

Exhibit 3



Adult Services

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To: All Clients of _____
From: _____, DHS Program Administrator
Date: June _____, 2021
Re: Notification of Transfer

As the Mayor has announced and as we previously shared with you in May, DHS is planning to end the temporary use of COVID-period commercial hotels and move back to congregate shelters as New York City enters the next phase of its recovery.

We are now beginning that process at your temporary hotel shelter, _____, returning the entire program, staff, and all clients to their shelter, _____.

Starting in one week, on _____, we will begin that relocation. Transportation will be provided.

The original shelter, _____, is located at:

- _____

As of _____, the _____ will no longer operate as a temporary shelter.

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.

We will also take the following steps to minimize any impact or disruption and ensure a seamless transition:

- We will continue to provide services and work with you towards addressing your needs, goals, and attaining independent living.
- You can request a reasonable accommodation through your case manager, and
- You should contact your case manager if you think you will need help getting a storage grant from HRA for any belongings in your hotel room that you are unable to take with you.

We will work with you to meet your approved reasonable accommodation needs at your shelter placement. We appreciate your understanding during this process. If you have any questions or concerns about your shelter assignment, please speak with your case manager immediately.