

Language Assistance Plan (LAP)

Humboldt Bay Harbor, Recreation, and Conservation District
Eureka, California



Updated March 2024



I. Introduction

The Humboldt Bay Harbor, Recreation, and Conservation District (HBHRCD or District) prepared this Language Assistance Plan (LAP) to ensure that all members of our community, particularly those with Limited English Proficiency (LEP), have equitable access to the District's programs and services. This Limited English Proficiency Plan has been prepared to address the District's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. This Plan aims to:

1. Enhance awareness of the need for and methods to ensure that LEP Persons have meaningful access to District services and programs.
2. Implement language access across the District's programs, services, and activities in a manner consistent with Title VI of the Civil Rights Act of 1964 and its implementing regulations.
3. Comply with relevant federal and state regulations to provide equitable services to all community members.

II. Policy

The Humboldt Bay Harbor, Recreation, and Conservation District will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, and programs. The policy of District is to ensure meaningful communication with LEP persons.

Additionally, the District is compliant with Title VI which stipulates that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. The District has posted Public Notice of Non-Discrimination Rights along with Title VI and ADA Discrimination Complaint Procedures on the website and in the office lobby. Any person who desires more information regarding the District's Title VI and ADA Program can contact the Director of Administrative Services at the address noted below.

Director of Administrative Services
Humboldt Bay Harbor, Recreation and Conservation District
P.O. Box 1030
Eureka, California 95502-1030
(707) 443-0801 ext.111
mhiley@humboldtby.org



III. Plan Summary

The District has developed this LAP Plan to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In developing this plan, the District used the four-factor LEP analysis, which considers the following factors:

1. Number or Proportion of LEP Persons: The number and proportion of LEP individuals who may be served by the District.
2. Frequency of Contact: How often LEP individuals come into contact with the services offered by the District.
3. Nature and Importance of Services: The nature and significance of the services provided to the LEP population.
4. Interpretation Services and Cost: The availability of interpretation services and the overall cost associated with providing LEP assistance.

IV. Four-Factor Analysis

The Four Factor Analysis is a method used to assess the needs for language assistance services for Limited English Proficiency (LEP) individuals. It evaluates the number or proportion of LEP persons in the District service area, the frequency of contact with LEP persons, the nature and importance of the services provided, and the resources available versus the costs. This analysis guides organizations in effectively planning and implementing necessary language assistance services.

1. The number or proportion of LEP persons in the service area who may be served or are likely to require Humboldt Bay Harbor, Recreation, and Conservation District services.

The District boundary (i.e. service area) occupies the same geographic boundary as the County of Humboldt. For the purposes of this Plan, the entire County is considered the District's service area, however, the District's services and programs are primarily focused in the Humboldt Bay area. According to countywide 2020 U.S. Census 5-Year American Community Survey (ACS) data, among the population aged 5 years and over, 15,197 individuals out of a total of 128,976 speak a language other than English, which accounts for 11.78% of the population within Humboldt County.



Of those 15,197 persons, 4,481 have limited English proficiency, meaning they speak English 'less than well.' This group represents 3.47% of the overall population in the County. Among those with limited English proficiency in the County, 2,780 speak Spanish. Other significant language groups include 915 individuals who speak other Asian and Pacific Island languages and 275 who speak Chinese (including Mandarin and Cantonese). Additionally, there are 120 Korean speakers, 118 who speak other Indo-European languages, 58 speaking Russian, Polish, or other Slavic languages, 42 Tagalog (including Filipino) speakers, 30 German speakers, 18 Vietnamese speakers, 2 French Haitian or Cajun speakers, and 123 speaking other languages. Further description of LEP populations served and additional demographic information can be found in Appendix A: HBHRCD Demographic Analysis.

2. The frequency with which LEP persons require the Humboldt Bay Harbor, Recreation, and Conservation District services.

The District reviewed the frequency with which the Board and office staff have, or could have, contact with LEP persons, including documenting phone inquiries or office visits. To date, the District has had no requests for interpreters and no requests for translated documents. The Board and office staff have had very little direct contact with LEP persons seeking District services. However, it is recognized that there may be a need for language assistance services and the District will continue to monitor and document contact with LEP persons.

3. The nature and importance of services provided by the Humboldt Bay Harbor, Recreation, and Conservation District to the LEP population.

The majority of the Humboldt County population over 5 years old (around 88 %) speak only English. There are no large geographic concentrations of any one population of LEP individuals in the County although there are over a thousand LEP individuals who speak Spanish. The District Board and office staff are most likely to encounter LEP individuals through office visits, phone conversations, and attendance and participation at public meetings.

