



## Appendix 4-4 Language Access Plan Template

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**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:

Select the paragraphs below that best describe your planned activities. Delete the other paragraph(s). These paragraphs may be modified or replaced with narrative that more accurately reflects the community's planned activities.

Replace the **shaded areas** with information about your community.

- *All CDBG citizen participation documents, project-related resolutions, public notices, and amendments will be published in LEP language identified on bulletin boards at the **Town Hall/County Courthouse** and in public places throughout the proposed project area(s) and/or the community.*
- *Additionally, all published citizen participation advertisements will include a statement in LEP language identified indicating other program materials are available in LEP language identified upon request.*
- *All citizen participation notices will include a statement that translators will be available at public meetings upon prior request.*
- *If needed, a translator 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