

# **Limited English Proficiency Plan**

City of Newark

June 2011



**DP-2. Profile of Selected Social Characteristics: 2000**  
**Data Set: Census 2000 Summary File 3 (SF 3) - Sample Data**  
**Geographic Area: Newark city, Ohio**

NOTE: Corrected counts are available for one or more geographies displayed in this table.

NOTE: Data based on a sample except in P3, P4, H3, and H4. For information on confidentiality protection, sampling error, nonsampling error, definitions, and count corrections see <http://factfinder.census.gov/home/en/datanotes/expsf3.htm>.

Subject	Number	Percent
<b>SCHOOL ENROLLMENT</b>		
Population 3 years and over enrolled in school	10,896	100.0
Nursery school, preschool	906	8.3
Kindergarten	698	6.4
Elementary school (grades 1-8)	5,144	47.2
High school (grades 9-12)	2,361	21.7
College or graduate school	1,787	16.4
<b>EDUCATIONAL ATTAINMENT</b>		
Population 25 years and over	30,178	100.0
Less than 9th grade	1,585	5.3
9th to 12th grade, no diploma	4,246	14.1
High school graduate (includes equivalency)	12,224	40.5
Some college, no degree	5,855	19.4
Associate degree	1,843	6.1
Bachelor's degree	3,056	10.1
Graduate or professional degree	1,369	4.5
Percent high school graduate or higher	80.7	(X)
Percent bachelor's degree or higher	14.7	(X)
<b>MARITAL STATUS</b>		
Population 15 years and over	36,374	100.0
Never married	8,512	23.4
Now married, except separated	18,836	51.8
Separated	733	2.0
Widowed	2,981	8.2
Female	2,498	6.9
Divorced	5,312	14.6
Female	3,114	8.6
<b>GRANDPARENTS AS CAREGIVERS</b>		
Grandparent living in household with one or more own grandchildren under 18 years	554	100.0
Grandparent responsible for grandchildren	295	53.2
<b>VETERAN STATUS</b>		
Civilian population 18 years and over	34,480	100.0
Civilian veterans	5,245	15.2
<b>DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION</b>		
Population 5 to 20 years	10,112	100.0
With a disability	958	9.5
Population 21 to 64 years	25,431	100.0
With a disability	5,348	21.0
Percent employed	56.1	(X)
No disability	20,083	79.0
Percent employed	80.2	(X)
Population 65 years and over	6,330	100.0
With a disability	2,800	44.2
<b>RESIDENCE IN 1995</b>		
Population 5 years and over	42,727	100.0

Subject	Number	Percent
Same house in 1995	20,717	48.5
Different house in the U.S. in 1995	21,808	51.0
Same county	15,366	36.0
Different county	6,442	15.1
Same state	4,087	9.6
Different state	2,355	5.5
Elsewhere in 1995	202	0.5
<b>NATIVITY AND PLACE OF BIRTH</b>		
Total population	46,115	100.0
Native	45,607	98.9
Born in United States	45,304	98.2
State of residence	36,586	79.3
Different state	8,718	18.9
Born outside United States	303	0.7
Foreign born	508	1.1
Entered 1990 to March 2000	181	0.4
Naturalized citizen	200	0.4
Not a citizen	308	0.7
<b>REGION OF BIRTH OF FOREIGN BORN</b>		
Total (excluding born at sea)	508	100.0
Europe	188	37.0
Asia	225	44.3
Africa	9	1.8
Oceania	0	0.0
Latin America	43	8.5
Northern America	43	8.5
<b>LANGUAGE SPOKEN AT HOME</b>		
Population 5 years and over	42,727	100.0
English only	41,482	97.1
Language other than English	1,245	2.9
Speak English less than 'very well'	345	0.8
Spanish	480	1.1
Speak English less than "very well"	138	0.3
Other Indo-European languages	479	1.1
Speak English less than "very well"	118	0.3
Asian and Pacific Island languages	232	0.5
Speak English less than "very well"	65	0.2
<b>ANCESTRY (single or multiple)</b>		
Total population	46,115	100.0
Total ancestries reported	42,259	91.6
Arab	70	0.2
Czech <sup>1</sup>	117	0.3
Danish	65	0.1
Dutch	1,072	2.3
English	4,991	10.8
French (except Basque) <sup>1</sup>	985	2.1
French Canadian <sup>1</sup>	76	0.2
German	10,651	23.1
Greek	112	0.2
Hungarian	279	0.6
Irish <sup>1</sup>	6,676	14.5
Italian	1,992	4.3
Lithuanian	36	0.1
Norwegian	94	0.2
Polish	538	1.2
Portuguese	47	0.1
Russian	62	0.1
Scotch-Irish	813	1.8
Scottish	793	1.7
Slovak	69	0.1
Subsaharan African	108	0.2
Swedish	205	0.4
Swiss	151	0.3
Ukrainian	34	0.1
United States or American	6,265	13.6
Welsh	975	2.1
West Indian (excluding Hispanic groups)	18	0.0