4. The resources available to the Humboldt Bay Harbor, Recreation, and Conservation District and overall costs to provide LEP assistance.

The Humboldt Bay Harbor District reviewed its available resources that could be used for providing LEP assistance and identified which of its documents would be most valuable to be translated if the need should arise. The District will keep a current version of Humboldt County Office of Education and Humboldt Area Foundation lists of readily available translation service providers within the County. Other language translation options could be



provided by telephone or internet-based from a professional interpretation service for which payment of a fee would be required.

V. Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient (LEP) person and may be entitled to language assistance with respect to District services. Language assistance can include interpretation and translation, which is respectively defined as the written or oral transfer of a message from one language into another.

Identifying an LEP person who needs language assistance:

- Providing District staff with language identification cards to assist in identifying the language interpretation services needed if the occasion arises.
- Periodically surveying District staff regarding their interaction with LEP persons during the previous period (e.g., quarterly, semi-annually, and annually).
- Posting notice of the LAP Plan and the availability of interpretation or translation services in languages LEP persons would understand.
- Greeting participants at the District sponsored informational meetings and events. Conversational interaction with participants can help determine LEP needs for future events. Translation may not be available at every event but can be identified as a need at future events.

Language Assistance Measures

Although there is a low percentage of LEP individuals in the County, the District will strive to offer the following measures:

1. The District staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The Following resources will be available to accommodate LEP persons:
 - Spanish
 - Volunteer Spanish language interpreters will be provided within a reasonable time period upon request.
 - All Other Languages
 - Language interpretation for other languages will be accessible through telephone or internet interpretation services.

VI. Staff Training

The following training will be provided to all District staff:

- Information on the Title VI Policy and LEP responsibilities.



- Description of language assistance services offered to the public (in person and telephone).
- Use of language identification tools designed to help identify the language preferences of LEP individuals (i.e. 'I Speak' cards).
- Documentation of language assistance requests.
- Handling of Title VI/LEP complaints.

VII. Translation of Documents

The District weighed the cost and benefits of translating documents for potential LEP groups. Considering there is a low percentage of LEP individuals in the County, limited frequency of staff contact with LEP individuals seeking Harbor District services to date, and the expense of translating documents, the likelihood of frequent changes in documents and other relevant factors, the District has determined that it is an unreasonable burden to translate all documents at this time. The District currently uses UserWay for accessibility on its website and is looking into the adding translation as an add on service. As the Harbor District serves a population with over 1,000 Spanish Speaking LEP beneficiaries (2,780), the Harbor District is also considering translating vital documents into Spanish. Vital documents include:

- Complaint, consent, release, or waiver forms
- Specific application forms for services, programs, or activities

Due to the very small LEP population, the District does not have a formal outreach procedure in place as of 2024. For more information on the outreach procedures that are in place, please refer to the District Community Engagement Strategy found on the Harbor District's website. Translation resources have been identified and if the need arises to conduct outreach to LEP individuals, the District will consider the following options:

- When staff prepares documents or schedules public meeting whose audience is expected to include LEP individuals, the District will provide meeting notices, flyers, and agendas in the appropriate non-English language(s).
- District will assess requests for the translation of documents based on the potential effect and known LEP population.

VIII. Monitoring and Updating the LAP Plan

The District will update the LAP Plan as required to reflect changes in the community's demographics and needs. At a minimum, the plan will be reviewed and updated with the availability of new data from the U.S. Census or when a higher concentration of LEP individuals is identified in the District service area. Updates will include:



- Determination of the current LEP population in the service area.
- Recording the number of documented LEP person contacts experienced annually to assess the frequency and nature of language assistance requests.
- Evaluating how the needs of LEP persons have been addressed, including the effectiveness of the implemented language assistance services.
- Assessing whether the need for translation services has changed.
- Evaluating the effectiveness and sufficiency of local language assistance programs in meeting the needs of LEP individuals.
- Determination of the adequacy of the District's financial resources to fund language assistance resources.
- Determination of the District's full compliance with the goals of the LAP Plan.
- Determination of the District's processing of LEP complaints.

IX. Dissemination

The District will post signs in the District office public areas informing LEP persons of the LAP Plan and how to access language services.

