

September 22, 2016

| Deliverable Number | Deliverable Description | Estimated Completion Date |
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| 1. | <p><u>Pre-Assessment Planning and Review of Existing Language Access Services</u></p> <p>Conduct meetings by telephone with identified Fort Bend County court staff and stakeholders to further understand current data available with regard to county language use and interpreter need; language access services currently provided; and structure of language access program. Resulting deliverable will include a project plan and timeline with identified tasks for the needs assessment and for the refinement of a local language access plan. Initial phone meetings to take place in March and April 2017. Project plan and timeline with identified tasks to be completed by May 31, 2017.</p> | <p>Project plan and timeline with identified tasks to be completed by May 31, 2017.</p> |
| 2. | <p><u>Onsite Visits</u></p> <p>Two NCSC consultants to visit Fort Bend County Court and conduct interviews regarding language access services (current and future needs). Information gathered will include, but not be limited to: current practices with regard to the identification of court users with limited English proficiency (LEP); processes for reviewing and identifying all vital forms for translation in the courtrooms and court departments; the current data collection system; processes for scheduling and managing interpreters; and training and education processes for court staff with regard to working with interpreters and serving LEP court users.</p> <p>Interviews should include judges, interpreters, and court staff from all points of contact with a high volume of LEP court users. Site visits will inform recommendations for a final report and the development of a local language access plan. Visits to take place in June or July 2017 – to be determined by staff of Fort Bend County Court.</p> | <p>Onsite visits to occur in June or July 2017.</p> |
| 3. | <p><u>Draft Reports</u></p> <p>Deliverable to include completion of a draft local language access plan and a draft final report with findings and recommendations on the overall language access program.</p> | <p>Draft plan and report to be submitted September 15, 2017.</p> |

SJI Grant: Language Access Services Needs Assessment and Development of Local Language Access Plan

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| 4. | <p><u>Final Reports</u></p> <p>Two final reports will be submitted: local language access plan and a final needs assessment with findings and recommendations. Final reports will include comments and feedback from the review process. Final reports to be completed by November 17, 2017.</p> | <p>Final reports to be completed by November 17, 2017.</p> |
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