



Appendix 4-5 Language Access Plan Template

Language Access Plan: As a result of the Four-Factor Analysis, **Community Name** has identified the following types of language assistance to be provided on an as needed basis by **Community Name** throughout the implementation of the CDBG program:

The paragraphs below are examples of language access plan activities. These paragraphs should be modified or replaced with narrative that more accurately reflects the community's planned activities.

For any activities chosen from the below list, **shaded areas** should be replaced with information from your specific plan.

- *All CDBG public participation documents, project-related resolutions, public notices, and amendments will be published in LEP language(s) (as identified in the Four Factor Analysis), on bulletin boards at the Town Hall/County Courthouse, in public places throughout the proposed project area(s) and/or the community, and on media platforms commonly used by people in the community that speak LEP language(s).*
- *Additionally, all published public participation advertisements will include a statement in LEP language(s) indicating other program materials are available in LEP language(s) upon request.*
- *All public participation notices will include a statement that interpreters will be available at public meetings upon advance request. (Requests will be accepted no less than 24 hours in advance).*
- *If needed, an interpreter may be retained to provide oral translation in the field during the implementation of the project activities (generally for housing rehabilitation, hookups, acquisition, and relocation projects only).*
- *If other populations of LEP persons are identified in the future, **Community Name** will consider additional measures to serve the language access needs of those persons.*

Printed Name of Chief Elected Official

Title

Signature

Date Adopted