

2022-0072

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(GRANTS OFFICE)

RESOLUTION NO. 6621

A resolution adopting the St. Charles Parish Language Access Plan for Limited English Proficiency Persons for all federal grant programs.

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

WHEREAS, some federal grant programs require that the Parish adopt a Language Access Plan (LAP) that outlines how the Parish will accommodate individuals with Limited English Proficiency; and,

WHEREAS, it is a requirement of the LAP that a Language Access Coordinator is identified to execute the plan; and,

WHEREAS, it is also required that the LAP be reviewed/updated on an annual basis to ensure continued responsiveness to community needs.

NOW, THEREFORE, BE IT RESOLVED, that the St. Charles Parish Language Access Plan, attached hereto and made a part hereof, is hereby officially adopted for use in the implementation of all federal grant programs.

BE IT FURTHER RESOLVED that the Language Access Coordinator is hereby authorized to review and update the LAP as necessary to ensure continued responsiveness to community needs.

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

YEAS: BILLINGS, FONSECA, DARENSBOURG GORDON, CLULEE, GIBBS,
DUFRENE, FISHER, FISHER-CORMIER
NAYS: NONE
ABSENT: BELLOCK

And the resolution was declared adopted this 21st day of March, 2022, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Bob Fisher
SECRETARY: Michelle Caporata
DLVD/PARISH PRESIDENT: March 23, 2022
APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: Math Jewell
RETD/SECRETARY: March 23, 2022
AT: 12:00pm RECD BY: [Signature]

St. Charles Parish Language Access Plan

Improving Access to Information and Services for Persons with Limited English Proficiency

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). St. Charles Parish (PARISH) is a recipient of federal funds for a portion of its projects and 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.

II. Definition

LIMITED ENGLISH PROFICIENCY (LEP) - LEP individuals do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. An individual may have adequate English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information (program requirements, policies, procedures, etc.) in English.

III. Four-factor Analysis

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 St. Charles Parish or its federally funded programs, (2) frequency with which LEP persons come into contact with the Parish's programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. St. Charles Parish will review and update, on an annual basis, this LAP in order to ensure continued responsiveness to community needs.

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures St. Charles 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 St. Charles Parish or its federally funded programs:

Per the 2019 American Community Survey 5-Year estimates: St. Charles Parish Parish's population is 52,773. Approximately 93% of St. Charles Parish Parish's population speaks English, and 7.1% speak a language other than English. 4.9% of St. Charles Parish's population speaks Spanish, and 3.0% speak other Indo-European languages and 0.8% speak Asian and Pacific Island Languages. No other ethnicity has a sizeable limited English proficiency. The table below shows the LEP percentages for each of the above-mentioned languages.

There are approximately 19,212 households in St. Charles Parish with approximately 108 (0.56%) identified as Limited English-speaking households. There are 3,496 persons that speak a language other than English. The table below shows the LEP household percentages for each of the above-mentioned languages.

Language	Population that speaks a Language Other Than English	% Of Population that speaks a Language Other Than English	Limited English-Speaking Households	% Of Limited English-Speaking Households
Spanish	2108	4.3%	78	.40%
Other Indo-European Languages	848	1.7%	30	.16%
Asian and Pacific Island Languages	394	0.8%	0	0%
Other Languages	146	0.3%	0	0%

B. Frequency with which LEP persons come into contact with the programs:

There have been no reports of contact with limited English proficiency persons throughout St. Charles Parish's history of administration of federal programs.

C. Nature and importance of the program, activity, or service provided by the programs:

The PARISH receives federal funding for a wide variety of projects and programs. This LAP serves to provide meaningful access to information regarding these projects and programs. In some instances, federally funded programs require communication with LEP person(s) in order to determine eligibility for the program(s). Additionally, some programs have Citizen Participation requirements which allow for the public to attend hearings where effective communication is necessary.

D. Available Resources and costs:

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

After careful consideration of the four-factors identified above, St. Charles Parish will take the following actions:

A. St. Charles Parish has appointed the following Language Access Coordinator to serve for all programs:

Name: Carla A. Chiasson
 Title/Position: Grants Officer
 Physical Address: 15045 River Road, Hahnville, LA 70057
 Mailing Address: P.O. Box 302, Hahnville, LA 70057
 Email Address: cchiasson@stcharlesgov.net

- B. The St. Charles Parish LAP will be distributed to all St. Charles Parish receptionists/clerks and will be posted on the St. Charles Parish website.
- C. St. Charles Parish receptionists/clerks and the Language Access Coordinator will maintain and be trained to utilize a "I Speak" Language Identification cards for use during encounters with LEP persons. After the appropriate language has been identified, the Language Access Coordinator for further instructions. If the need to access services is identified either by phone or email, St. Charles Parish staff shall immediately contact their Language Access Coordinator who will take appropriate action to ensure meaningful communication.

