ACKNOWLEDGEMENT OF SUBRECIPIENT LANGUAGE ACCESS PLAN REQUIREMENT

The _____ hereby acknowledges and assures that:
(Applicant City or County Government)

1) Pursuant to the requirements of Title VI, it will take timely and reasonable steps to provide Limited English Proficient (LEP) persons with Meaningful Access to programs and activities funded by the federal government and awarded by DCA. Access to these programs and services will not be impeded as a result of an individual's inability to speak, read, write or understand English.
2) It will conduct an assessment to determine the need for language assistance within its service area. This will be accomplished by conducting a Four-Factor Analysis, which is described in a template provided by DCA and in the Federal Register / Vol. 72, No. 13 / Monday, January 22, 2007 / Notices. After completion of the Four-Factor Analysis, the Applicant will understand the languages spoken by LEP persons in its service area, and can determine how to provide needed language assistance.
3) It will prepare a Language Access Plan (LAP) that will include:
    a. The name of the individual responsible for coordination of LEP compliance;
    b. A training plan on LEP requirements for all staff involved in programs and activities funded by the federal government and awarded by DCA;
    c. The languages identified from the Four-Factor Analysis;
    d. A schedule for translating and disseminating vital documents; and
    e. A policy for updating the Four-Factor Analysis and the LAP.
4) It will maintain records regarding its efforts to comply with Title VI LEP obligations.
5) It will resolve any findings related to its LEP obligations by taking corrective action and understands that repeated violations may require other appropriate enforcement mechanisms up to and including referral to HUD or repayment of awarded funds.
6) It must prepare and provide to DCA within sixty (60) days of notification of award an LAP meeting the requirements of this LAP Acknowledgement.
7) It will provide evidence of compliance as required by DCA with its locally adopted LAP.
8) It will review and update its LEP Four-Factor Analysis at least every five years.

ACKNOWLEDGEMENT:

The undersigned certifies on behalf of the Applicant that he/she has been authorized to sign this acknowledgement, and that the Applicant will comply with the acknowledgement listed above:

Submitted on behalf of the Applicant by:

By _____ _____
(Signature of chief elected official) (Date)

_____
(Typed or printed name and title of chief elected official)

Attest:
By _____ _____
(Signature of clerk or other authorized official) (Date)

_____
(Typed or printed name and title)
(seal)