Appendices:

- A. District Demographic Data Summary (2020 Census)
- B. Humboldt Translation Services 2023

Appendix A

Humboldt Bay Harbor and Conservation District

2020 ACS Demographic Data

Ethnicity	
Populaton (2020)	136463
White	98095
Black	1879
Amercian Indian	8481
Asian	3615
Pacific Islander	455
Some other Race	7782
Two or more races	16156
Hispanic	18535

Gender	
Male	67,754
Female	68,709

Population by Age Group	
Under 5 years	6,678
5 to 9 years	7,328
10 to 14 years	8,079
15 to 19 years	8,389
20 to 24 years	10,073
25 to 29 years	10,069
30 to 34 years	9,682
35 to 39 years	9,741
40 to 44 years	8,714
45 to 49 years	7,422
50 to 54 years	6,805
55 to 59 years	8,241
60 to 64 years	9,120
65 to 69 years	9,260
70 to 74 years	7,558
75 to 79 years	4,299
80 to 84 years	2,526
85 years and over	2,479

Housing Data	
Households	56422
Housing Units	62120
Median Household Income (ACS)	49235

Population Data	
Population 5 years and over (ACS)	128,976
Only English	113,779
Language other than English	15,197
Spanish	9,872
Other Indo-European	1,488
Asian and Pacific Island	2,979
Other	858
Total civilian noninstutuionalized Population (ACS)	135,174

Population of Disabled Individuals	
with disability	22,711
male	11,348
female	11,363

Poverty Level	
Population for whom poverty status is determined (ACS)	132,842
Below poverty level	26,210
White	18,199
Black	675
Amercian Indian	2,150
Asian	1,076
Pacific Islander	261
Some other Race	1,457
Two or more races	2,392
Hispanic	3,483

Appendix B

Name	Contact Information	Language	Available Services	Availability/ Notice needed	Certification, Experience, Areas of Focus	Compensation/ Rate
To ensure your interpreter is well prepared, it is crucial to provide your hired interpreter, before the meeting/event, with reference materials (preferably a week or more before)						

Spanish						
Rose, Abbey	(970) 690-5762 abbeyyyrose@gmail.com	Spanish (Spanish to English preferred; comfortable English to Spanish)	Consecutive Interpretation (1on1) Written Translation (non-legal and medical documents) Minimum 1 week notice	Contact for specific availability (weekday evenings, weekends)	BA in Literatures, Languages & Cultures-Spanish concentration from Colorado State University; Professional Experience: written translations, assisted with College professor's book translation of literary analysis	Interpretation: \$25/hr Translation: \$0.07/word
Trujillo, Alison	(415) 613-7886 trujilloalison@gmail.com https://lifetranslated.net	Spanish	Written text translation, Legal Document translation	Flexible; Weekdays 9-5 preferred Minimum 24 hour notice	Member of American Translator's Association, Northern California Translator's Association, B.A. in Spanish/Latin American/Iberian Studies, M.Ed. in Int'l Multicultural Education, 15 year teaching experience Specialize in: medical, education, finance, agriculture, land conservation, Arts&Culture, Personal legal documents	\$55/hour Flat rate for legal documents (i.e., birth certificate): \$75

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Pavia, Ana	(619) 750-4417 akpavia23@gmail.com	Spanish	Consecutive interpretation in 1-on-1 setting and small groups	Weekends, Fridays after 2 p.m.		\$25-35/hour
Santamaria, Andrea	(323) 320-1761 as518@humboldt.edu	Spanish	Simultaneous and Consecutive Interpretation (1on1, small & large group) Written Translation (legal, educational & medical documents, subject specific with enough notice)	Flexible; Weekdays after 5:00pm, Weekends all day Please email or text for confirmation	Native Spanish speaker; BAs in Spanish and Communication; 4+ years of education in Mexico (5th-9th grade, college study abroad program); Currently enrolled in Criminal Proceedings courses to obtain a legal court interpretation certificate. Example of translation work	Documents: \$25/hr Interpretation: \$30/hr
Vargas, Andrea	(707) 499-6295 andyv124@gmail.com	Spanish	Simultaneous and Consecutive Interpretation for 1-1 and small group setting Written Translation (non-legal documents)	Flexible; Minimum 24 hour notice Please contact for availability	Native Spanish speaker, experience with non-legal translation work. Medical and domestic health interpretation experience. Interpretation & Translation experience in education.	\$28/ hr

