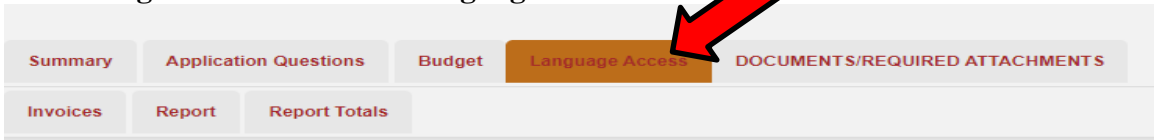


GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor  
OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

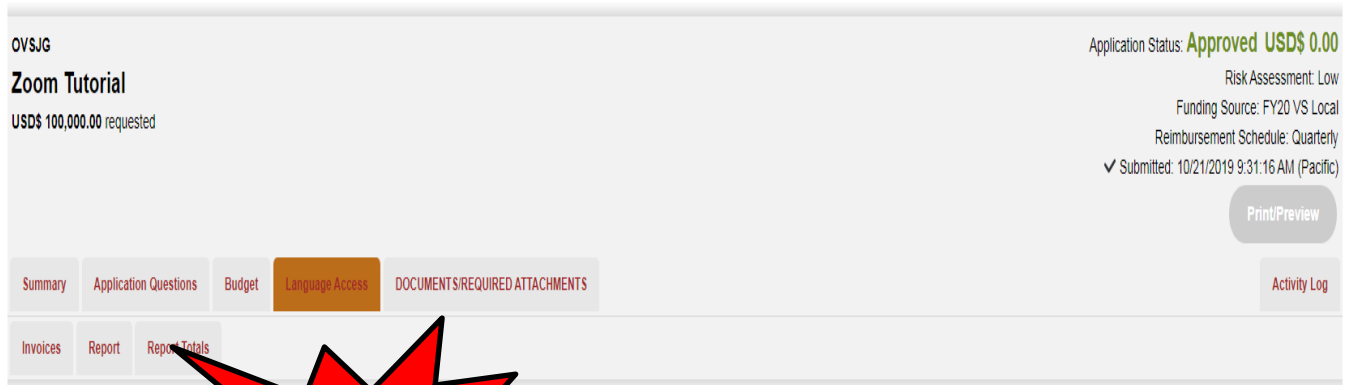


# Language Access Reporting Guide

**Step 1:**  
**Login into Zoomgrants and click on Language Access tab:**



**Step 2:**  
**Read instructions listed for definitions of types of encounters**



## Language Access

Print Budget

(answers are saved automatically when you move to another field)

### Instructions [Show/Hide](#)

Include all LEP/NEP encounters for each table listed below separated by quarters. Below are definitions for each encounter:

**Bilingual staff:** Any staff member of your organization that was able to provide interpretation.

**Telephonic Interpretation:** use of Language Access Line, Victim Services Interpreter Bank, or any interpretation that was provided via phone

**In-person Interpretation:** This service is provided by a certified interpreter and does not include staff that is at your organization. If a LEP/NEP customer refuses the interpretation services you offer, the customer must sign a waiver form voluntarily waiving their right to interpretation services.

**Unable to provide services:** If your organization was not able to provide services by, bilingual staff, in-person interpretation, or telephonic interpretation. List total number of individuals.

**Waiver:** If a LEP/NEP customer refuses the interpretation services you offer, the customer must sign a waiver form voluntarily waiving their right to interpretation services. The individual providing services MUST be over the age of 18.

**No interpretation provided:** check box if there were no encounters for the quarter for the specific language.

### Step 3:

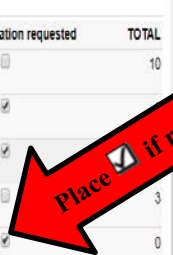
Fill in number of encounters corresponding to each language in the appropriate type of encounter used for the quarter. If no interpretation was requested for a language then click on the check box for each language under “NO INTERPRETATION REQUESTED”. This part is critical to data collection.

zoomgrants.com/gprop2.asp?display=ovsrg1@dc.gov&donorid=2121&rfpid=2265&propid=147915

#### Quarter 1 Language Access

Encounters from October 1, 2019 - December 31, 2019

Language	Bilingual Staff	Telephonic Interpretation	In-person Interpretation	Unable to provide services	Waiver Used	No interpretation requested	TOTAL
Amharic	2	6	2	3	3	<input type="checkbox"/>	10
Arabic						<input checked="" type="checkbox"/>	0
Bengali						<input checked="" type="checkbox"/>	0
Chinese		3			Waiver Used	<input type="checkbox"/>	3
Chinese Cantonese						<input checked="" type="checkbox"/>	0
Chinese Mandarin						<input checked="" type="checkbox"/>	0
Farsi						<input checked="" type="checkbox"/>	0
French						<input checked="" type="checkbox"/>	0
Haitian Creole						<input checked="" type="checkbox"/>	0
Hindi						<input checked="" type="checkbox"/>	0
Indonesian						<input checked="" type="checkbox"/>	0
Japanese						<input checked="" type="checkbox"/>	0
Korean						<input checked="" type="checkbox"/>	0
Kru						<input checked="" type="checkbox"/>	0
Nepali						<input checked="" type="checkbox"/>	0
Oromo						<input checked="" type="checkbox"/>	0
Persian						<input checked="" type="checkbox"/>	0
Portuguese						<input checked="" type="checkbox"/>	0
Russian						<input checked="" type="checkbox"/>	0
Spanish						<input checked="" type="checkbox"/>	0
Tayalug						<input checked="" type="checkbox"/>	0



**Step 4:**

**For all languages that are not listed in the table, complete corresponding question in quarterly programmatic report stating the language, amount of encounters, and type of interpretation encountered**

OVSJG Application Status: **Approved** USD\$ 0.00

**Zoom Tutorial** Risk Assessment: Low

USD\$ 100,000.00 requested Funding Source: FY20 VS Local

Reimbursement Schedule: Quarterly

✓ Submitted: 10/21/2019 9:31:16 AM (Pacific)


[Print/Preview](#)

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Summary [Application Questions](#) [Budget](#) [Language Access](#) [DOCUMENTS/REQUIRED ATTACHMENTS](#) [Activity Log](#)

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Invoices **Report**



**Click on report**

[Print Budget](#)

Ask a Report Question *(answers are saved automatically when you move to another field)*

[Instructions Show/Hide](#)

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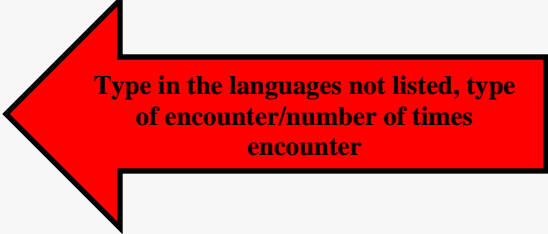
[Report 1: 1/15/2020](#) [Report 2: 4/15/2020](#) [Report 3: 7/15/2020](#) [Report 4: 10/15/2020](#)



**Click on appropriate quarterly report**

**Scroll down to the appropriate question that asks you the following:**

Fill out Language Access Tab for quarter. If language is not listed in table provide language here, tally the amount of encounters, and total number for each interpretation for each language. If no other languages encountered write N/A.



**Type in the languages not listed, type of encounter/number of times encounter**

