



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

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To owners/agents and site staff of MassHousing-financed properties:

As you know, we have been working collaboratively with you to ensure that both MassHousing and the multifamily developments we finance comply with [Executive Order 13166](#).

It is time to take the next steps in the process of ensuring compliance. But first, some background information.

Originally issued by President Clinton in 2000, E.O.13166 requires federal, state and local agencies that receive federal funding to ensure that people with Limited English Proficiency (LEP) have meaningful access to their programs and services. *LEP compliance applies to both MassHousing and to developments financed by MassHousing.* If you interact with HUD or DHCD then the issue of LEP compliance is familiar to you already.

We are trying to make this process as easy as possible. Our Community Services staff held a series of trainings over the last several months. If you attended, we thank you. If not, then this email and our website www.masshousingrental.com/lep will provide guidance.

Beginning October 1, 2013, we ask that you conduct a self-assessment and develop a Language Access Program (LAP) illustrating the reasonable steps you are taking to ensure meaningful access to your programs and activities by persons with Limited English Proficiency based on the information you obtained from the self-assessment. We understand many of you have already done this, and we thank you for your diligence.

Once your LAP is complete, we ask that you provide us with a LAP certification for each development by **December 31, 2013**.

Enclosed you will find the LAP Certification Form which can be sent via mail to Helena Padellaro c/o MassHousing One Beacon Street, Boston, MA 02108; via fax at 617.722.0605 or via email at hpadellaro@masshousing.com. Please note that the form provides space for you to certify multiple developments.

Please note that in newly-financed and/or refinanced developments, the requirement to create a LAP will be added to loan commitment letters, regulatory agreements and loan closing documents.

As noted, MassHousing has established an LEP website www.masshousingrental.com/lep that provides many helpful resources to assist you in creating a LAP, including:

- A PowerPoint presentation from MassHousing's LEP training session
- FAQ's from HUD multifamily housing groups
- An assessment and planning tool from the Department of Justice
- A spreadsheet with all Massachusetts cities and towns and the languages spoken within those communities, to help you determine what languages you will need to be able to communicate in
- Vital MassHousing documents that have already been translated into 8 languages
- ...and more.

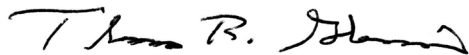
To recap, please undertake the following:

- Begin to develop your LAP using the resources on our website; and
- Send your certification form (attached) back to us no later than December 31, 2013.

If you have any questions, or if we can assist you, please contact Helena Padellaro at hpadellaro@masshousing.com or 617-854-1077.

Thank you for working with us to make sure that all of our citizens have equal access to affordable housing programs and services.

Sincerely,



Tom Gleason

Executive Director

