

ARCH COMMUNITY HOUSING TRUST LIMITED ENGLISH PROFICIENCY PLAN (LEP)

ARCH Community Housing Trust is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ARCH Community Housing Trust assures that no person shall on the grounds of race, color, national origin, gender, age, familial status or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ARCH service, program, or activity. The organization also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the organization will take all reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

Compliance with LEP Requirements

Perform a Self Assessment

Demographics - In accordance with HUD directives, ARCH has performed a self assessment by using data provided at www.census.gov. Based on this information, ARCH has determined that the LEP persons in Blaine County (the area served by ARCH) are characterized as follows:

Percent of County Population

88.7%

11.3%

8.5%

1.4%

.9%

.4%

Language

Speak and understand only English

Limited English Proficiency

Spanish Speaking

Indo European Languages

Asian Languages

All other Languages

Because identifying any community where the LEP population equals 5 percent or more in a given language automatically triggers providing language assistance services as mandatory and normal, ARCH has determined that language assistance should be available to Spanish speakers.

Frequency of Contact – According to HUD guidelines, the more frequent the contact with a particular language group, the more likely that enhanced services in that language are needed. Because ARCH has limited contact with LEP persons, we have access to translation services at Language Line Solutions 1-800-752-6096 but do not require bi-lingual staff.

Importance of Contact – Because the central role of ARCH is to provide housing, a vital necessity, we are committed to ensuring that all persons of LEP have access to and understand our programs.

Providing Notice to LEP Persons

Based on our self-assessment we have determined that we must provide language services in Spanish. Therefore, in order to notify the LEP population of these services, ARCH has taken the following steps:

- Outreach documents (brochures, booklets, pamphlets, flyers) state that Spanish language services are available.
- Our website indicates in Spanish that language services are available.

Translation of Vital Documents into Languages Other than English

Examples of vital documents that require consideration for translation in Spanish are:

- The Community Housing Application
- Deed Covenants
- Acknowledgment and Acceptance of Deed Covenants
- Purchase and Sale Agreement
- Authorization to release mortgage records
- Annual Compliance Form
- Notice of intent to sell and pricing agreement

This plan amends previous plans adopted on June 4th 2010 and January 6th 2012