U.S. Census American Community Survey
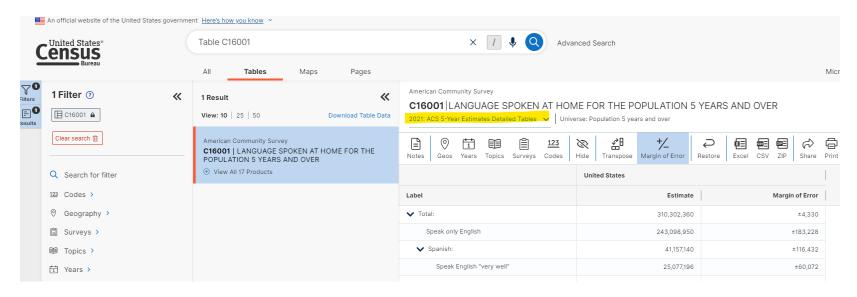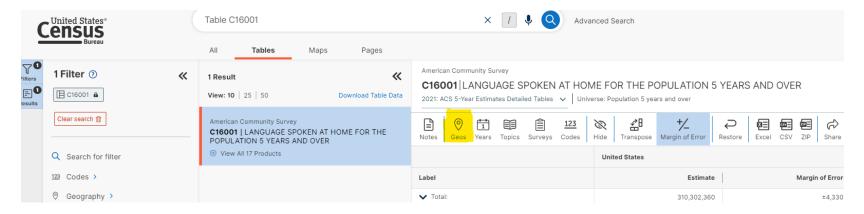Language Data for the Title VI Plan's Language Assistance Plan (LAP)

1. Visit the link here: https://data.census.gov/table?q=Table+C16001+&tid=ACSDT1Y2021.C16001
   a. This is the table titled: **C16001 Language Spoken at Home for the Population 5 Years and Over**

2. Select from the drop down below the table's title the information **for 2021: ACS 5-Year Estimates Detailed Tables** (Highlighted in yellow in the image below)
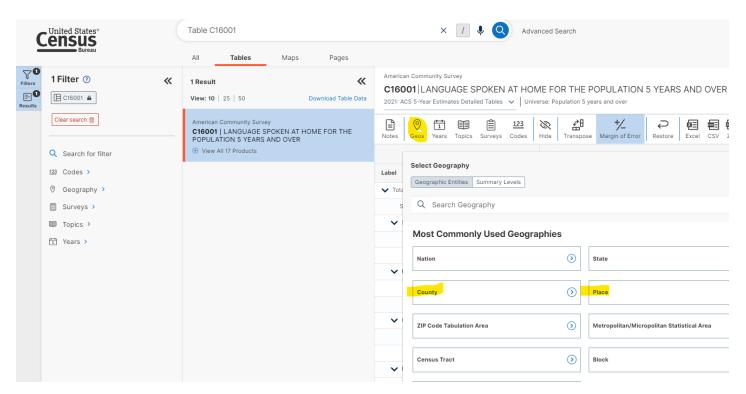

3. Sort the table by your agency's service area. This could be a single county, city or multiple geographic areas. Click the icon in the row called **Geos**. (Highlighted in yellow in the image below)
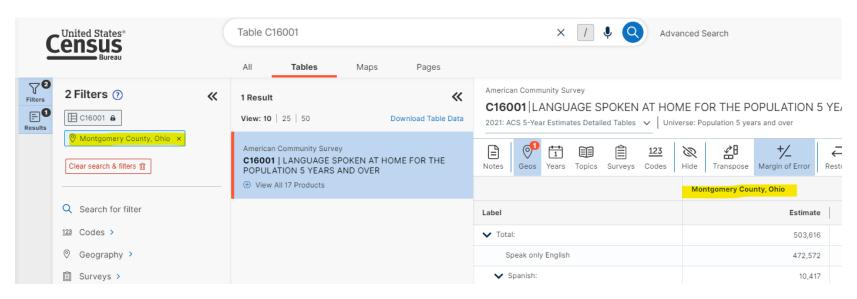
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4. The location can be filtered down to a state, county, city, etc. To access a city's data, click Place. County and Place are the more commonly used filters to find the data. For example, if you click County > then select your State > then select the county/counties. (Highlighted in yellow in the image below)

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5. You will see your refined search filters for your service area in two locations. (Highlighted in yellow in the image below)

6. When you have the table filtered to the geographic location you need, take the table to an excel spreadsheet for easier analysis. Click the icon that says Excel. (Highlighted in yellow in the image below) An Excel spreadsheet will download.

