

Attachment E



Language Access Plan for Limited English Proficient Persons

The Morgan City Harbor and Terminal District (“Port of Morgan City”) in St. Mary Parish, Louisiana, is responsible for ensuring that all citizens, including persons with disabilities and limited English proficiency (“LEP”) have equal access to essential public information.

The Port will ensure that essential public information is available in the appropriate languages for the geographic region of eastern St. Mary Parish, Louisiana. Due to the limited need for other languages, Morgan City will provide language assistance on a case-by-case basis. This approach allows the port to manage resources effectively while still ensuring that LEP individuals receive the necessary support when needed.

The Port has evaluated the population of persons with limited English proficiency in St. Mary Parish, Louisiana, and has consulted with the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, published on January 22, 2007, in the Federal Register (72 FR 2732) www.federalregister.gov/documents/2007/03/16/E7-4794/final-guidance-to-federal-financial-assistance-recipients-regarding-title-vi-prohibition-against.

Definition of Limited English Proficient Individual

Limited English proficient (LEP) refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English. This definition includes individuals with sensory impairment (SI), who are Deaf or hard of hearing and communicate using American Sign Language (ASL), have speech impairments, or that are blind or have visual impairments. LEP individuals may be entitled to language services or communication assistance for a service, benefit, or program that receives federal assistance.

Four Factor Analysis

The Port is required to take reasonable steps to ensure meaningful access to LEP persons. This “reasonableness” standard is intended to be flexible and fact-dependent. The Port conducted an individualized assessment that balances the following four factors:

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1. 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 the recipient if persons were afforded adequate education and outreach).

The Port took the following steps to identify the number of LEP persons in St. Mary Parish, Louisiana:

- Downloaded Census Table B16002 (table showing less than “very well” English proficiency) from the 2022 American Community Survey 5-year estimates (most recent available).
- Extracted data for St. Mary Parish
- Summed up totals for all languages and compared percentages per household for each language (speakers of “X” Language who speak English is less than “Very Well”).
- Data was analyzed to see if any LEP populations were above 5% or 1,000 people.

The population of St. Mary Parish is 47,055 (est. 2023). Additionally, there are 18,628 households in St. Mary Parish. Based on Census Table B16002 (2022), we concluded the following:

Top 4 Languages in Households by LEP Speakers in St. Mary Parish and Morgan City, Louisiana

Language	St. Mary Parish
Spanish	639 / 3.43%
Vietnamese	92 / 0.49%
French, Haitian, or Cajun	82 / 0.44%
Other and unspecified languages	17 / 0.09%

No LEP household population exceeds 3.5% of all households in St. Mary Parish.

2. The frequency with which LEP persons encounter the Port is rare;
3. The nature and importance of the programs, activities, and services provided by the port. The Port plays a crucial role in job creation in Morgan City (east St. Mary Parish). Port projects receiving federal funds are in gated areas not accessible by the general public. Anyone entering a secure Port area must present a Transportation Worker Identification Card (“TWIC”). To receive a TWIC, an individual must be a “U.S. citizen, lawful permanent resident, naturalized citizen or a nonimmigrant alien, asylee, or refugee who is in lawful status,” per TSA. As such, it is rare for an LEP Speaker to present themselves at a secure Port facility;
4. Resources available to the recipient and costs to the recipient. The port is taking all reasonable steps to provide access for LEP persons. The availability of resources, however, may limit the provision of language services in some instances. “Reasonable steps” may cease to be reasonable when the costs imposed substantially exceed the benefits.

Language Assistance

The port will aid any LEP persons on an as-needed basis. This aid may include, but is not limited to, the following:

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- Written translation services;
- Oral interpretation services;
- Bilingual staff (if available);
- Referrals to community liaisons proficient in the language of LEP persons (if available);
- Within reason, the Port will provide language services at public meetings and community events. The Port requests 48 hours' notice of required language services.

Language Service Protocols

Translated content will be posted on the Port's website and to a bulletin board accessible by the general public at the Port's administrative offices in the Governmental Operations and Emergency Center (GOEC).

Written Contact, in the form of email, letters, etc., and related responses are routed to either internal resources or external translation service provider(s) for translation, as needed.

Phone calls from persons of limited English proficiency may be transferred to internal staff or vendor(s) with the required language fluency and may include the use of 16th Judicial Court Interpretive Services.

Staff Training

Staff will be trained to recognize and work with persons of limited English proficiency, and the use of appropriate language translation services, including the use of Google Translate. When available, internal staff will have access to a list of all staff members with fluency in languages other than English.

Monitoring and Updating Language Access Plan

The Port will monitor and update the Language Access Plan, including seeking input from beneficiaries and the community on how it is working and what other actions should be taken, as needed.

The Action Plan and any substantial amendments will be translated into Spanish to reach LEP population of St. Mary Parish.

Citizens with disabilities or those who need technical assistance can contact the Port for assistance via any of the following methods:

- Telephone – 985-384-0850
- Email at office@portofmc.com
- Mail to the Executive Director, P.O. Box 1460, Morgan City La 70381 or 7327 Hwy. 182, Morgan City LA 70380.

The Port's website, www.portofmc.com, will contain links to its Language Action Plan, amendments, and reports.