

Exhibit 2



Safety
Net
Project

YOU HAVE RIGHTS if the hotel or shelter is moving you!

ADVANCE WRITTEN NOTICE

The City says it will give one-week written notice for all transfers from hotels to congregate/traditional shelters. But some people are already being transferred without this notice. According to State law (18 CRR-NY 491.15), shelters for single adults must provide written notice about transfers **a minimum of 48 hours in advance**. Department of Homeless Services (DHS) policy says the written notice must include: (1) A specific reason for transfer and (2) The name and location of the shelter you are being transferred to.

YOU HAVE A RIGHT TO FIGHT THE TRANSFER

- You have the right to request an on-site supervisory review with the Shelter Director so you can explain why you shouldn't be transferred.
- If you have a disability or need help in shelter, you can ask for a **"reasonable accommodation" (RA)** from DHS so that you aren't transferred or so that you are placed in the kind of room you need. There are many different conditions that can make you eligible for an RA.
- If you would experience any difficulties if you were placed in a room with two or more people due to a mental health or medical concern, you can request a Reasonable Accommodation for a single or double room.
- If you've requested an RA for a single or double room and don't have DHS's response yet, you should not be moved to a congregate shelter.

HOW TO REQUEST A REASONABLE ACCOMMODATION (RA)

You can ask for an RA by talking to your case manager at the shelter or giving them the RA Request Form. They must give you a copy of any form you submit. The form is also available at: www1.nyc.gov/assets/dhs/downloads/pdf/client-accom-request-form.pdf. A letter from a professional who knows about your condition and can explain why you need a single / double room is best. However, even if you can't get this, you can still ask for an RA with the paperwork that you have.

Here is a partial list of conditions that you could raise in your RA request:

- Mental health conditions that would worsen in a more crowded setting such as claustrophobia, anxiety or panic disorders, depression, or post-traumatic stress disorder;
- If you have a condition that makes it difficult for you to breathe in warmer temperatures and need access to an air conditioner;
- If you are not able to get vaccinated or if the vaccine is not effective for you due to your health conditions;
- If you are immunocompromised;
- You have health conditions that would put you at risk of severe illness due to COVID;
- If you are over 65 and therefore at increased risk of severe illness due to COVID;
- Any other reason you would need help in a shelter due to a condition or medical concern.
- More info about the Reasonable Accommodation process can be found here - <https://legalaidnyc.org/get-help/housing-problems/what-you-need-to-know-about-reasonable-accommodations-in-shelter-if-you-have-a-disability/>