

ACKNOWLEDGEMENT OF SUBRECIPIENT LANGUAGE ACCESS PLAN REQUIREMENT

HUD Program: _____ Grant Year: _____

Applicant, _____, hereby acknowledges and assures that:

- 1) Pursuant to the LEP requirements of Title VI, Applicant 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 the Georgia Department of Community Affairs ("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) Applicant 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 a mandatory, individualized assessment used by recipients of federal financial assistance to ensure meaningful access for persons with Limited English Proficiency. After completion of the Four-Factor Analysis, the applicant will understand which languages are spoken by LEP persons in its service area, and can determine how to provide needed language assistance.
- 3) Applicant will prepare a Language Access Plan ("LAP") that will include:
 - a. The individual responsible for coordination of LEP compliance ("LAP Coordinator");
 - b. A training plan on LEP compliance 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) Applicant will maintain records regarding its efforts to comply with Title VI LEP obligations.
- 5) Applicant will resolve all 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) Applicant must prepare and provide to DCA within sixty (60) days of notification of award an LAP meeting the requirements of this LAP Acknowledgment.
- 7) Applicant will provide evidence of compliance with its locally adopted LAP as required by DCA.
- 8) Applicant will review and update its Four-Factor Analysis at least every five (5) years.

If awarded, Applicant designates the following individual as its LAP Coordinator for the Grant Year:

Name	Telephone	Email

If Applicant is awarded funds for the Grant Year, this Acknowledgement shall be effective during the Grant Year and incorporated as part of the Participation Agreement between GHFA and the Applicant.

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 _____ (Authorized Signature)	Attest: By _____ (Authorized Signature)
_____	_____
(Typed or printed name)	(Typed or printed name)