



Tool 4-4 – Language Access Plan

Grantees are required to develop a Language Access Plan (LAP) that outlines actions they will take to ensure meaningful access to CDBG funded programs and resources by people with Limited English Proficiency (LEP) who, because of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand. As it relates to Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter. For further guidance on best practices, refer to Appendix B Equity and Belonging of the Grants Management Manual (GMM).

Four Factor Analysis & Language Access Plan

-
- | | | |
|---|------------------|--|
| 1 | Identify | The number or proportion of LEP persons served or encountered in the eligible service area utilizing the Census Bureau's American Community Survey (ACS) data. |
| 2 | Assess | The frequency and extent to which your program engages with or provides services to people with LEP |
| 3 | Evaluate | The impact to LEP persons' ability to meaningfully access the program benefits absent the provision of language assistance |
| 4 | Calculate | The staffing and financial resources available compared to the cost of providing language assistance, such as translating 'vital documents' or providing interpretation services |
| 5 | Determine | The language assistance services to be provided to meet the LEP needs of the community as identified in the Four Factor Analysis |



Examples of Language Assistance Services



All 'vital documents' necessary to ensure meaningful access to the CDBG-CV funded activity by people with LEP must be translated and published in the LEP language(s) identified in the Four Factor Analysis.

Vital documents that should be considered for translation include outreach materials, applications, consent and complaint forms, notices of participant rights and responsibilities, notices or letters that require a response from the participant, and public notices.



Providing free oral interpretation services at the various venues where the CDBG-CV funded activities are carried out.

A key consideration for this service is the competency of the translator such as their age, certification status, and relation to the people with LEP.