V. Language Access Complaint Procedure

You may file a complaint with the Language Access Coordinator if you believe you have been denied the benefits of this Plan. You must file your complaint within six months of the alleged denial. You must file a written complaint. To file a complaint with the Language Access Coordinator, submit the written complaint to:

Name:	<u>Carla A. Chiasson</u>
Title/Position:	<u>Grants Officer</u>
Mailing Address:	<u>P.O. Box 302, Hahnville, LA 70057</u>
Email Address:	<u>cchiasson@stcharlesgov.net</u>

Effective:	December 7, 2020
Reviewed/no revision:	November 2021
Revised:	March 2, 2022

A

Amharic
አኔ አማርኛ ነው ምናንረው

Arabic
أنا أتحدث اللغة العربية

Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা কথা বলতে পারি

Bosnian
Ja govorim bosanski

Bulgarian
Аз говоря български

Burmese
ကျွန်ုပ်တို့/ကျွန်ုပ်တို့ ခြိမ်းရာ လို ပြောတတ် ဝါတတ်

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)

Catalan
Parlo català

Croatian
Govorim hrvatski

Czech
Mluvím český

D

Danish
Jeg taler dansk

Dari
من دری حرف می زنم

Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea

French
Je parle français

G

German
Ich spreche Deutsch

Greek
Μιλώ τα ελληνικά

Gujarati
હું ગુજરાતી બોલું છું

H

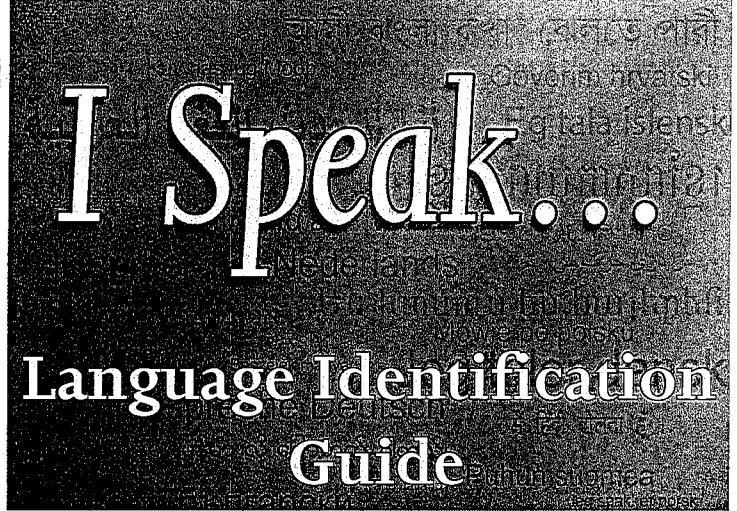
Haitian Creole
M pale kreyòl ayisyen

Hebrew
אני מדבר עברית

Hindi
मैं हिंदी बोलता हूँ ।

Hmong
Kuv has lug Moob

Hungarian
Beszélék magyarul



I

Icelandic
Ég tala íslensku

Ilocano
Agsaonak ti Ilokano

Indonesian
saya bisa berbahasa Indonesia

Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Kackchiquel
Quin chagüic ká chábal ruin rí

Korean
한국어 합니다

Kurdish
man Kurdii zaanim

Kurmanci
man Kurmanjii zaanim

L

Laotian
ຂອບປາກພາສາລາວ

Latvian
Es runāju latviski

Lithuanian
Aš kalbu lietuviškai

M

Mam
Bán chiyola tuj kiyol mam

Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)

Mon
အဲဒါက အင်္ဂလိပ်စကား

N

Norwegian
Jeg snakker norsk

P

Persian
من فارسی صحبت می کنم

Polish
Mówię po polsku

Portuguese
Eu falo português do Brasil (for Brazil)
Eu falo português de Portugal (for Portugal)

Punjabi
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal
Ayin tí chí wal q' anjob' al

Quiche
In kinch'aw k'uin ch'e quiche

R

Romanian
Vorbesc românește

Russian
Я говорю по-русски

S

Serbian
Ja govorim српски

Sign Language


Slovak
Hovorím po slovensky

Slovenian
Govorim slovensko

Somali
Waxaan ku hadlaa af-Soomaali

Spanish
Yo hablo español

Swahili
Ninaongea Kiswahili

Swedish
Jag talar svenska

T

Tagalog
Marunong akong mag-Tagalog

Tamil
நான் தமிழ் பேசுவேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою

Urdu
میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad

X

Xhosa
Ndithetha isiXhosa

Y

Yiddish
איך רעד יידיש

Yoruba
Mo nso Yooba

Z

Zulu
Ngiyasikhuluma isiZulu

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

I Speak is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Other resources at www.lep.gov

Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at CRCLTraining@dhs.gov for digital copies of this poster or a "I Speak" booklet.

Download copies of the DHS LEP plan and guidance to recipients of financial assistance at www.dhs.gov/crcl



Homeland Security