7. An example of the Excel file that downloads is saved here, click the link. Highlighted in yellow are the cells in the "data" sheet that will help you understand the languages present in your service area. ACSDT5Y2021.C16001-2023-03-23T205106.xlsx

   a. You will use the total population estimate and the number of people in language category that **Speak English less than "very well" for every language category.** The purpose for finding this data is to understand if your service area is impacted by the Safe Harbor Provision. See below.

   b. <u>The Excel table you just looked up can be directly copied into your Title VI Plan to show evidence of the languages present in your service population. See example on next page.</u>

   c.

8. You will calculate each language category by dividing the number of people that speak English "less than very well" in each language category to find the percentage of the population. Follow the directives below for more information on the Safe Harbor Provision. You are looking to find out if you have Limited English Proficiency (LEP) language group that meets the Safe Harbor Provision threshold that requires written document translation.

   a. You are looking to understand if groups of people that speak a language and English "less than very well" is **5% or 1,000 persons**. The Safe Harbor Provision stipulates, written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less, <u>of the total population of persons</u> eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of a requirement to translate written vital documents.

   b. Vital documents are, per Circular 4702.1B, but not limited to, consent and complaint forms, intake and application forms with the potential for important consequences, written notices of rights; notices of denials, losses or decreases in benefits or services; and notices advising LEP individuals of free language assistance services.

      i. Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form and process, public notice of a person's rights under Title VI, and other documents that provide access to essential services. Failure to translate these vital documents could result in a recipient denying an eligible LEP person access to services and discrimination on the basis of national origin.

   c. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

   d. This does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. The transit system may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. See comments in the Excel sheet for more explanation.

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e. Include a table like this in your Plan showing the population breakdown by total number and percentage of people. Reminder if you click the Excel file included above more explanation is included on how the

Montgomery County, Ohio		
Label	**Estimate**	**Percent of Total Population**
Total:	503,616	100.00%
Speak only English	472,572	
Spanish:	10,417	
Speak English "very well"	6,526	
Speak English less than "very well"	3,891	0.77%
French, Haitian, or Cajun:	1,371	
Speak English "very well"	990	
Speak English less than "very well"	381	0.08%
German or other West Germanic languages:	1,434	
Speak English "very well"	1,367	
Speak English less than "very well"	67	0.01%
Russian, Polish, or other Slavic languages:	833	
Speak English "very well"	382	
Speak English less than "very well"	451	0.09%
Other Indo-European languages:	3,072	
Speak English "very well"	2,029	
Speak English less than "very well"	1,043	0.21%
Korean:	508	
Speak English "very well"	326	
Speak English less than "very well"	182	0.04%
Chinese (incl. Mandarin, Cantonese):	2,052	
Speak English "very well"	791	

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Speak English less than "very well"	1,261	0.25%
Vietnamese:	834	
Speak English "very well"	224	
Speak English less than "very well"	610	0.12%
Tagalog (incl. Filipino):	1,155	
Speak English "very well"	892	
Speak English less than "very well"	263	
Other Asian and Pacific Island languages:	3,825	
Speak English "very well"	2,145	
Speak English less than "very well"	1,680	0.33%
Arabic:	2,433	
Speak English "very well"	1,346	
Speak English less than "very well"	1,087	0.22%
Other and unspecified languages:	3,110	
Speak English "very well"	1,808	
Speak English less than "very well"	1,302	0.26%