

## **Citizens for a Loring Park Community Language Access Plan**

### **Purpose:**

The purpose of the Language Access Plan is to help Citizens for a Loring Park Community (CLPC) to provide better opportunities for participation of Limited English Proficient residents, business owners and property owners within the Loring Park neighborhood.

CLPC recognizes that needs and circumstances requiring interpretation and/or translation are situational, and commits to providing interpretation and/or translation for events and meetings in consideration of the following four factors:

- 1) the number or proportion of LEP persons served in the eligible service population;
- 2) the frequency with which LEP persons come in contact with CLPC programs and events;
- 3) the nature and importance of the services, programs or activities that we provide; and
- 4) the resources available to CLPC or the costs involved.

### **Definitions:**

For purposes of this Language Access Plan (the Plan), Limited English Proficient (LEP) persons or LEP members mean individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English.

Such persons may be eligible to receive language assistance with respect to a particular program, event, or activity organized by CLPC.

Interpretation refers to spoken language in real time.

Translation refers to written content.

### **Key Interactions with the Public:**

CLPC interacts with the public in many ways: through meetings of members, committee meetings, board meetings, hearings, community events and through its publications or social media.

CLPC recognizes that some of its activities, such as hosting community hearings on local development or local planning initiatives, may have immediate or significant impact on community members. In such situations, CLPC will seek to provide translation or interpretation, or will advocate with partners or other agencies to provide translation or interpretation.

CLPC may also organize specific meetings for the purpose of engaging LEP members of the community (e.g., building meetings targeted to LEP residents of high-rise buildings).

### **Procedures:**

#### **1. Translation**

CLPC will prepare and distribute notice of member meetings (such as annual meetings or special meetings of members) in Russian and Spanish, and will publish translated notice in a manner to reach target populations in the most effective manner (e.g., notices posted in appropriate high-rise buildings or local businesses).

Members of the board, committees or work groups may request translation of notices by providing a request at least five days in advance. Translation may be provided in consideration of the four factors, above.

**2. Interpretation**

CLPC will provide interpreters for Russian and Spanish for regular or special meetings of the members, upon request, in consideration of the above four factors.

**3. Communication**

CLPC will include notice for translation or interpretation requests in regular publications (such as e-newsletters or advertisements) in Russian and Spanish. The notice will include contact information for making requests, and that reasonable time must be provided for requests to be filled (e.g., to have documents translated or interpreters secured).

**4. Special Hearings and Meetings**

When working with other agencies to hold special community forums (such as a land development review) CLPC will request those agencies arrange for translation of relevant materials such as meeting notices, articles, or summaries of information to Russian and Spanish, and to provide interpreters for targeted meetings, or to provide reimbursement to CLPC to provide for such services.

**Regular Review:**

The CLPC Board may from time to time request staff to review data on LEP needs in the Loring Park Neighborhood based on American Community Survey data and other sources relevant to the work of CLPC.

For 2021, the 2019 American Community Survey 5-year rolling data shows the following as of October 2021:

<b>Speak Asian and Pacific Island languages</b>	<b>512</b>	6%
Speak English not at all	0	0%
Speak English not well	0	0%
<b>Speak other Indo-European languages</b>	<b>1076</b>	12%
Speak English not at all	18	0%
Speak English not well	130	1%
<b>Speak other languages</b>	<b>854</b>	10%
Speak English not at all	2	0%
Speak English not well	138	2%
<b>Speak Spanish</b>	<b>1078</b>	12%
Speak English not at all	0	0%
Speak English not well	40	0%