



# Limited English Proficiency Policy (LEP)

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## Order Form

Are your housing programs accessible to those with Limited English Proficiency (LEP)? LEP persons are defined as individuals who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand English. Executive Order (EO) 13166 required HUD to work to ensure that LEP individuals can effectively participate in, or benefit from, federally assisted housing programs. In the spirit of this Executive Order, HUD issued "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" to assist owners in providing meaningful access to their programs to LEP individuals.

This guidance states that owners must develop a Language Access Plan (LAP) to ensure access for those individuals. Before developing the Language Access Plan (LAP), **you must first identify your property's specific LEP need(s)**. PMCS' Limited English Proficiency (LEP) Policy provides your staff with a standard procedure to follow to identify and analyze this information on a routine basis. Once this analysis is complete, you can create a customized LAP for your property. Need help with this final step? PMCS can provide additional assistance in the development of a customized LAP under our General Consulting Agreement.

### Contact Information

<b>SEND TO:</b>	
_____ <i>First/Last Name</i>	_____ <i>Title</i>
_____ <i>Phone</i>	_____ <i>Email</i>
_____ <i>Management Company Name</i>	

### Information to Appear on the Limited English Proficiency Policy

_____ <i>Property Name</i>	_____ <i>Contract or Project #</i>
_____ <i>Property Street Address</i>	_____ <i>City/State/Zip Code</i>
_____ <i>Property Phone</i>	_____ <i>Property Subsidy Type</i>

Product	QTY	Price	Subtotal	Payment Method
Limited English Proficiency Policy	1	\$299.00	\$299.00	<input type="checkbox"/> <b>Check:</b> Mail your check and completed order form to: <b>PMCS Inc.</b> <b>500 Plum Street, Suite 320</b> <b>Syracuse, NY 13204</b>  Please reference: " <u>Property Name – LEP Policy</u> " on memo line of check  <input type="checkbox"/> <b>PayPal:</b> Email your completed order form to: <b>solutions@pmcsinc.com</b>  <b>An invoice containing PayPal payment link will be emailed to you to pay by credit card. No PayPal account needed.</b>
<b>Rush Order Fee:</b> <i>Priority scheduling within 5 business days contingent upon client response time.</i>		\$35.00		
<b>Total Enclosed:</b>				
Questions? Please call us at: <b>800-245-PMCS (7627) x 1517</b>				

**NOTE:** We perform our services using our extensive industry knowledge, contacts, and experience acquired over the more than 30 years we have served the Affordable Housing Industry. The services detailed in our contract do not in any way imply or guarantee that your Contract Administrator and/or HUD will not have questions, 'findings', or 'observations' in your Management & Occupancy Review Report. Due to inconsistencies and policy directives from HUD that are unclear or appear contradictory and the resulting myriad interpretations that exist within the Affordable Housing Industry, the variability in citations/comments is beyond anyone's control. Prices subject to change without notice.

### For Office Use Only:

Sent By: _____	Date: _____	Rec'd By: _____	Rec'd Date: _____	DASS: _____	Tasks: _____
CK/PP#: _____	Amount: _____			Docview: _____	