Hudson Housing Authority Language Access Plan



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Language Access Plan

I. Introduction

The Hudson Housing Authority (HHA) has prepared this Four Factor Analysis and Language Access Plan (LAP) to further assist the agency to ensure meaningful access to individuals with Limited English Proficiency (LEP) in relation to its housing programs. This policy has been prepared taking into consideration both the Department of Housing and Community Development's (DHCD) "LAP Guidance to Program Administering Entities" (DHCD LAP Guidance) issued dated April 2017 and the "U.S. Department of Housing and Urban Development, Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" dated January 22, 2007 (HUD LAP Guidance).

LEP persons are defined by HUD as, "persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write or understand English." LEP persons are defined by DHCD as "someone who is not able to speak, read, write or understand the English language at a level that allows him/her to interact effectively with HHA services, programs, or activities."

II. Purpose

The purpose o*f this plan is to ensure that applicants, tenants and participants have meaningful access to services, programs and activities although they may be limited in their English language proficiency. The Language Access Plan (LAP) is a management tool that provides an administrative blueprint for ensuring compliance with language access requirements.

This document was created to further identify and assess LEP communities, describe objectives for work to be performed, address funding and resource issues, provide notice of language assistance services, address the training of staff as to policies and procedures, and to provide a vehicle for steps to monitoring and updating the plan, policies, and procedures.

The HHA's Language Access Plan is intended as guidance and does not create individual rights or entitlements or establish HHA duties or process beyond what is required under applicable law. Further the documents referenced within the plan or attached as exhibits may be modified from time to time as additional resources become available or are deemed more appropriate for use by the HHA. The documents referenced in exhibits B-F are illustrative and may be substituted without board approval.

III. The Hudson Housing Authority

The HHA provides decent safe and affordable housing to low-income families in the Hudson area. The HHA administers State and federal housing assistance, and this Plan applies to both housing programs.

IV. Language Access Plan

This Language Access Plan represents the HHA's administrative blueprint to provide meaningful access to its services, programs and activities on the part of LEP individuals. It outlines the tasks the HHA will undertake to meet this objective. The HHA's Language Access Plan will be implemented subject to the availability of resources.

This LAP seeks to ensure reasonable, meaningful access to HHA services, programs and activities for persons with LEP consistent with fiscal limitations.

1. HHA Language Access Coordinator

The HHA will assign a Language Access Coordinator (LAC) to oversee activities stated within this LAP. The HHA may reassign the LAC on an as needed basis without modifying this Plan. Currently, the Executive Director is the assigned LAC for the HHA.

2. Agency Language Access Needs Assessment

The HHA will evaluate the totality of circumstances and language access needs, including the four factors set forth in DHCD guidance and HUD guidance referenced above to determine the tasks

the HHA will undertake to meet the objective of providing meaningful access to HHA services, programs and activities.

The four factors under consideration for this analysis are:

- Number or Proportion of Limited English Proficient (LEP) Persons Served or Encountered in the Eligible Service Population;
- The frequency with which persons with LEP come into contact with HHA programs;
- Nature and Importance of the program, activity or service provided by the HHA; and
- Available Resources and Costs.

a. The steps the agency will take to ensure such services, programs and activities provide meaningful access to LEP populations

The HHA will perform the four-factor analysis set forth above and with the conclusions of this analysis will make a determination of the manner to provide meaningful access to its services and programs.

(i) The number and proportion of non-English speakers and LEP persons served by the agency in its services, programs and activities

The HHA uses information collected from the American Community Survey (ACS) to estimate the number of LEP households.

If and when the HHA has compiled reliable individual program data relating to the languages spoken by tenants and participants with LEP that data may be used to further supplement an analysis.

Presently HHA uses information collected from the American Community Survey (ACS) to estimate the number of LEP households. It should be noted that this survey likely over represents the number of LEP households. The census table collects data for families that speak English "less than very well" and they could still possibly communicate effectively in English. Further the census table counts all individuals over the age of 5 in the household. The minors which our counted generally would not be the individual conducting business with the HHA.

