



LANGUAGE ACCESS PLAN CERTIFICATION

As a result of the preceding Four-Factor Analysis, _____ (*Applicant*) has identified the following types of language assistance to be provided on an as needed basis by the Applicant throughout the implementation of its HOME activity:

Below are the minimum requirements to meet the needs of your identified Limited English Proficiency Populations. All items are mandatory of all HOME applicants having any LEP populations in any municipality within their activity service area. Additional activities may be added to meet the needs of the applicants' LEP population(s).

All HOME citizen participation materials, public notices, and project-related resolutions, will be published/posted in the LEP language(s) identified, in community newsletters, on bulletin boards at the offices and meeting location of the applicant, on the applicant website and in public places throughout the proposed project area(s) and/or the community, especially those areas with high concentration of the affected population.

Additionally, all published/posted citizen participation notices will include a statement in the identified LEP language(s) indicating that other "program materials are available in the LEP language(s) upon request". This statement must be in as many languages as has been identified during the applicant's analysis.

All citizen participation notices will include a statement that "translators will be available at public meetings upon at least 72 hours' notice". This will be in the identified LEP language(s) in the English notification and also in the complete LEP language(s)' notification.

All direct assistance application documents and outreach materials will be provided in the LEP language(s) identified.

For all direct assistance intakes, if needed, a translator will be retained to provide oral translation at the site of the intake to assist in filling out the intake documents and explaining the program. The applicant may not require the LEP applicant to provide their own translator, though the applicant may bring someone if they choose.

If other populations of LEP persons are identified in the future, Applicant will provide additional measures to serve the language access needs of those persons.

The Applicant will complete a Language Access Plan which delineates how these activities will be carried out, by whom, and who will monitor the effectiveness of the activities for possible revision. This Plan once adopted by the applicant must be retained in the applicants' master file and utilized throughout the program.

Adopted:

Chief Elected Official (signature and printed)

Date

Attest

Grantee Name & Program