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|  | The Community Partnership for the Prevention of Homelessness Bilingual Staff Log |

The Language Access Act of 2004 requires District agencies to make interpretation services available to all Limited English Proficient (LEP) and Non-English Proficient (NEP) customers seeking services and the collection of data relative to the services provided. To ensure compliance with the Act, The Community Partnership for the Prevention of Homelessness (TCP) requires its subcontractors to complete a Bilingual Staff Log. This report must be completed annually and submitted along with your agency’s Master Deliverables Package for each contract.

For questions regarding the completion of this form, please contact Ashley Burrell, [aburrell@community-partnership.org](mailto:aburrell@community-partnership.org)

### Contract Information

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| --- | --- | --- | --- |
| Agency Name: |  | Preparer Name and Title: |  |
| Fiscal Year End Date: |  | Contract Period: |  |

Does your Agency have bilingual staff members?

Yes  No

Please include the name(s) of each bilingual staff member, their position title, the program/department in which the staff member works, foreign language(s) spoken by the staff member and whether or not the staff member has received a certification or training in the identified languages.

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| **Name of Bilingual Staff Member** | **Position Title** | **Program/Department** | **Foreign Language(s) spoken** | **Has this staff member received a certification or training in the identified languages? Y/N** |
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Please utilize the space below to indicate which staff members noted above have direct contact with clients:

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Please utilize the space below to provide any additional notes regarding the information provided on this form (if needed):

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| **Preparer Signature** | **Date** |

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| |  |  | | --- | --- | |  |  | | **Executive Director Signature** | **Date** | |  |  | |  |