

Resolution 427

Language Access Plan

WHEREAS, the State of Louisiana Office of Community Development has awarded the Town of Dubach with a FY 2021 CARES-CV Love Louisiana Outdoors grant.

WHEREAS, the State of Louisiana requires certain actions to be taken by the Town in order to be in compliance with HUD regulations; and,

WHEREAS, as part of its Citizen Participation Plan to reach out and inform its citizens, the Town has developed a language access plan to inform its citizens who may not understand or speak English.

THEREFORE BE IT RESOLVED, by the Town of Dubach on the 16 day of May, 2022, that it hereby adopts the Language Access Plan.

CERTIFICATE

I, Mona Wilson, Mayor of the Town of Dubach, certify that the above and foregoing constitutes a true and correct copy of a Resolution passed and adopted by the Town Council on May 16, 2022.

Mona Wilson  
Mona Wilson, Mayor

Town of Dubach  
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). The Town of Dubach 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 the Town's programs. The Town has prepared this Language Access Plan (LAP), which defines the actions to be taken to ensure meaningful access to Town services, programs and activities on the part of persons who have limited English proficiency.

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

II. Description of Covered Programs

The Town of Dubach participates in 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 governments 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 Hurricane Katrina, Rita, Gustav, Ike and Issac. 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 governments 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 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 CWEF program is to assist units of local governments 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.

III. Four- Factor Analysis

The following four-factor analysis will serve as the guide for determining which, if any, language assistance measures the Town will undertake to provide access to the covered program for LEP process. Additionally, all future CDBG fund recipients will be required to use the same four-factor analysis prior to the release of funds.

- A. Number of proportion of LEP persons eligible to be served or likely to be encountered by the Town or its federally funded programs. Per the 2017 5 Year American Community Survey Rapides' population 5 years and older (table S1601) is 871. 93.6% of Dubach's population speaks only English and no other ethnicity has a sizable limited English proficiency.

The table below shows the LEP percentages for each of the above mentioned languages.

Language	Population that Speaks a Language other Than English	LEP #	LEP % of total Population
Spanish/Spanish Creole	5	0	0
Other Indo – European	12	0	0
Asian and Pacific Island	38	0	0

1. LCDBG – eligible applicants to the LCDBG program are non-entitlement communities in Louisiana such as Dubach. Sub recipients must consider the service area of their project/activity to conduct the four-factor analysis.
2. DRU- The DRU translates actions plans into Vietnamese and Spanish based on census data for impacted areas.
3. LGAP- Town of Dubach is eligible to apply for funding
4. CWEF – Town of Dubach is eligible to apply for funding

- B. Frequency with which LEP persons come into contact with the programs:
  - 1. LCDBG- Throughout the history of the LCDBG Programs, Town of Dubach has not encountered a LEP person.
  - 2. DRU- Town of Dubach is not a recipient of DRU funding, has no record of encounters with LEP persons
  - 3. LGAP – Town of Dubach has not encountered a LEP person
  - 4. CWEF- Town of Dubach has not encountered a LEP person.
- C. Nature and importance of the program, activity, or service provided by the program:
  - 1. LCDBG- The Town gathers data within a target area to determine income of direct beneficiaries of a LCDBG eligible project. This activity can lead to encounters with LEP persons. Also, the Town has an approved Citizen Participation Plan to assist in identify community development and housing needs and priorities. It will be necessary to ensure proper communication to complete these tasks.
  - 2. DRU- The Town has an approved Citizen Participation Plan to assist in identify community development and housing needs and priorities. It will be necessary to ensure proper communication to complete these tasks.
  - 3. LGAP – There is no direct benefit in this program
  - 4. CWEF- There is no direct benefit in this program
- D. Resources available and costs to the recipient:
  - 1. LCDBG – Translation services are not available at this time
  - 2. DRU- Translation services are not available at this time
  - 3. LGAP – No resources are needed. There are no documents produced which are necessary for public viewing.
  - 4. CWEF- No resources are needed. There are no documents produced which are necessary for public viewing.

#### IV. Actions to be taken by Dubach

After careful consideration of the four-factor analysis identified above, Town of Dubach will take the following actions:

- A. Town of Dubach has appointed the following Language Access Coordinator to serve for all program:
  - 1. Charla Thompson, Clerk, Town of Dubach, P. O. Box 252, Dubach, LA 71235, (318) 777-3321.
- B. Dubach’s LAP will be distributed to all Town employees and councilmen. LAP will be available to the general public at Town hall.
- C. The Coordinator will maintain and will be trained to use an “I Speak Language Identification Document” for use during encounters with LEP persons. After the appropriate language has been identified, the Coordinator will then take the necessary steps ensure meaningful communication through translation services
- D. The State of Louisiana Office Of Community Development has available on its website in Spanish its “LCDBG Consolidated Plans and Consolidated Annual Action Plans”. Its Citizen Participation Advertisements includes a statement in Spanish that materials are available in Spanish.