

# Exhibit 3





**Adult Services**

**Steven Banks**  
Commissioner

**Joslyn Carter**  
DHS Administrator

**Iris Rodriguez**  
Deputy Commissioner

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To: All Clients with an approved reasonable accommodation  
From: John Mendoza, DHS Program Administrator  
Date: June 23, 2021  
Re: Notification of Transfer

As we have told you, DHS is planning to end the temporary use of COVID-period commercial hotels and move back to congregate shelters. This is part of New York City entering the next phase of its recovery. The notice you received gave you a date and place of relocation.

**Please disregard that notice. You currently have an approved reasonable accommodation for a single or double room.**

You will not be going back to congregate shelter at this time. But, we will transfer you to a different location where your accommodation can be met. You will receive a transfer notice with specific details of your move at least 48 hours in advance of your move.

We understand that you may have questions or concerns and we will do our best to address them. To make this transition as smooth as possible, your shelter staff are available to meet with you to discuss this process and your individual needs.