

HomesFund Language Assistance Plan

A Language Assistance Plan (LAP) is essential for ensuring effective communication and support for individuals with limited English proficiency (LEP).

HomesFund staff shall conduct the following:

1. Assessment of Language Needs:

- HomesFund staff will identify the languages spoken by the HomesFund client(s).

2. Provision of Language Assistance Services:

- HomesFund will hire a person or agency to provide interpretation services (oral) and translation services (written) in the languages spoken by the client(s).
- HomesFund will pay the entire cost of the Language Assistance Services – no costs will be passed on to the client(s).

3. Notice of Language Assistance:

- HomesFund will display notices in prominent locations informing individuals of the availability of language assistance services.
- HomesFund will include information about the right to receive language assistance in outreach materials and on the organization's website.

4. Language Access in Written Materials:

- HomesFund will translate vital documents and information into languages read by the LEP population.

5. Access to Qualified Interpreters:

- HomesFund staff will establish relationships with individuals and organizations that provide professional interpreter and translator services.

6. Video Conference Services:

- Upon request, HomesFund will provide a multilingual/simultaneous interpretation video conference for individuals to access language assistance services.

7. Assessing and Updating the LAP:

- HomesFund staff will update the LAP based on changes in the community or organization, changes in federal or state laws, or upon reasonable request from an individual or organization that provides services to LEP individuals.

8. Compliance with Federal and State Laws:

- HomesFund will ensure compliance with federal and Colorado laws related to language access, such as Title VI of the Civil Rights Act.

9. Budget Allocation:

- HomesFund will allocate monetary resources for language assistance services, including interpreter and translation provision, and facilitation of video conference services.

10. Partnerships with Community Organizations:

- HomesFund staff will communicate and collaborate with local community organizations to better understand the language needs of the community and to enhance language assistance services.
- HomesFund staff will work with local community organizations to provide interpretation and translation services to LEP clients.