Subject	Number	Percent
	4,965	10.8

(X) Not applicable.

The data represent a combination of two ancestries shown separately in Summary File 3. Czech includes Czechoslovakian. French includes Alsatian. French Canadian includes Acadian/Cajun. Irish includes Celtic.

[Ancestry Code List \(PDF 35KB\)](#)

[Place of Birth Code List \(PDF 74KB\)](#)

[Language Code List \(PDF 17KB\)](#)

Source: U.S. Census Bureau, Census 2000 Summary File 3, Matrices P18, P19, P21, P22, P24, P36, P37, P39, P42, PCT8, PCT16, PCT17, and PCT19

## **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.

## **Four Factor Analyses**

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 the City of Newark, Ohio is a recipient of CDBG funding. The most recent data collected pertaining to language fluency is the 2000 Census information. Attachment A illustrates the general population over the age of 5 who report speaking English "not very well" or "not very well at all." . According to this information, less than one percent of Newark residents struggle with the English language

A survey was conducted throughout the City of Newark's Departments and Divisions and Elected Offices: Animal Control, Auditor, Cemetery and Parks, Clerk of Council, Development, Engineering, Fire, Human Resources, Income Tax, Law Director, Mayor, Police, Purchasing, Property, Maintenance, Safety, Service, Storm Water Utility, Streets, Traffic Control, Transit Operations, Treasurer, Water and Wastewater. In addition input was sought from the Licking County Municipal Court, Clerk of Courts, and Adult Probation.

The City's 2011 fourteen nonprofit sub recipients were also surveyed. They include nonprofits involved with emergency and transitional housing, disability services, educational centers, microenterprise, domestic violence, substance abuse, religious affiliated, and mental health services.

The majority of the respondents did not indicate that they encountered problems with LEP in their activities.

The Clerk of Courts, Municipal Court, Adult Probation, and the Division of Police indicated that they do encounter, LEP, usually Spanish speaking individuals. At times, the Div. of Police and Clerk of Courts encounter Eastern European (Russian and Ukrainian), and Somali speaking persons.

The Courts and Police have access to interpreters on an as need basis. However, comments received indicate that the vast majority of the nonprofits and city offices do not encounter LEP issues on a regular basis.

**Factor 2-Frequency of Contact with LEP Individuals**

CDBG funded agencies that implement intake applications for Newark's CDBG programs were conducted. Of those responding no one reported having an issue with LEP Individuals. The City Department of Development, which is charged with implementing CDBG, HOME, and Federal and State Transit grants has not had any LEP issues.

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

The CDBG Program in Newark provides for several different types of programming designed to assist and improve the lives of the residents of the City 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 Newark and overall costs**

Although Newark serves a very limited number of LEP persons, the City is committed to removing as many barriers to information access as feasible. Occasional requests for an interpreter have been made in the previous five years, involving the Courts and Division of Police, it would be unnecessary for the City to employ an interpreter. The City's CDBG programs have never needed 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 Newark and Licking 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 Newark, OH

- 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.
- 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 City website 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 City of Newark 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.