

Coastal Enterprises, Inc.
Limited English Proficiency Assessment
and Language Assistance Plan

LEP Assessment

FOUR-FACTOR LEP ANALYSIS:

As a recipient of federal funding, Coastal Enterprises, Inc. (CEI), is required to conduct an LEP assessment that considers the following four factors to determine whether a Language Access Plan (LAP) is required and what elements should be included.

Factor #1: The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by CEI if the persons received adequate education and outreach and CEI provides sufficient language services).

CEI's service area encompasses the state of Maine; the state's LEP populations reflect:

- 1.5% of the state's population age five and older speak English "less than very well", representing 19,455 persons (ACS S1601, 2022 ACS 1-Year Estimates Subject Tables).
Of those:
 - 1,548 speak Spanish;
 - 10,624 speak other Indo-European languages;
 - 4,638 speak Asian / Pacific Island languages;
 - 2,615 speak other languages.

Because more than 1,000 LEP persons are in CEI's service area, CEI will provide appropriate language assistance by:

1. Offering translation of all vital documents;
2. Providing on-site or remote interpretation at community meetings, forums, focus groups, or other gatherings intended to solicit input into its programs or activities if LEP persons are present. Providing translated materials when questionnaires or surveys are used to solicit input; and
3. Providing translation services at meetings, if requested to do so by LEP persons.

Factor #2: The frequency with which LEP persons come into contact with the program.

LEP persons come into contact with CEI's programs in proportion to their presence in Maine's overall population.

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

Founded in 1977, CEI works to build a more equitable economy by focusing on growing good jobs, livelihoods and diverse business ownership, while advancing a just transition to a climate-resilient future. As part of this work, CEI provides a range of lending and community development services benefiting disadvantaged persons and communities in Maine.

Factor #4: The resources available and costs to the recipient.

CEI's staff includes bilingual persons (Spanish, French, Portuguese) who can provide verbal or written translation of vital documents, if requested by LEP persons. Alternatively, CEI accesses private sector translation services as needed to ensure LEP persons have access to translated vital documents. CEI's website, loan applications, and other materials are available in five languages in addition to English: Somali, Spanish, French, Portuguese, and Arabic.

Based on the four-factor analysis above, CEI is required to have a Language Assistance Plan.

Coastal Enterprises, Inc.

Language Assistance Plan

Coastal Enterprises, Inc.'s service area includes the state of Maine. With regard to assisting program participants who may have limited English proficiency, CEI has completed a Limited English Proficiency (LEP) assessment utilizing American Community Survey data to identify LEP populations. LEP populations include:

- 1.5% of the state's population age five and older speak English "less than very well", representing 19,455 persons (ACS S1601, 2022 ACS 1-Year Estimates Subject Tables). Of those:
 - 1,548 speak Spanish;
 - 10,624 speak other Indo-European languages;
 - 4,638 speak Asian / Pacific Island languages;
 - 2,615 speak other languages.

CEI takes the following proactive measures to ensure meaningful access for LEP persons:

1. Staff have the USDA "I Speak" card with which to identify the primary language of the LEP person.
2. CEI posts required notice(s) describing the Federal laws prohibiting job discrimination based on race, color, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.
3. For all LEP populations identified above, CEI has Equal Opportunity brochures and non-discrimination posters available in the applicable languages
4. CEI's website, loan applications, and other materials are available in five languages in addition to English: Somali, Spanish, French, Portuguese, and Arabic.
5. CEI also has an on-demand fee-for-service agreement with House of Languages. Through this partnership CEI can provide translated vital documents and interpreting at meetings or on demand for one-on-one communication should the need arise.

Maine - ACS S1601, 2022 ACS 1-Year Estimates Subject Tables	TOTAL	PERCENT	SPEAK	SPEAK ENGLISH	SPEAK ENGLISH	SPEAK ENGLISH
			ENGLISH ONLY OR ENGLISH "VERY WELL"	ONLY OR ENGLISH "VERY WELL" - PERCENT	LESS THAN "VERY WELL"	LESS THAN "VERY WELL" PERCENT
Population 5 years and over	1,324,322	(X)	1,304,867	98.5	19,455	1.5
Speak only English	1,245,300	94	(X)	(X)	(X)	(X)
Speak a language other than English	79,022	6	59,567	75.4	19,455	24.6
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	10,873	0.8	9,295	85.5	1,578	14.5
Other Indo-European languages	49,084	3.7	38,460	78.4	10,624	21.6
Asian and Pacific Island languages	11,038	0.8	6,400	58	4,638	42
Other languages	8,027	0.6	5,412	67.4	2,615	32.6
CITIZENS 18 YEARS AND OVER						
All citizens 18 years old and over	1,119,712	(X)	1,107,514	98.9	12,198	1.1
Speak only English	1,064,155	95	(X)	(X)	(X)	(X)
Speak a language other than English	55,557	5	43,359	78	12,198	22
Spanish	8,558	0.8	7,463	87.2	1,095	12.8
Other languages	46,999	4.2	35,896	76.4	11,103	23.6

HUD Safe Harbor Provisions

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.