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Montero Cabrera, Ashley Samantha	(707) 613-1016 monteroa@eureka-cityschools.org	Spanish to English	Translations (Legal and non-Legal) Interpretation (1on1, small groups)	Flexible; please inquire for availability Minimum notice for document translations: 5 days	Educational focus; works for Eureka City Schools (medical assessments, IEPs, DELAC, speech assessments, testing in Spanish). Done some Courthouse translations with restraining order intake focus.	Interpretation: \$37 /hour Translation: \$40 /hour
Hunter, Cindy	(707) 725-9610 (home) (707) 834-5998 (cell) cindy_hunter@hotmail.com	Spanish	Simultaneous interpretation	Flexible; weekdays preferred	Focus on workers' comp cases	\$25-30/hour (plus mileage for more than 20+ miles)

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Novello, Dino	(707) 499-9253 dpn1000@yahoo.com	Spanish	Simultaneous, 1-on-1, small or large group interpretations and written translations	Weekdays after 5:30 p.m.	Over 10 years experience providing interpretations in various professional settings.	\$25/hour
Hogan, Elaine	(916) 759-7802 (707) 633-8768 hogan.eb@gmail.com	Spanish (Central America)	Simultaneous interpretation including 1:1 and small and large group settings; use of headset/ microphone equipment (English to Spanish preferred); written translation	Flexible: Call for availability. Preferred notice of one week	Worked as a Bilingual Family Service Specialist for 3 years in Humboldt. Worked in rural Honduras for 3 years as a Peace Corps volunteer, lived in Mexico for 3 months, and in Ecuador for 3 months doing fieldwork research for master's thesis	Please inquire (one hour minimum)

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Segura, Jasmin	(707) 616-7261 jettrash23@hotmail.com	Spanish	Non- simultaneous interpretation in 1-on-1, small group, and large group settings or written translation as well as simultaneous	Flexible: Minimum 24 hr in advance	Native Spanish Speaker Focus in education terminology	\$25/hour
Bravo, Jennifer	(818) 517-0537 bravopromotora@gmail.com	Spanish	Interpretation: simultaneous/consecutive for 1:1, small and large group settings via virtual, telephone, in-person; comfortable with headset equipment. Written translation	Flexible: Email/text/call for availability Prefers one weeks notice.	Education specialization, taken HSU T/I courses, worked with the Spanish speaking community in Humboldt for 11+ years	Please inquire. (plus mileage) *Fees will be applied for meetings that are canceled without at least 24 hours notice.
Zamboni, Kathleen	(707) 668-5730 (707) 298-9523 sunfishx2@gmail.com	Spanish	Non- simultaneous and 1-on-1 interpretation and/or written translation	Flexible	Experienced with T/I in medical field (Public Health worker, School nurse for Eureka City Schools)	\$25-30/hour (volunteer time available in certain circumstances)

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Power, Laura	(707) 834-4709 laura.power@humboldt.edu	Spanish	All types of interpretation; small group or meeting preferred	By appointment (flexible)	Comfortable with headsets. Passed bi-lingual employee exam for Humboldt County. Extensive experience, locally and abroad. Social services experience	\$25 - \$60/hour sliding scale (plus mileage)
Arce Martínez, Luz Ángela	(707) 498-2496 luzangela1106@hotmail.com	Spanish	Simultaneous interpretation including 1:1 and small group Written translations: non-legal	Flexible; M-F Minimum notice: 8 hours	Certified medical assistant, Certified medical interpreter, Native Spanish speaker	\$30/hour (\$0.66 p/mile if needing to travel within Humboldt County)

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Delgado, Maria Fernanda	(707) 298-5199 mariaferdh@gmail.com	Spanish (English to Spanish preferred)	Consecutive Interpretation (1on1, small & large group) Document Translation (Legal/non-Legal, medical, educational, business documents)	Flexible; online/remote preferred; minimum notice 3-5 days	Native Spanish speaker from Argentina; completed BA at Humboldt State University, double major in Spanish and International Studies, coursework in translation & interpretation; Relevant experience: - Eureka City Schools - •Translated school materials & interpreted for district meetings - Clarke Museum - •Translated museum materials & recorded audios to Spanish - Humboldt State University, Title IX & DHR Prevention Office - •Translated website content and handouts - El Leñador (HSU Student Newspaper) - •Translated news articles and advertisements	Translation: \$25/hr Interpretation: \$30/hr
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Beltran, Maria “Ross”	marbeley@gmail.com (707) 298-4627	English to Spanish	Translation (Non-Legal documents)	Weekdays- Evenings Notice: Several days in advance	10+ years experience, educational focus; working in community program with Paso a Paso, trainings, 9 years working as teacher at a University in Mexico and in the scientific area	\$25/Hr
Rivas, Marta	(707) 630-2272 martarivasbusinessconsulting@gmail.com mr1934@humboldt.edu	Spanish	Simultaneous interpreting in business, accounting, tax and contracting transactions as well as school settings and food services; written translation for same	Flexible M-F after 3:30pm; weekends	15 years of background in logistics, domestic and International shipping. Minor in Spanish from UC Berkeley. Volunteer tax certification background. MBA 2018/Faculty Certification. MA Teaching English - Teaching Credential. Interpreted for Eureka City Schools from 2015-to 2020 as their Paraprofessional Aide III Mild to Severe for SARB/IEP Meetings and Covid Calls-Research Parent Communicator to obtain and receive critical data on students.	Agencies/ For-Profit Organizations: \$51/hr Individuals: \$15/hr Written Translations: \$51/hr Private company: \$75/hr

