

## LANGUAGE ACCESS PLAN REQUIREMENT -- PUBLIC NOTICES

As noted in the Community Development Block Grant (CDBG) Applicants' Manual section titled *Citizen Participation Requirements* (see page 35 of the Manual), all applicants for and recipients of CDBG funds must provide for and encourage public participation in the planning, implementation and assessment of their CDBG program. As such, one requirement is that the CDBG applicant must hold at least one public hearing in the locality prior to submission of an application to DCA (see Applicants' Manual for additional public hearing requirements).

Applicants must determine their responsibility to meet requirements of Title VI of the Civil Rights Act of 1964. Specifically, applicants must take timely and reasonable steps to provide Limited English Proficient (LEP) persons with meaningful access to programs and activities funded by the federal governments and awarded by the Georgia Department of Community Affairs (DCA).

To determine the level of assistance the applicant should provide to LEP persons (see chart, below), the applicant must determine the number and percentage of LEP persons within their locality. To determine the number and percentage of LEP persons within the applicant's locality, use the most recent data release of the American Community Survey Table S1601 (Language Spoken at Home) published in December of each year. **Please source all data provided to DCA.** The American Community Survey Table S1601 will provide the applicant's population and number of LEP persons (under the column heading "Speak English less than very well"). Should a threshold be met, the applicant should determine if one or more languages would independently meet threshold requirements (this may be accomplished by first reviewing American Community Survey Table S1601, Column 1 titled "Subject," and then beginning with the row titled "Speak a Language Other than English"). As a general rule, the Spanish language will determine threshold requirements.

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population	Translated vital documents
More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

To ensure the applicant has addressed the LEP requirements relating to the applicant's CDBG public hearing (conducted prior to application submission), the applicant must (1) Complete the following applicable SECTIONS, (2) submit a copy of the American Community Survey Table S1601 for its locality, (3) submit a copy of the Applicant's Public Hearing notice(s) and the applicable tear sheet, and (4) sign the form.

## **SECTION 1**

***The Applicant determined the LEP threshold WAS NOT met. Check here:*** ☐

Checking this box above means that the applicant has determined that the LEP threshold was not met and that a pre-award public hearing notice was required in English only.

The applicant made this determination after review of American Community Survey Table S1601, and this table indicates that the applicant's jurisdiction contains ***fewer*** LEP persons than the following standard: a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language.

***Please include a copy of the following in order to verify this determination:***

1. American Community Survey Table S1601 used to make the determination that the LEP threshold WAS NOT met.
2. The Applicant **must include** the tear sheet for the Public Hearing notification in English.

If the application jurisdiction did not meet the LEP threshold as noted above. Skip to Section 2. If the LEP threshold was met, please continue below:

***The Applicant determined the LEP threshold WAS met. Check here:*** ☐

Checking this box above means that the applicant has determined that the LEP threshold was met or exceeded and that a pre-award public hearing notice was required in English and Spanish.

The applicant made this determination after review of American Community Survey Table S1601, and this table indicates that the applicant's jurisdiction contains ***equal to or more than*** the number of LEP persons indicated by the following standard: a population of more than 5% LEP persons in a single language or 1,000 or more LEP persons in a single language.

***Please include a copy of the following in order to verify this determination:***

1. American Community Survey Table S1601 used to make the determination that the LEP threshold WAS met.
2. The Applicant **must include** the tear sheets for the Public Hearing notifications in English and Spanish.

Complete Section 2 and the Acknowledgement.

## **SECTION 2**

The \_\_\_\_\_ (Applicant City or County Government) hereby acknowledges and attests that a public hearing was held on \_\_\_\_\_ (Date) to encourage public participation in the planning, implementation and assessment of their proposed CDBG program.

The Applicant **must include** the applicable tear sheet(s) for the Public Hearing notification in the applicable languages. (See Section 1 for details.)

**ACKNOWLEDGEMENT:**

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

Submitted on behalf of the Applicant by:

\_\_\_\_\_  
(Signature of chief elected official) (Date)

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

Attest:

\_\_\_\_\_  
(Signature of clerk or other authorized official) (Date)

\_\_\_\_\_  
(Typed or printed name and title)  
(seal)