



# ENGLISH PROFICIENCY CONFIRMATION- Rural Development



This institution is an equal opportunity provider

**Dear Applicant:**

The National Office Civil Rights division has issued Executive Order 13166 which states, in part, improving access to services for Persons with Limited English Proficiency (LEP) requires the USDA and RD to ensure services provided comply with the requirements to examine the services provided, identify any need for services to those with LEP, and develop and implement a system to enable persons with LEP meaningful access to RD funded programs.

In order that we might serve you to the fullest extent possible and in a manner you can understand, Integrity Management Company wishes to confirm that you and your adult household members sufficiently comprehend the English language. In order to assure everyone involved IMC has developed this simple questionnaire to determine the level and type of language assistance you may require, if at all.

Ultimately it is our goal to insure that limited English proficiency does not in and of itself prevent or deter access to affordable housing. The following simple questions seek only to remove such barriers to our service.

**PLEASE ANSWER THE FOLLOWING:**

▼ Check Which Applies ▼

**A. ENGLISH IS MY FIRST LANGUAGE:**

YES

NO

If you answered **YES** you need not answer any of the following questions but rather please continue to complete the application package enclosed and return all to the address provided.

**B. IF YOU CHECKED **NO** TO QUESTION **A** PLEASE TELL US WHAT YOUR FIRST LANGUAGE IS:**

MY FIRST LANGUAGE IS:

**C. BECAUSE ENGLISH IS NOT YOUR FIRST LANGUAGE PLEASE ADVISE WHETHER YOU NEED ASSISTANCE WITH UNDERSTANDING THE DOCUMENTS REQUIRED TO APPLY FOR HOUSING:**

▼ Check Which Applies ▼

YES

NO

\_\_\_\_\_  
Applicant Head of Household Signature

\_\_\_\_\_  
Signature Date

**Using the enclosed self-addressed stamped envelope please return this confirmation to our attention. Once received we will be in touch to address your application process.**

\_\_\_\_\_  
Agent Representative Signature

\_\_\_\_\_  
Signature Date

Integrity Management Company

IMC Form LEPC01- APP-RD (Revised 7.23.16)