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Mason, Marti	(831) 706-7559 marti.msn@gmail.com	Spanish	Simultaneous, One-on-One, small group interpretations and written translations	By appointment (flexible)	20 years experience; BA in Spanish, Masters in Education; California teaching credential	Please inquire
Brown, Morgan	(707) 498-4323 (call or text) morgan98brown@gmail.com	Spanish	Interpretation, both simultaneous/consecutive and written translation	Flexible	Certificate of completion from HSU course work--Translation and Interpretation; Bachelor of Arts with a major in Spanish; California State Seal of Biliteracy; Certificate from Tecnológico de Monterrey for summer Language Immersion Program	Please inquire

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Angon, Rosa	(707) 845-6712 rangons325@gmail.com	Spanish	Consecutive interpretation (1on1, small group)	Fridays and weekends 8am-5pm (minimum 1 week notice)	Medical- Dental Native Spanish speaker, 15 years experience, HUB-CMI certification from National Board of Certifications for Medical Interpreters. Certificate of completion for professional medical interpretation training. Registered Dental Assistant. BA in Spanish, BS in Neurobiology, Physiology and Behavior from UC Davis.	\$30/hr (plus mileage for more than 20+ miles)
Tubb, Sylvia	(707) 786-7014 (818) 590-2452 chivys@aol.com	Spanish	Bilingual medical interpreter 1-on-1 interpretation and limited translation	Flexible	25 years of experience: Previous experience interpreting in medical and domestic health fields, and for local parenting workshops, schools, the fire department, and teaching ESL	\$35/hour
Zepeda, Valerie	(818) 808-5537 vnz6@humboldt.edu	Spanish	Non- simultaneous interpretation in 1-on-1, small group and large group settings. Written translation	Weekends before 6 p.m.	"Spanish for heritage speakers" course with an "A" in college	\$27/hour

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Mandarin						
Zhang, Janice	(661) 390-5143 jmint@att.net	Chinese, Mandarin, and Shanghainese	1-on-1 interpretation via telephone, video conference , and written translations	Flexible	Education, Medical, legal (criminal and civil court experience), and business settings; CA court interpreter for 25 years	Please call to inquire: Half day (up to 4 hours) \$300 Full day(over 4 hours) \$600 Translation: \$125p/page
Hou, Lei	(707) 599-3396	Mandarin	One-on-one and small group interpretation	Monday-Friday morning		Please inquire
Tagalog						
Pioquid, Florina de Guzman	(707) 616-3682 fpioquid@suddenlink.net	Tagalog	Consecutive interpretation; 1 on 1 and in group setting	Contact for availability	School interpretation	Please inquire

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Chinese						
Zhang, Janice	(661) 390-5143 jmmint@att.net	Chinese, Mandarin, and Shanghainese	1-on-1 interpretation via telephone, video conference, and written translations	Flexible	Education, Medical, legal (criminal and civil court experience), and business settings; CA court interpreter for 25 years	Please call to inquire: Half day (up to 4 hours) \$300 Full day(over 4 hours) \$600 Translation: \$125p/page
Shanghainese						
Zhang, Janice	(661) 390-5143 jmmint@att.net	Chinese, Mandarin, and Shanghainese	1-on-1 interpretation via telephone, video conference, and written translations	Flexible	Education, Medical, legal (criminal and civil court experience), and business settings; CA court interpreter for 25 years	Please call to inquire: Half day (up to 4 hours) \$300 Full day(over 4 hours) \$600 Translation: \$125p/page

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