(ii) The frequency with which non-English speakers and LEP individuals come in contact with the service, program or activity

This information will be obtained not only using these statistics but also through collection if internal data with regard to self-identification by LEP individuals. Emphasis will be placed upon translation of documents where the population meets or exceeds 5% or 1000 consistent with HUD LEP guidance. Interpretation will always be made available on an as needed basis.

(iii) The nature and importance of the service, program or activity

The greater the possible consequences of the contact, the more important it is for the HHA to provide language services. The HHA will focus its efforts on providing language services in:

- (1) Important matters concerning initial eligibility for public housing, project-based assistance (if and where applicable) and tenant-based assistance;
- (2) Important matters which impact continuing eligibility in the above referenced housing programs; and
- (3) Denials, Termination of housing assistance or Eviction.

(iv) The resources available to the agency and/or costs incurred by the agency

The HHA's Language Access Plan will be implemented subject to the availability of resources. The HHA has an extremely limited budget to cover the cost of translating documents, providing oral interpretation and otherwise implementing a Language Access Plan. The HHA does not anticipate additional funds would be made available specifically for implementing this Language Access Plan in the near future. The HHA will continue to identify resources that may be available to support the cost of implementing this Plan.

The HHA will focus efforts and making certain that documents that have been translated by HUD and DHCD are available to staff and used on a regular basis and that free or low-cost translation and interpretation services are made available on an as needed basis.

Translated HUD forms are available on the HUD portal under HUDclips forms at
 https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms

- The HUD office of Fair Housing and Equal Opportunity provides a directory of translated HUD forms at https://www.hud.gov/program_offices/fair_housing_equal_opp/17lepexamples include FHEO Brochures Section Fair Housing for All, Are You A Victim of Housing Discrimination, Equal Opportunity for All, Domestic Violence Guide, PIH Brochure A good place to Live all translated into a minimum of 8 languages. The following are also translated into many languages: PIH Fact Sheets, How Your Rent is Determined for Public Housing and Housing Choice Voucher Programs, Authorization for the Release of Information/Privacy Act Notice, Certification of Domestic Violence, Dating Violence or Stalking, Request for Tenancy Approval, Request for Tenancy Approval, Request for Tenancy Approval, Request for Tenancy Approval, Statement of Homeowner Obligation, Family Self-Sufficiency (FSS) Program Contract of Participation, Family Self-Sufficiency Program FSS Escrow Account Credit Worksheet Housing Assistance Payments Contract and Debts Owed to Public Housing Agencies. There are also a number of translated fair housing posters available in this web site.
- Translated universal standard and emergency applications for State –Aided Public Housing are located at https://publichousingapplication.ocd.state.ma.us/ and are available in Spanish Portuguese Haitian Creole Russian Vietnamese and Chinese.
- Translated Housing Choice Voucher Preliminary Applications are located at
 http://www.section8listmass.org/How_to_Apply.php and are available in Spanish Portuguese
 http://www.section8listmass.org/How_to_Apply.php and are available in Spanish Portuguese
 http://www.section8listmass.org/How_to_Apply.php and are available in Spanish Portuguese
 http://www.section8listmass.org/How_to_Apply.php and are available in Spanish Portuguese
- Other documents translated by DHCD are available through the PHA's online access system
 for that agency. Examples include the following Common Housing Application for
 Massachusetts Public-Housing (CHAMP) documents which have been translated into in
 Spanish, Portuguese, Haitian Creole, Russian, Vietnamese and Chinese: Application Forms
 (A forms), Notice Screening and Required Documents (B forms), Notice of LHA
 Determinations and Required Documents (C forms) and Unit Offers (D forms).

Babel Notices may be used where determined necessary and when translation of a document is unaffordable.

The HHA will attempt to work with other HAs in a cooperative effort to provide services at lower costs.

b. Language Makeup of Client Population

(i) Commonwealth of Massachusetts

Available 2015-2019 ACS estimates for numerous specified languages pertaining to populations 5 years and over who speak English "less than very well" are included in Exhibit A1. The most common LEP languages in Massachusetts are Spanish, Portuguese, Chinese, Haitian, Vietnamese, and Russian.

To the extent it is applicable, the HHA will utilize the statistics set for the in Exhibit A1 to this document to ascertain the number and proportion of non-English speakers and LEP persons served by the HHA for any statewide outreach services.

(ii) County of Middlesex

The table attached as Exhibit A2 sets forth the statistics from the 2015-2019 American Community Survey for individuals that speak English less than very well residing in Middlesex County. The most listed LEPs languages are Spanish 30,153 (2.10%) and Portuguese with 24,402 (1.7%). The HHA will not service the entire County as each city or town has its own PHA. However, the HHA is mindful of the statistics for the County in relation to those represented within the Town.

(iii) Town of Hudson

The table attached as Exhibit **A3** sets forth the statistics from the 2015-2019 American Community Survey for individuals that speak English less than very well residing in Hudson. The most listed language is Portuguese with 1126 individuals over the age of 5 that speak English less than very well which is a little over 6% of the Town's population.

(iv) Wait List Statistics

The table attached as Exhibit **A4** sets forth the statistics from the CHAMP applications for state aided housing in Hudson MA. The most commonly listed languages is Spanish: at 2%.

(v) Encounters

Over the past two years the HHA has had request for interpretation in the following languages Portuguese and Spanish.

The HHA will utilize the statistics set forth in Exhibit A to this document to ascertain the number and proportion of non-English speakers and LEP persons currently served by the HHA in its services, programs and activities.

To the extent that the budget exists for translations of vital documents related to outreach and ongoing program administration for participants and tenants they will be provided in the following order of priority: Portuguese and Spanish.

c. Points of Contact between the HHA and Applicants/Participants or Tenants

The HHA's main office is located at 8 Brigham Cir, Hudson, MA 01749, and its main telephone number (978) 562-9268, Mass Relay 711, MassRelay TTY and ASCII, English (800) 720-3480, MassRelay TTY and ASCII, Spanish (866) 930-9252. The general HHA website is http://www.hudsonhousing.org.

3. Language Service Protocols

a. For the main office

Reception staff and others are trained and will continue to be trained on how to provide language services to persons with LEP who appear at HHA offices needing language assistance.

When staff are not available to interpret in the language of a person with LEP, the HHA main office has contracted with a telephone interpretation service.

Translations available from HUD and DHCD will be utilized at this location.

b. Use of I Speak cards and Notice of Availability of Language Assistance.

To help identify LEP individuals and determine the appropriate language assistance, the HHA will post and make available "I Speak Cards" also known as "Language Identification Flashcards" at their offices. An example of one such card is attached to this document as **Exhibit B**. However, the HHA may elect to utilize a different format. These cards will be prominently displayed in the reception area.

In addition, the HHA will post an explanatory sign in easily understood terminology (such as "Interpretation services available") translated at least into the languages most frequently encountered. Applicants, tenants and program participants can use these cards to indicate their primary language. An example of one such sign is attached as **Exhibit C**.

Staff and points of entry with the public such as receptionists will also be provided with a document which states, "One Moment Please" in 18 different languages attached as **Exhibit D.**

HHA staff will then make appropriate arrangements for interpretation services, using a qualified third-party interpreter identified by the applicant/participant or administering entity, or a telephone interpretation service.

c. Provision of Services

The HHA will then request services as outlined in this policy based upon the nature and importance of the interaction and availability of resources. Services could be provided by telephone or in person interpreters, or another interpreter provided by client upon client request or other community based, for profit or non-profit entity providing competent language assistance services as outlined in this Plan.

4. Vital Document Translation

Vital Documents are documents that are critical for ensuring meaningful access by beneficiaries or potential beneficiaries generally and LEP persons specifically. The HHA considers importance of the program, information, encounter, or service involved and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner in determining if a document should be considered a vital document.

The following are considered vital documents by the HHA

- Notice of Free Language Services
- Applications
- Notice of Denial of Assistance
- Notice of Eviction:
- Notices of Termination
- Notice of Annual Recertification

The HA may utilize documents translated by HUD and DHCD as made available by said agencies. Other vital documents will contain the following advisory, "this is an important document, please contact the HHA at (_________) for free language assistance" or a similar such notice which will be translated into the commonly spoken languages as identified appropriate for outreach or ongoing administration activities. See **Exhibit E** for an example. This language advisory will also be provided to applicants and participants who are known not to speak English. (760 CMR 402 (1) (f)).

To the extent that funding does become available to the HHA for translation of vital documents, the HHA may elect to translate only some of the document or translate babel notices for insertion into the document.

Translated documents will contain the attachment at **Exhibit F** explaining that the English Document is the controlling legally binding document.

5. Language Resources Assessment

a. Delivery services in a language other than English and/or to serve as interpreters

(i) Bilingual Staff

Where feasible, the HHA will use bilingual staff to communicate with LEP individuals in their primary languages, including assisting such individuals with understanding program materials and filling out forms, answering questions about the program, and responding to submission of materials and information requests.

Currently, the HHA has one staff member that is fluent in Spanish. This staff member is available to conduct business in Spanish and interpret where appropriate on an as needed basis.

(ii) Oral Interpretation – In Person Assistance

Oral interpretation is available from a variety of resources both telephonic and in person. The HA provides notice of the availability of such free language assistance. Clients are permitted to utilize their own interpreters upon request. However, the HHA reserves the right to require an independent interpreter at cost to the HHA at any time.

The HHA may use contractors with pre-negotiated rates for the commonwealth as well as other competent local resources.

(iii) Oral Interpretation – Telephone Support

Subject to budgetary constraints and service availability the HHA may utilize the services of a professional telephone interpretation service. The HHA will only consider interpretation services which demonstrate a high degree of training and professionalism. The HHA will instruct staff as to how to access this service, and the service will be made available as needed for any LEP applicant, tenant or participant, subject to funding constraints.

The HHA currently has a contract with Telelanguage, Inc. which provides services as requested by the HHA. The HHA reserves the right to renegotiate a contract with a different agency providing similar services if it determines it is in the best interest of the HHA.

b. Community-based resources available to be deployed to assist agency in meeting language access needs

The following community-based resources may assist the HHA with the delivery of language services on an as needed basis:

(i) Non-Profit Assistance

Where feasible and as necessary, the HHA will make an effort to partner with non-profits and community groups which can provide competent oral interpretation services to community members. Examples of such agencies are as follows: International Institute of New England in Lowell, JFS of MetroWest, Catholic Charities of Worcester County, the Southeast Asian Coalition of Central MA, and the Refugee and Immigrant Assistance Center in Worcester. The Massachusetts Department of Mental Health (DMH) has created a *Multicultural Populations Mental Health Resource Directory* (updated as of 2019), which provides information on many organizations across the state that serve populations in other languages.

(ii) LEP Individual Requests own Interpreter

The HHA does provide notice of availability of free language services. A multilingual notice offering interpretation free of charge is posted at the HHA. However, some LEP persons prefer or request to use a family member, friend or advocate s an interpreter. This will be allowed by the HHA.

The use of minor children is discouraged by the HHA. Exceptions may be made in rare instances.

Staff is advised to be alert to the potential for any conflict of interest or competency issues that may arise from the involvement of family or friends, such as in domestic violence situations. If HHA staff persons have questions about the appropriateness of allowing family and friends as interpreters, they should consult with the LEP coordinator for guidance. The HHA reserves the right to also have an additional qualified interpreter present if it is deemed necessary by the HHA.

6. Staff Training

a. Dissemination of the LAP

The HHA will disseminate the LAP to relevant program staff.

b. Staff Training

The HHA will train relevant staff on their responsibilities regarding the LAP. Specifically, staff who are likely to have contact with LEP populations and who will be responsible for implementing the protocols described above will be trained to appropriately respond to LEP applicants, participants or tenants.

7. Notice to Public

The HHA will incorporate multi-lingual messages into program outreach documents which will state how a LEP person may request interpreter services. An example of one such message is (for example, "This is an important document. Please contact______ for free language assistance." These messages will be in the most spoken languages.

The HHA will prominently post at its office and on its website multi-lingual notices of the right to request free interpretation services.

The HHA will attempt to partner with community agencies who work with LEP persons to solicit their assistance and cooperation in providing the necessary notification and assistance to LEP persons.

8. Agency Monitoring

The LAP coordinator will conduct periodic quality control reviews to ensure that staff persons are implementing the LAP appropriately.

At least every two years, the HHA will review this LAP and on an as needed basis update the LAP.

9. Complaints

A complaint¹ may be filed with the HHA Language Access Coordinator if an individual believes they have not received the services set out in this Plan. Complaints should be filed within 6 months of the alleged denial. To file a complaint with the Language Access Coordinator please submit the written complaint to:

Jaclyn A. Beaulieu Language Access Coordinator 8 Brigham Circle Hudson, MA 01749

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¹ This is not an exclusive list in which to make complaints against the HHA. This is the HHA internal appeal procedure.

Exhibit A LEP Statistics

A1 MASSACHUSETTS

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

Survey/Program:
American Community Survey
Universe:
Population 5 years and over
Year:
2019
Estimates:
5-Year
Table ID:

Massachusetts

B16001

| Total: | | 6,489, 537 |
|----------|-------------------------------------|------------|
| Speak o | only English | 4,942,231 |
| Spanish | ո։ | 592,436 |
| | Speak English "very well" | 349,239 |
| | Speak English less than "very well" | 243.197 |
| French | (incl. Cajun): | 53,403 |
| | Speak English "very well" | 43,389 |
| | Speak English less than "very well" | 9,915 |
| Haitian | Haitian: | |
| | Speak English "very well" | 49,463 |
| | Speak English less than "very well" | 36,808 |
| Italian: | | 30,091 |
| | Speak English "very well" | 22,198 |
| | Speak English less than "very well" | 7,992 |
| Portugi | uese: | 194,006 |
| | Speak English "very well" | 110,846 |
| | Speak English less than "very well" | 93.160 |
| Germa | n: | 15,900 |
| | Speak English "very well" | 14,392 |
| | Speak English less than "very well" | 1,518 |

| Yiddish | h, Pennsylvania Dutch or other West Germanic languages: | 3,957 |
|---------|---|--------|
| | Speak English "very well" | 3,491 |
| | Speak English less than "very well" | 376 |
| Greek: | : | 21,426 |
| | Speak English "very well" | 15,149 |
| | Speak English less than "very well" | 6,277 |
| Russia | n: | 40,744 |
| | Speak English "very well" | 24,777 |
| | Speak English less than "very well" | 15,967 |
| Polish: | : | 16,406 |
| | Speak English "very well" | 11,425 |
| | Speak English less than "very well" | 4,981 |
| Serbo- | -Croatian: | 4,646 |
| | Speak English "very well" | 3,159 |
| | Speak English less than "very well" | 1,487 |
| Ukrain | ian or other Slavic languages: | 8,654 |
| | Speak English "very well" | 6,268 |
| | Speak English less than "very well" | 2,396 |
| Armen | nian: | 6,215 |
| | Speak English "very well" | 4,991 |
| | Speak English less than "very well" | 1,334 |
| Persia | n (incl. Farsi, Dari): | 6,211 |
| | Speak English "very well" | 4,429 |
| | Speak English less than "very well" | 1,792 |
| Gujara | nti: | 12,223 |
| | Speak English "very well" | 8,028 |
| | Speak English less than "very well" | 4,195 |

| Hindi: | | | 26,051 |
|--------|--|---|--------|
| | Speak English "very well" | | 21,691 |
| | Speak English less than "very well" | | 4,360 |
| Urdu: | | | 7,626 |
| | Speak English "very well" | | 5,628 |
| | Speak English less than "very well" | | 1,998 |
| Punjab | oi: | | 4,274 |
| | Speak English "very well" | | 2,556 |
| | Speak English less than "very well" | | 1,719 |
| Benga | li: | | 7,642 |
| | Speak English "very well" | | 5,899 |
| | Speak English less than "very well" | | 1,743 |
| Nepali | , Marathi, or other Indic languages: | | 14,225 |
| | Speak English "very well" | | 9,152 |
| | Speak English less than "very well" | | 5,073 |
| Other | Indo-European languages: | | 24,675 |
| | Speak English "very well" | | 16,436 |
| | Speak English less than "very well" | | 8,239 |
| Telugu | : | | 9,521 |
| | Speak English "very well" | | 7,749 |
| | Speak English less than "very well" | | 1,773 |
| Tamil: | | | 10,427 |
| | Speak English "very well" | | 8,932 |
| | Speak English less than "very well" | | 1,495 |
| Malay | alam, Kannada, or other Dravidian languages: | 1 | 5,721 |
| | Speak English "very well" | | 4,809 |
| | Speak English less than "very well" | | 912 |

| Chir | nese (incl. Mandarin, Cantonese): | 135,121 |
|------|---------------------------------------|---------|
| | Speak English "very well" | 67,135 |
| | Speak English less than "very well" | 67,986 |
| Japa | anese: | 8,859 |
| | Speak English "very well" | 5,235 |
| | Speak English less than "very well" | 3,624 |
| Kore | ean: | 16,774 |
| | Speak English "very well" | 10,416 |
| | Speak English less than "very well" | 6,358 |
| Hmo | ong: | 596 |
| | Speak English "very well" | 493 |
| | Speak English less than "very well" | 103 |
| Viet | tnamese: | 43,102 |
| | Speak English "very well" | 16,660 |
| | Speak English less than "very well" | 26,442 |
| Khm | ner: | 22,048 |
| | Speak English "very well" | 11,137 |
| | Speak English less than "very well" | 10,911 |
| Thai | i, Lao, or other Tai-Kadai languages: | 6,344 |
| | Speak English "very well" | 3,277 |
| | Speak English less than "very well" | 3,067 |
| Oth | er languages of Asia: | 9,222 |
| | Speak English "very well" | 5,542 |
| | Speak English less than "very well" | 3,680 |
| Taga | alog (incl. Filipino): | 9,072 |
| | Speak English "very well" | 7,098 |
| | Speak English less than "very well" | 1,974 |

| Ilocan | o, Samoan, Hawaiian, or other Austronesian languages: | 2,895 |
|--------|---|--------|
| | Speak English "very well" | 2,057 |
| | Speak English less than "very well" | 939 |
| Arabio | ;; | 33,534 |
| | Speak English "very well" | 22,662 |
| | Speak English less than "very well" | 10,872 |
| Hebre | w: | 7,121 |
| | Speak English "very well" | 6,393 |
| | Speak English less than "very well" | 739 |
| Amha | ric, Somali, or other Afro-Asiatic languages: | 10,252 |
| | Speak English "very well" | 5,984 |
| | Speak English less than "very well" | 4,268 |
| Yorub | a, Twi, Igbo, or other languages of Western Africa: | 17,008 |
| | Speak English "very well" | 12,034 |
| | Speak English less than "very well" | 4,974 |
| Swahi | li or other languages of Central, Eastern, and Southern Africa: | 14,721 |
| | Speak English "very well" | 11,610 |
| | Speak English less than "very well" | 3,111 |
| Navajo | 0: | 64 |
| | Speak English "very well" | 64 |
| | Speak English less than "very well" | 0 |
| Other | Native languages of North America: | 656 |
| | Speak English "very well" | 598 |
| | Speak English less than "very well" | 69 |
| Other | and unspecified languages: | 7,276 |
| | Speak English "very well" | 5,620 |
| | Speak English less than "very well" | 1,656 |

A2 MIDDLESEX COUNTY

| |) | Total Number Percent of Total Population (age | |
|--|---|---|------|
| Languages spoken at home among individuals age 5+ with limited English proficiency: | | | 5+) |
| , | } | 30,153 | 2.10 |
| Spanish | | 2,670 | 0.19 |
| French | | 6,279 | 0.44 |
| Creole | | 4,094 | 0.29 |
| Italian | | 24,402 | 1.70 |
| Portugese | | 580 | 0.04 |
| German | | 16 | 0.00 |
| Yiddish | | 2,113 | 0.15 |
| Greek | | 4,850 | 0.34 |
| Russian | | 526 | 0.04 |
| Polish | | 495 | 0.03 |
| Croatian | | 1,557 | 0.11 |
| Armenian | | 585 | 0.04 |
| Persian | | 1,909 | 0.13 |
| Gujarati | | 1,787 | 0.12 |
| Hindi | | 361 | 0.03 |
| Urdu | | 19,706 | 1.37 |
| Chinese | | 1,446 | 0.10 |
| Japanese | | 3,431 | 0.24 |
| Korean | | 6,427 | 0.45 |
| Cambodian | | 75 | 0.01 |
| Hmong | | 569 | 0.04 |
| Thai | | 820 | 0.06 |
| Laotian Vietnamese | | 3,947 | 0.27 |
| | | 651 | 0.05 |
| Tagalog Hungarian | | 145 | 0.01 |
| Hungarian Arabic | | 3,893 | 0.27 |
| Hebrew | | 327 | 0.02 |
| TIVVIVII | | | |

A3 HUDSON, TOWN

CENSUS DATA

Census Name:

Hudson town, Middlesex County, Massachusetts

City/Town Data

| anguages spoken at home among individuals age 5+ with mited English proficiency: | | tal Population (age 5+) |
|--|-------|----------------------------|
| Spanish | 275 | 1.48 |
| French | 0 | 0.00 |
| Creole | 0 | 0.00 |
| Italian | 25 | 0.13 |
| Portugese | 1,126 | 6.04 |
| German | 0 | 0.00 |
| Yiddish | 0 | 0.00 |
| Greek | 0 | 0.00 |
| Russian | 0 | 0.00 |
| Polish | 0 | 0.00 |
| Croatian | 0 | 0.00 |
| Armenian | 0 | 0.00 |
| Persian | 0 | 0.00 |
| Gujarati | 21 | 0.11 |
| Hindi | 0 | 0.00 |
| Urdu | 12 | 0.06 |
| Chinese | 35 | 0.19 |
| Japanese | 57 | 0.31 |
| Korean | 43 | 0.23 |
| Cambodian | 0 | 0.00 |
| Hmong | 0 | 0.00 |
| Thai | 0 | 0.00 |
| Laotian | 0 | 0.00 |
| Vietnamese | 30 | 0.16 |
| Tagalog | 0 | 0.00 |
| Hungarian | 0 | 0.00 |
| Arabic | 0 | 0.00 |
| Hebrew | 0 | 0.00 |

Source: American Community Survey (U.S. Census Bureau), 2014-2019.

Note: Data on languages spoken at home are among individuals aged 5 years or older who have limited proficiency in English. "Total Number" represents the total number of peo county. "Percent of Total Population" represents the number of people aged 5 years or older who speak a given language and who also have limited proficiency in English, divide Bureau defines "limited English proficiency" as those who report speaking English less than "very weil".

A4 CHAMP WAIT LIST

Below is DHCD provided data on all applicants who have an active application at the MHA and an attached user account in CHAMP. The data measures what language an applicant selected when using CHAMP online.

| Language | Number | Percent |
|-----------------------|--------|---------|
| English | 1408 | 97 |
| Spanish | 34 | 2 |
| Haitian Creole | 0 | 0 |
| Khmer | 0 | 0 |
| Portuguese | 2 | 0 |
| Russian | 2 | 0 |
| Vietnamese | 0 | 0 |
| Chinese | 0 | 0 |

Exhibit B "I Speak Card" also known as "Language Identification Flashcards"

| | 2004 Census Test Language identification flashcard | |
|---------|--|---------------------------|
| | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| | