

Louisiana Coastal Protection and Restoration Authority Language Assistance Plan for Persons with Limited English Proficiency

I. Introduction and Statement of Commitment

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and Executive Order 13166, entitled “Improving Access to Services for Persons with Limited English Proficiency”, require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons)¹. The Louisiana Coastal Protection and Restoration Authority (CPRA) is a recipient of federal funds for a portion of its programs, and is committed to nondiscrimination in all of its programs and activities regardless of whether or not those programs and activities are federally funded.

CPRA is adopting this plan to meet these requirements, and most importantly, to demonstrate its commitment to reducing language barriers that can preclude meaningful access by LEP persons to CPRA programs and activities. CPRA has prepared this Language Assistance Plan (LAP), which defines the actions to be taken by CPRA to ensure meaningful access to agency programs, and activities on the part of LEP persons.

In order to prepare this plan, CPRA used the four factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by CPRA or its federally funded programs
2. The frequency with which LEP individuals come in contact with CPRA’s programs
3. The nature and importance of the program, activity, or service provided by CPRA’s programs to people’s lives
4. The resources available to CPRA and costs

A summary and discussion of the four factor analysis is contained in Section IV of this plan.

II. Who is Limited English Proficient (LEP)

LEP individuals do not speak English as their primary language and have a limited ability to read, write, speak, or understand English.

¹ According to LEP.Gov, Limited English proficient (LEP) individuals are defined as the population 5 years or older who self-identify as speaking English less than "very well". See: <https://www.lep.gov/source-and-methodology>.

- Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently.
- LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information (e.g., program requirements, policies and procedures) in English.

III. Description of Federal Programs That Provide Funding to CPRA

CPRA receives funding from multiple federal sources, which may change from time to time depending on the funds available. Federal sources of funding include, but are not limited to, the following:

- Coastal Wetlands Planning, Protection and Restoration Act (Public Law 101-646, Title III, CWPPRA)

Authorized by Congress in 1990, CWPPRA was the first major federal program to fund Louisiana coastal wetlands restoration projects. CWPPRA is managed by a Task Force comprised of the State of Louisiana and five federal agencies: the Environmental Protection Agency, U.S. Fish and Wildlife Service, the Natural Resources Conservation Service, the National Marine Fisheries Service and the U.S. Army Corps of Engineers.

Project submissions are evaluated and ranked on the basis of cost effectiveness, longevity, risk, supporting partnerships, public support, and conformity with CWPPRA goals. From this ranked list, the Task Force annually selects a final list of projects, the Priority Project List, for implementation.

CWPPRA projects are funded on a cost sharing basis: 85 percent federal, 15 percent state.

- Community Development Block Grant Program (CDBG)

Following Hurricanes Gustav and Ike in 2008, the federal government provided \$27.4 million to Louisiana for coastal protection and restoration projects to help communities recover from the storms and prepare to better withstand future hurricanes. The CDBG funds from the U.S. Dept. of Housing and Urban Development (HUD) went to the Louisiana Office of Community Development's Disaster Recovery Unit, which has partnered with CPRA and local interests across the coast, to identify potential flood protection projects such as levee construction or improvements, floodgate installation, critical infrastructure, and shoreline protection.

- Gulf of Mexico Energy Security Act of 2006 (Pub. Law 109-432, GOMESA)

GOMESA created revenue sharing provisions for the four Gulf oil and gas producing states (Alabama, Louisiana, Mississippi and Texas) and their coastal political subdivisions

(CPS's). GOMESA funds are to be used for coastal conservation, restoration and hurricane protection. There are two phases of GOMESA revenue sharing:

- **Phase I:** Beginning in Fiscal Year 2007, 37.5 percent of all qualified OCS revenues, including bonus bids, rentals and production royalty, will be shared among the four States and their CPS's from those new leases issued in the 181 Area in the Eastern planning area (also known as the 224 Sale Area) and the 181 South Area. Additionally, 12.5 percent of qualified OCS revenues are allocated to the Land and Water Conservation Fund (LWCF). The final regulations for Phase I revenue sharing were issued on December 23, 2008, and specify that the Bureau intends to disburse funds on or before March 31st of the fiscal year following the fiscal year to which the qualified OCS revenues were attributed.
- **Phase II:** The second phase of GOMESA revenue sharing began in Fiscal Year 2017. It expands the definition of qualified OCS revenues to include receipts from GOM leases issued either after December 20, 2006, in the 181 Call Area, or, in 2002–2007 GOM Planning Areas subject to withdrawal or moratoria restrictions.

A revenue sharing cap of \$500 million per year for the four Gulf producing States, their CPS's and the Land and Water Conservation Fund applies from fiscal years 2016 through 2055. The Tax Cuts and Jobs Act, passed in 2017, increased the cap to \$650 million in FY20 and FY21. The sharing cap does not apply to qualified revenues generated in those areas associated with Phase I of the GOMESA program.

The final regulations to implement Phase II of the GOMESA legislation were published in the Federal Register on December 30, 2015.

- Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (Public Law 112-141, RESTORE Act)

CPRA receives funding from the United States Department of Treasury (Treasury) under the RESTORE Act for grants under the RESTORE Act's Direct Component program and Center of Excellence Component program. These programs allocate funds from the respective funding components of the RESTORE Act to each Gulf Coast State in equal shares. CPRA's Direct Component funds have been allocated in their entirety to a single, large scale ecosystem restoration project in Cameron Parish, Louisiana. The project footprint is undergoing refinement but the current plan is that most, if not all, of the restoration will occur within the Cameron Prairie National Wildlife Refuge.

The RESTORE Act's Center of Excellence Component program funds work by Louisiana's Center of Excellence, the Water Institute of the Gulf, to administer the State's Center of Excellence Program. The mission of Louisiana's Center of Excellence is to fund

competitive research awards to provide research directly relevant to implementation of Louisiana's Coastal Master Plan.

CPRA also receives funding from the Gulf Coast Ecosystem Restoration Council under the RESTORE Act for grants under the RESTORE Act's Council-Selected Restoration Component program and Spill Impact Component program. The RESTORE Act's Council-Selected Restoration Component is dedicated specifically to ecosystem restoration projects, and CPRA has allocated the entirety of its Spill Impact Component funds to projects and programs consistent with the State's Coastal Master Plan.

- Water Resources Development Act (WRDA)

WRDA refers to the set of federal laws enacted by Congress to address various aspects of water resources including the environment, navigation, flood protection and hydrologic issues.

IV. Four factor Analysis

In preparing this Language Assistance Plan, CPRA conducted a four factor analysis, considering: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by CPRA or its federally funded programs; (2) the frequency with which LEP individuals come in contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the grantee/recipient and costs. After applying the four factor analysis for a given program or activity, CPRA may conclude that different language assistance measures are sufficient for the different types of programs or activities in which it engages.

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

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by CPRA or its federally funded programs

As provided in Treasury's Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, the population of LEP persons is "program-specific and includes persons who are in the geographic area that has been approved by a Federal grant agency as the recipient's service area." *See* 70 Fed. Reg. 6070 (Feb. 4, 2005). Because CPRA conducts various programs/activities in different areas within Louisiana's coastal area, CPRA will evaluate each program or activity on a case-by-case basis. The below information is designed to assist with this case-by-case analysis.

According to the estimated data for the 2019 American Community Survey 5-year Estimates², the parishes in Louisiana’s coastal zone have a total population of 2,339,517. Approximately 90.7% of coastal Louisiana’s population speaks English, 9.3% speak a language other than English at home, 4.7% of the population in coastal Louisiana speaks Spanish, while 2.7% speak other Indo-European languages and 1.4% speak Asian and Pacific Islander languages.

Table 1 below shows the LEP percentages for parishes in the coastal zone:

Parish	Total Population	Population that Speaks Language Other Than English in Home	LEP Number	LEP Percentage of Total Parish Population
Ascension	123,114	6,963	2,928	2.38%
Assumption	22,478	2,677	486	2.16%
Calcasieu	201,619	12,651	3,998	1.98%
Cameron	6,930	702	334	4.82%
Iberia	71,887	6,874	2,144	2.98%
Jefferson	434,850	72,487	35,405	8.14%
Lafourche	98,108	12,799	2,329	2.37%
Livingston	138,928	5,516	2,332	1.68%
Orleans	390,845	30,653	10,688	2.73%
Plaquemines	23,338	2,269	795	3.41%
St. Bernard	46,266	3,974	1,468	3.17%
St. Charles	52,773	3,496	697	1.32%
St. James	21,308	497	88	0.41%
St. John the Baptist	43,242	2,767	896	2.07%
St. Martin	53,732	8,198	1,667	3.10%
St. Mary	50,968	4,019	1,675	3.29%
St. Tammany	255,155	15,814	6,778	2.66%
Tangipahoa	132,057	5,306	2,045	1.55%
Terrebonne	112,054	10,179	2,639	2.36%
Vermilion	59,865	8,735	2,193	3.66%
Totals	2,339,517	216,576	81,585	3.49%

Please see **Attachment A** for Table 2. Population 5 Years and Over by Language Spoken at Home and Ability to Speak English for Parishes in the Coastal Zone: 2019.

² Please see: <https://data.census.gov/cedsci/table?g=0500000US22005,22007,22019,22023,22045,22051,22057,22063,22071,22075,22087,22089,22093,22095,22099,22101,22103,22105,22109,22113&tid=ACSDP5Y2019.DP02&hidePreview=true>

(2) The frequency with which LEP individuals come in contact with the program;

Under La. R.S. 49:214.1 *et seq.*, coastal restoration and protection projects and programs planned and implemented by CPRA must be consistent with the State's Coastal Master Plan. The State's Coastal Master Plan is subject to extensive public comment and approval by the Louisiana Legislature, and key portions of the plan have been translated into French, Spanish and Vietnamese, and are available on CPRA's website.³ Additionally, in each of Louisiana's 339 state libraries, which are located in every parish in the state, there is a "check out kit" for the Coastal Master Plan that includes a copy of the document, maps, a folder of resources including educational guides, and a thumb drive of each appendix and the translations of those critical portions of the Coastal Master Plan.

CPRA has also worked proactively to provide interpreters at various public meetings and translations of other key documents on a case-by-case basis, or upon request. Going forward, CPRA will also use the four factor analysis described in this Section to assess the need for language assistance services and will continue to provide those services proactively on a case-by-case basis and upon request. To date, CPRA is not aware of any request for these services that has been denied.

(3) The nature and importance of the program, activity, or service provided by the program to people's lives; and

CPRA's restoration and protection work is performed in accordance with the State's Coastal Plan and all applicable federal, state and local laws. The coastal ecosystem restoration and coastal flood protection projects and programs planned and implemented by CPRA are very beneficial to people's lives, safety and livelihoods, but do not include direct payments to individuals. CPRA does provide language assistance services and, as the need for language assistance arises in the future, CPRA will refer to this Language Assistance Plan and policy directives as necessary to ensure proper communication is provided.

(4) The resources available to the grantee/recipient and costs.

CPRA's Annual Plan includes a budget line item for Language Access. *See* 2021 Annual Plan at Table 14. Because of the importance of this program to all those who live, work and play on Louisiana's coast, all reasonable language assistance services will be utilized on as-needed basis and will be provided at no cost to LEP persons.

Additional resources that CPRA is dedicating to language assistance for LEP persons are described below in Section V outlining the actions that CPRA will take or will continue to take under this LAP.

³ The French, Spanish and Vietnamese translations for key portions of the most recent Coastal Master Plan (2017) and associated presentations are available at: <https://coastal.la.gov/our-plan/2017-coastal-master-plan/overview/>

V. Actions to be Taken by the Louisiana CPRA

In order to ensure LEP persons have meaningful access to CPRA's activities, CPRA will, on an ongoing basis, assess the need for language services in its activities and make reasonable language services available as appropriate. CPRA will use the four factor analysis described herein on a case-by-case basis so that it may retain substantial flexibility in determining the appropriate level of services to be provided.

Additionally, after careful consideration of the four factors identified above, CPRA will take, or will continue to take, the following general actions:

- CPRA staff will take reasonable steps to provide the opportunity for meaningful access to LEP persons who have difficulty communicating in English.
- CPRA has appointed its Director of Outreach and Engagement as the Language Access Coordinator (LAC) to serve for all programs. CPRA's LAC may be contacted as follows:

Coastal Protection and Restoration Authority
Director, Outreach and Engagement
P.O. Box 44027
Baton Rouge, LA 70804-4027
Phone: 225-342-0168
Email: coastal@la.gov
Fax: 225-342-9417

The LAC will maintain, and routinely update a list of all bilingual services, organizations, and staff members who are available to provide bilingual services and develop written instructions on how to gain access to these services (e.g. contact person, telephone numbers, addresses, languages available, and hours available) and conditions under which the person(s) are available.

- CPRA will maintain a copy of its LAP on its public website.
- CPRA will maintain a Title VI Public Notice on its public website.
- CPRA's receptionist and the LAC will maintain an "I Speak Language" Identification Document for use during encounters with LEP persons. After the appropriate language has been identified, the receptionist will contact the LAC for further instructions. If the need to access services is identified either by phone or email, CPRA staff shall immediately contact their LAC who will take appropriate action to ensure meaningful communication. Please note that CPRA will only be able to provide adequate assistance if a request for language assistance is provided sufficiently in advance of a needed service to allow arrangements to be made. At a minimum, requests should be made five (5) days in advance.

- CPRA will continue to offer written translation and verbal interpreter services relative to its Coastal Master Plan, will use the four factor analysis described herein to consider all reasonable requests for and/or to assess the need for language assistance on a case by case basis so that it may retain substantial flexibility in determining the appropriate level of services to be provided for a given situation and/or activity.
- CPRA will also require its federal grant subrecipients and contractors to comply with all applicable provisions of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

VI. Staff Training and Notifications

The below information will be provided to CPRA staff as follows:

- Information on the Title VI Policy and LEP responsibilities will be provided to all CPRA staff upon hire.
- Information on the use of "I Speak" cards will be provided to CPRA staff who have regular contact with the public.
- The process for documenting language assistance requests will be provided to CPRA staff who have regular contact with the public.
- Other language assistance information as determined on an "as needed" basis.

VII. Monitoring, Evaluating and Updating this Language Assistance Plan

CPRA's LAC will review and update this LAP periodically. The review and update will consist of the following:

- The LAC will retain records of the number and nature of request received from LEP persons annually.
- Determination of LEP population in the service areas using American Community Survey.
- Review any complaints that have been received concerning any failure of CPRA to meet the needs of LEP persons.
- Determine whether CPRA has fully complied with this Language Assistance Plan.
- Assess the sufficiency of staff knowledge and funds budgeted for language assistance.
- Survey appropriate CPRA staff members about their use of language assistance services, suggestions for improvement, and if the services provided have met the language needs of CPRA's activities in local communities.

VIII. Dissemination of the CPRA Language Assistance Plan

This Language Assistance Plan will be available on CPRA's website at: <https://coastal.la.gov/resources/human-resources/>

Additionally, any person may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which CPRA will provide, if feasible.

Questions or comments regarding this Language Assistance Plan may be submitted to the Louisiana Coastal Protection and Restoration Authority as follows:

Coastal Protection and Restoration Authority
Director, Outreach and Engagement
P.O. Box 44027
Baton Rouge, LA 70804-4027
Phone: 225-342-0168
Email: coastal@la.gov
Fax: 225-342-9417

ATTACHMENT A

Table 2: Population 5 Years and Over by Language Spoken at Home and Ability to Speak English for Parishes in the Coastal Zone: 2019¹

Parish	Population 5 years and over	English Only	Language Other than English	Speaks English less than "very well"	Spanish	Speak English less than "very well"	Other Indo-European languages	Speak English less than "very well"	Asian and Pacific Island languages	Speak English less than "very well"	Other languages	Speak English less than "very well"
Ascension	114,376	107,413	6,963	2,928	4,929	2,323	1,019	362	845	243	170	0
Assumption	21,259	18,582	2,677	486	439	189	2,222	297	16	0	0	0
Calcasieu	187,275	174,624	12,651	3,998	5,221	1,971	5,645	988	1,474	779	311	260
Cameron	6,522	5,820	702	334	444	314	233	20	25	0	0	0
Iberia	66,666	59,792	6,874	2,144	2,008	1,171	3,317	322	1,398	585	151	66
Jefferson	406,628	334,141	72,487	35,405	47,324	24,676	8,186	2,177	12,368	6,742	4,609	1,810
Lafourche	91,799	79,000	12,799	2,329	3,081	1,370	9,000	810	676	149	42	0
Livingston	129,706	124,190	5,516	2,332	3,596	1,732	1,248	388	449	135	223	77
Orleans	367,733	337,080	30,653	10,688	14,955	5,193	6,328	1,118	8,118	4,232	1,252	145
Plaquemines	21,751	19,482	2,269	795	890	261	581	45	741	489	57	0
St. Bernard	42,859	38,885	3,974	1,468	2,342	895	665	189	681	337	286	47
St. Charles	49,519	46,023	3,496	697	2,108	400	848	133	394	164	146	0
St. James	20,040	19,543	497	88	263	9	207	61	18	18	9	0
St. John the Baptist	40,401	37,634	2,767	896	2,020	791	605	21	100	76	42	8
St. Martin	50,039	41,841	8,198	1,667	938	561	6,993	994	258	112	9	0
St. Mary	47,456	43,437	4,019	1,675	2,256	1,094	1,072	185	596	359	95	37
St. Tammany	239,842	224,028	15,814	6,778	9,568	4,517	3,455	1,078	2,173	1,119	618	64
Tangipahoa	122,550	117,244	5,306	2,045	3,518	1,527	995	241	631	255	162	22
Terrebonne	104,146	93,967	10,179	2,639	3,959	1,803	4,522	545	1,429	291	269	0
Vermilion	55,798	47,063	8,735	2,193	1,224	488	6,348	819	1,134	886	29	0
Totals	2,186,365	1,969,789	216,576	81,585	111,083	51,285	63,489	10,793	33,524	16,971	8,480	2,536

¹ Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates, Table DP02, Data Set ACS DP5Y2019, available at: <https://data.census.gov/cedsci/table?g=0500000US22005,22007,22019,22023,22045,22051,22057,22063,22071,22075,22087,22089,22093,22095,22099,22101,22103,22105,22109,22113&tid=ACSDP5Y2019.DP02&hidePreview=true>