



Proposed Language Access Plan (LAP) Implementation Timeline

	FY20				FY21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
COMMUNITY OUTREACH								
Partner with community members, community partners, and Town staff to jointly design detailed procedures for LAP implementation		◆		◆				
Design communications and marketing materials for LAP		◆		◆				
Share LAP with community members and community partners		◆						◆
BUILDING STAFF CAPACITY								
Identify potential partners to develop LAP training			◆	◆				
Co-lead Town-wide LAP staff training				◆		◆		
Town Council consider approval of pay incentive in FY21 budget process				★				
Implement employee pay incentive program					◆			◆
Provide technical assistance to Town Departments	◆							◆
TRANSLATION AND INTERPRETATION								
Translate vital documents		◆						◆
Establish contract for language services		◆	◆					
MONITORING AND UPDATING LAP								
Create processes for tracking language access and assistance data	◆							◆
Update reporting measures, as needed	◆							◆

★ Council Consideration