

2020-0340

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT  
(GRANTS OFFICE)  
HOLLY FONSECA, COUNCILWOMAN-AT-LARGE, DIVISION B  
LA SANDRA DARENSBOURG GORDON, COUNCILWOMAN, DISTRICT I  
DICK GIBBS, COUNCILMAN, DISTRICT III  
MARILYN B. BELLOCK, COUNCILWOMAN, DISTRICT V  
BOB FISHER, COUNCILMAN, DISTRICT VI

RESOLUTION NO. 6524

A resolution adopting the St. Charles Parish Language Access Plan for Limited English Proficiency Persons for all Louisiana Community Development Block Grant (LCDBG) Programs for the Parish.

**WHEREAS**, Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 states that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency; and,

**WHEREAS**, participation in the LCDBG Program requires the St. Charles Parish Council to adopt a Language Access Plan (LAP) for Limited English Proficiency (LEP) Persons; and,

**WHEREAS**, St. Charles Parish has formulated its Language Access Plan as required.

**NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL**, do hereby officially adopt the St. Charles Parish LCDBG Language Access Plan, attached hereto and made a part hereof, for usage required in the implementation of all St. Charles Parish LCDBG Programs.

The foregoing resolution having been submitted to a vote; the vote thereon was as follows:

YEAS: DONALDSON, FONSECA, DARENSBOURG GORDON, CLULEE, GIBBS,  
DUFRENE, BELLOCK, FISHER, FISHER-PERRIER

NAYS: NONE

ABSENT: NONE

And the resolution was declared adopted this 7th day of December, 2020, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: 


SECRETARY: 

DLVD/PARISH PRESIDENT: December 8, 2020

APPROVED:  DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: 

RETD/SECRETARY: December 8, 2020

AT: 1:20pm RECD BY: 

**St. Charles Parish**  
**Language Access Plan for Limited English Proficiency Persons**

**I. Introduction**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons). St. Charles Parish Government (PARISH) is a recipient of federal funds for a portion of its programs and, thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to PARISH Programs. The PARISH has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to agency services, programs, and activities on the part of persons who have limited English proficiency.

In preparing this LAP, the PARISH conducted a four-factor analysis, considering (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the PARISH or its federally funded programs, (2) frequency with which LEP persons come into contact with the Agency's programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. The PARISH will review and update, on an annual basis, this LAP in order to ensure continued responsiveness to community needs.

**II. Description of Covered Programs**

The PARISH may apply to the following federal and state programs:

- A. Louisiana Community Development Block Grant Program (LCDBG)  
The LCDBG Program is a federally funded (HUD) program which provides grants to units of local government in non-entitlement areas for the development of viable communities by providing a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Grants are made to these communities for primary needs such as potable water, water for fire protection, sewer, streets, and economic development activities.
- B. Disaster Recovery Unit (DRU)  
HUD CDBG Disaster allocations dedicated to recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. These funds have and continue to be allocated to housing, infrastructure, economic development and planning programs for recovery in the storm-impacted areas.
- C. Local Government Assistance Program (LGAP)  
LGAP funds are used to assist units of local government for needed infrastructure and long-term capital improvements in rural areas. The LGAP Program is designed to fill the gaps where there are no federal or other state funds available to assist a unit of local government with an identified high priority need. Priority is given to those projects which identify and resolve basic human health and safety needs.
- D. Community Water Enrichment Fund (CWEF)  
The purpose of the Community Water Enrichment Program (CWEF) is to assist units of local government with funding for needed infrastructure and long-term capital improvements for potable water projects in rural areas. The CWEF Program is designed to fill the gaps where there are no federal or other state funds available to assist a unit of local government with an identified high priority need for potable water improvements. Priority is given to those projects which identify and resolve basic human health and safety needs.
- E. Other programs as required.

**III. Four-factor Analysis**

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the PARISH will undertake to provide access to the covered programs for LEP persons.

- A. Number or proportion of LEP persons eligible to be served or likely to be encountered by the PARISH or its federally funded programs. Per the 2018 American Community Survey 5-Year estimates, St. Charles Parish's population is 52,724 (49,362 5 years and older).

Approximately 93% of St. Charles Parish’s population speaks only English, and 7% speak a language other than English (4.5 % Spanish, 1.4% Other Indo-European, .8% Asian and Pacific Island, .3 Other). No other ethnicity has a sizeable limited English proficiency. However, 98% of the population (48,353) speak English only or speak English “very well”.

There are approximately 18,762 households in St. Charles Parish with approximately 212 (1.1%) identified as Limited English-speaking households. The table below shows the LEP household percentages for each of the above-mentioned languages.

Language	Parish Population That Speaks a Language Other Than English	LEP Number Households	LEP % of Total Parish Population
Spanish	2,204	178	.95%
Other Indo-European	700	23	.12%
Asian and Pacific Island	393	11	0.11%
Other	158	0	0.3%

\*Of the 2,204 Spanish speakers, 1,493 Speak English “very well”. 711 speak less than “very well”, which is 1.4% of the population.

- B. Frequency with which LEP persons come into contact with the programs.  
Most federal projects the PARISH deals with are public infrastructure and equipment and do not have direct applicants for the programs. Due to the nature of the programs and projects it is unlikely that LEP person will be encountered with LCDBG or other federal programs.
- C. Nature and importance of the program, activity, or service provided by the program.  
While most projects the PARISH deals with are public infrastructure and equipment, gathering income data for some applications, such as LCDBG, can result in contacting LEP person(s). Also, it is necessary to ensure proper communication in order to complete the Citizen Participation requirements of the LCDBG program.
- D. Resources available and costs to the recipient.  
Translation of vital documents will be utilized as needed and will be provided at no cost to the LEP persons.

**IV. Actions to be taken by the PARISH**

After careful consideration of the four-factors identified above, the PARISH will take the following actions:

- A. Whenever a significant number of persons and/or residents with a primary language other than English attends public hearings or in need of vital documents, the PARISH will provide an interpreter for dissemination of information to them providing the PARISH is given sufficient notification of five (5) working days.
- B. The PARISH has appointed the following Language Access Coordinator to serve for all programs: Dayna Parker, Personal Director, [dparker@stcharlesgov.net](mailto:dparker@stcharlesgov.net).