**Language Assistance Plan Template**

**INSTRUCTIONS:** After completing the four-factor analysis and deciding what language assistance services are appropriate, a subrecipient may develop an implementation plan or LAP to address identified needs of the LEP populations it serves. This template can be followed to meet the need. Some elements that may be helpful in designing an LAP include:

* Identifying LEP persons who need language assistance and the specific language assistance that is needed;
* Identifying the points and types of contact the agency and staff may have with LEP persons;
* Identifying ways in which language assistance will be provided; · Outreaching effectively to the LEP community;
* Training staff;
* Determining which documents and informational materials are vital;
* Translating informational materials in identified language(s) that detail services and activities provided to beneficiaries (e.g., model leases, tenants' rights and responsibilities brochures, fair housing materials, first-time homebuyer guide);
* Providing appropriately translated notices to LEP persons (e.g., eviction notices, security information, emergency plans);
* Providing interpreters for large, medium, small, and one-on-one meetings;
* Developing community resources, partnerships, and other relationships to help with the provision of language services; and
* Making provisions for monitoring and updating the LAP, including seeking input from beneficiaries and the community on how it is working and on what other actions should be taken.

**LANGUAGE ASSISTANCE PLAN**

**PREPARED BY**

[NAME OF THE LOCAL GOVERNMENT UNIT]

**FOR**

**THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**LANGUAGE ASSISTANCE PLAN**

As a result of the preceding Four Factor Analysis, [NAME OF THE LOCAL GOVERNMENT UNIT] has developed a Language Assistance Plan. The Language Assistance Plan addresses the identified needs of the LEP persons [NAME OF THE LOCAL GOVERNMENT UNIT]serves, the process by which [NAME OF THE LOCAL GOVERNMENT UNIT]will monitor and update the LAP.

[NAME OF THE LOCAL GOVERNMENT UNIT]understands that the actions [NAME OF THE LOCAL GOVERNMENT UNIT]is expected to take to meet its LEP obligations depend upon the results of the Four Factor Analysis including the services [NAME OF THE LOCAL GOVERNMENT UNIT]offers, [NAME OF THE LOCAL GOVERNMENT UNIT]’s service area, the resources [NAME OF THE LOCAL GOVERNMENT UNIT]possesses, and the costs of various language service options. However, [NAME OF THE LOCAL GOVERNMENT UNIT]is to take reasonable steps to ensure meaningful access to LEP persons. The meaningful access is based upon a reasonableness standard that is both flexible and fact dependent.

1. The procedures [NAME OF THE LOCAL GOVERNMENT UNIT] will use to identify LEP persons with whom [NAME OF THE LOCAL GOVERNMENT UNIT] has contact, the size of LEP populations, and the languages of LEP populations.

[CLICK TO INSERT ANALYSIS]

1. Points and types of contact [NAME OF THE LOCAL GOVERNMENT UNIT] may have with LEP persons.

[CLICK TO INSERT ANALYSIS]

1. Ways in which language assistance will be provided by [NAME OF THE LOCAL GOVERNMENT UNIT], and the plan for outreach to LEP populations.

[CLICK TO INSERT ANALYSIS]

1. [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for training staff members on LEP guidance and the LAP, including specific provisions for training staff that are responsible for monitoring Recipients of HUD funding.

[CLICK TO INSERT ANALYSIS]

1. A list of Vital Documents to be translated, the languages into which they will be translated and the timetable for translations.

[CLICK TO INSERT ANALYSIS]

1. [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for translating informational materials that detail services and activities provided to Beneficiaries and [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for providing appropriately translated notices to LEP persons.

[CLICK TO INSERT ANALYSIS]

1. [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for providing interpreters for large, medium, small and one-on-one meetings.

[CLICK TO INSERT ANALYSIS]

1. [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for developing community resources, partnerships, and other relationships to help with the provision of language services.

[CLICK TO INSERT ANALYSIS]

1. [NAME OF THE LOCAL GOVERNMENT UNIT]’s plan for monitoring and updating the LAP.

[CLICK TO INSERT ANALYSIS]

**AVAILABLE LEP RESOURCES**

HUD Frequently Asked Questions on the Final LEP Guidance: <http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promotingfh/lep-faq>

HUD’s LEP Website:

<http://www.hud.gov/offices/fheo/lep.xml>

Federal LEP Website:

<http://www.lep.gov/>

LEP and Title VI Videos:

[Translation | LEP.gov](https://www.lep.gov/translation)

“I Speak” Card:

<http://www.lep.gov/ISpeakCards2004.pdf>

**COMPLAINTS**

If you believe that you have been denied the benefits of this Language Assistance Plan, you may file a written complaint by mail to:

[NAME OF THE LOCAL GOVERNMENT UNIT]

Any person that feels that the Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 regulations were not complied with may file a complaint directly to the Assistant Secretary for Fair Housing and Equal Opportunity at the following address (or as otherwise directed by HUD):

Kansas City Regional Office of FHEO  
U.S. Department of Housing and Urban Development  
Great Plains Office  
400 State Avenue  
Kansas City, Kansas 66101  
(913) 551-6958  
(800) 743-5323  
TTY (913) 551-6972