threatening behavior on the part of the animal would provide a basis for SHA to require the animal to be removed from the rental unit.

If, an assistance animal causes harm to any person, the Tenant responsible for the assistance animal shall be required to permanently remove the animal from the SHA

property within twenty four (24) hours of written notice from the SHA. The Tenant may also be subject to termination of his or her Residential Lease.

THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED.

Este es un aviso importante. Sírvase mandarlo traducir.

Questa é una notizia molto importante. Per piacere falla tradurre.

C'est important. Veuillez faire traduire.

Este é um aviso importante. Por favor mande traduzi-lo.

Es ê un avizu importanti. Di favor, manda traduzil.

Se yon anons ki enpòtan anpil. Sou Ple, fè tradwi li pou w.

Σπουδαιε Πληροφορεια – Παρακαλω να το μεταφρασετε

ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG.

XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO NÀY.

Name: _____

Tenant/ Applicant ID. _____

Community: _____

Unit No. _____

Address: _____

Telephone No. _____

The following member of my household has a disability as defined by equal housing opportunity laws:

Name: _____

Relationship or association with you* _____

He/She/I use(s) an assistance animal to assist with the functional limitations related to his/her/my disability. His/Her/My assistance animal also enhances his/her/my ability to live independently and to fully use and enjoy the dwelling SHA provides.

Type of assistance animal: _____

I am requesting that you:

waive the no pet policy

other: _____

as an accommodation for his/her/my disability/(ies).

I authorize the Springfield Housing Authority to verify that the person(s) identified above has/have a disability and have the need for the reasonable accommodation requested. In order to verify this information the SHA may contact the following physician, psychiatrist, licensed psychologists, licensed nurse practitioner, licensed social worker, rehabilitation professional, non-medical service agency whose function is to provide services to the disabled, or other expert in the field of _____.

(Note: You may present verification directly to SHA)

Name: _____

Title of professional or expert: _____

Agency, Facility, or Institution (if any): _____

Address: _____

Telephone: _____

I understand that the information obtained by the SHA will be kept completely confidential and used solely to make a determination on my reasonable accommodation request.

Please return this form as promptly as possible so that the SHA may make a determination on this request.

Signed: _____ Date: _____

[Head of household or authorized representative]

Witness: _____ Date: _____

*If on behalf of a minor child, please indicate whether you are the parent or guardian. Where the individual with the disability is over 18 and is not the head of household, he or she should sign the authorization for verification.

Signed: _____

Date: _____

Date Received by SHA _____

Received by: _____