

Limited English Proficiency Plan

for Trumbull County CDBG Programs

Trumbull County Planning Commission
January 2011

Introduction

Signed on August 11, 2000, Executive Order 13166 clarified Limited English Proficiency (LEP) requirements under Title VI. The Executive Order mandated that persons whose primary language is not English and who have a limited ability to speak, read, write, or understand English are entitled to language assistance with respect to a particular service, benefit, or encounter. All federal recipients are expected to make reasonable efforts to provide this language assistance.

Methodology

The methodology recommended by the United States Department of Housing and Urban Development (HUD) to properly prepare a Limited English Proficiency Plan is as follows:

- 1) conduct a four factor analysis;
- 2) develop a Language Access Plan (LAP); and
- 3) provide appropriate language assistance.

The Trumbull County Planning Commission researched and completed items one and two for the Trumbull County Community Development Block Grant (CDBG) Program in January of 2011. Item three will be implemented according to the action steps described in the LAP.

Four Factor Analysis

Recipients must first assess and evaluate four factors when determining how to best serve eligible LEP persons. These factors include the number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee; the frequency with which LEP individuals come in contact with the program; the nature and importance of the program, activity, or service provided by the recipient; and the resources available and costs to the recipient.

Factor 1. The Proportion and Number of LEP Persons within the Eligible Area.

The eligible area for this four factor analysis is Trumbull County as the County is a recipient of CDBG funding. The most recent data collected pertaining to language fluency is the 2000 Census information. The following chart illustrates the general population over the age of 5 who report speaking English “not well” or “not well at all.” According to this information, less than one percent of Trumbull County residents struggle with the English language.

	Number of Persons	Percent of Total
Total Population - 5 years and older	211,361	-
Speak only English	199,400	94.34%
Speak Spanish:	1,988	0.94%
Speak English "not well"	400	0.19%
Speak English "not at all"	5	0.00%
Speak other Indo-European languages:	8,363	3.96%
Speak English "not well"	717	0.34%
Speak English "not at all"	52	0.02%
Speak Asian and Pacific Island languages:	678	0.32%
Speak English "not well"	78	0.04%
Speak English "not at all"	13	0.01%
Speak other languages:	932	0.44%
Speak English "not well"	34	0.02%
Speak English "not at all"	7	0.00%

Factor 2. Frequency of Contact with LEP Individuals.

Interviews with each agency and individual who administer or intake applications for Trumbull County’s CDBG programs were conducted. The Trumbull County Planning Commission staff reported having no contact with LEP Individuals within the previous five years. The Warren Trumbull Urban League (Fair Housing Consultant) and CT Consultants (administrator of the CHIP program for Girard and Niles) also reported having no contact with LEP individuals within the previous five years. The Trumbull Metropolitan Housing Authority (administrator of the HOME Program) reported only a very few instances (roughly 2-4) in the previous five years. In each of those instances the LEP individuals were accompanied by an English speaking family member. No requests for document translation have been made to these agencies in the previous five years.

Factor 3. The nature and importance of the program, activity, or service provided by the recipient.

The CDBG Program in Trumbull County provides for several different types of programming designed to assist and improve the lives of the residents of the county as a whole; income eligible persons in particular. Programs range from funding for single family housing repair to public improvement programs on a larger scale such as a sanitary sewer extension. Typically the programs funded by CDBG require an application process and are generally not emergencies, though certain programs can fill urgent needs such as a roof repair or furnace replacement. While the CDBG program is important, delay of access to services would not be life threatening to LEP persons. Affording the recipient a reasonable amount of time to secure an interpreter or have

documents translated would not render a person ineligible for a program or cause a program to be inaccessible to a person struggling with English.

Factor 4. Resources available to Trumbull County and overall costs.

Although Trumbull County serves a very limited number of LEP persons, the county is committed to removing as many barriers to information access as feasible. As no requests for an interpreter have been made in the previous five years, it would be unnecessary for the county to employ an interpreter. Likewise, the lack of requests for document translation would render premature translation of documents that will likely need frequent updating superfluous as well. Rather it is most logical to compile a resource list of interpreters and document translation services and to consider how existing agencies within Trumbull County might collaborate to provide these services as needed.

Language Access Plan

The following steps have been identified to reduce language barriers to LEP persons in Trumbull County.

- At all CDBG public meetings have a staff person greet and speak briefly with each attendee to informally assess the attendee's ability to speak English.
- Have available, at all public meetings, the Census Bureau's "I Speak Cards" located near the sign in sheet. Although staff would not be able to provide translation at that time, arrangements could be made for any needs of the attendee.
- Formally document any instances of LEP persons, requests, or inquiries by each agency using CDBG funds. This information could also be used as a data source to identify potential future language needs.
- Post signage at public meetings, local agencies, and local government offices noting that language translation is available if requested.
- On the accessibility page of the Trumbull County Planning Commission (lead CDBG agency) include a note that interpreters and document translation services are available upon request.
- Identify a resource list of interpreters and document translation services.
- Collaborate with local agencies and institutions who are able to provide interpretation and translation services.
- Whenever information is made available in multiple languages (ex. Fair Housing brochures printed in Spanish by HUD) have the translations on file and on display if possible in the appropriate agencies.

- Review Census 2010 data when released to examine any potential changes in the LEP population.
- Post the LEP plan on the Trumbull County Planning Commission website.
- Review the LAP yearly and update as needed. Updates should include interviews with CDBG administering agencies focusing on any new LEP encounters or requests for assistance, review of changes in resources lists, and review of changes in available local resources.