



Serving Northeastern North Carolina Since 1962
Choanoke Area Development Association of NC, Inc.
Post Office Box 530, Rich Square, North Carolina 27869
Telephone: 252.539.4155, Fax: 252.539.2048
www.nc-cada.org

Language Access Plan

Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with limited English proficiency (LEP persons). Choanoke Area Development Association of NC, Inc. (CADA) is a recipient of federal funds for a portion of its programs and thus obligated to reduce language barriers that can preclude meaningful access by LEP persons to CADA programs

For the purposes of this plan:

- 1) In order to avoid discrimination on the grounds of national origin, all programs or activities administered by CADA must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.
- 2) LEP means Limited English Proficiency.
- 3) LAP means Language Access Plan.
- 4) Limited English Proficiency person, as defined in the 2000 U.S. Census, is any individual who speaks a language at home other than English as their primary language, and who speak or understand "not well" or "not at all."

Analysis

CADA conducted a four factor analysis, considering (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the Agency or in federally funded programs, (2) frequency with which LEP persons come into contact with Agency programs, (3) nature and importance of the program, activity, or service to people's lives, and (4) resources available and costs. Per the 2019 American Community Survey 5-Year Estimates, approximately 1.0% of CADA's five county service area: Bertie, Halifax, Hertford, Northampton, and Martin population speak English less than very well. The 2019 charts reveal 4% of the service area speak a language other than English while 3% of the population speak Spanish at home. No other ethnicity has a sizeable limited English proficient population. Approximately 96% of CADA's service area population speaks only English.

Types of language assistance provided by CADA

In response to the Spanish-speaking population in CADA's five county service area, CADA has vital program documents, materials, and brochures available in Spanish. CADA has advertised for a bilingual staff person and will begin the interview process shortly. Should an interpreter be needed before the staff person is in place, CADA will request the assistance of our local partners and area community colleges who have Spanish instructors on board. In addition, CADA has a TDD access telephone number and is constantly updating our website capabilities to assist in targeted outreach opportunities to all populations.

C A D A

Evaluation

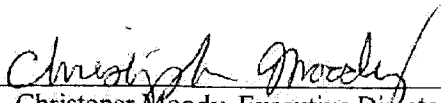
CADA shall monitor the implementation of its Language Access Plan, making revisions to policies and procedures as may be required periodically. CADA staff will also be trained on LEP policies and procedures.

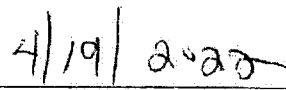
CADA's Language Access Plan (LAP) is available to the public. The information will be made available in a form accessible to persons with disabilities upon request to Choanoke Area Development Association, P.O. Box 530, Rich Square, NC 27869, Telephone Number (252) 539-4155. CADA's Language Access Plan can also be viewed at www.nc-cada.org.

Citizens, public agencies, and other interested parties will have reasonable and timely access to information and records relating to LAP. All records that are public under G.S. 132 will be made accessible to interested individuals and groups during normal working hours.

At any time, citizens may submit complaints related to the LAP by contacting CADA's LEP contact: Deborah Baker, Administrative Assistant and Personnel Officer at dbaker@nc-cada.org.

CADA will provide a written response to every written complaint that relates to LAP within 15 business days.


Christopher Moody, Executive Director


Date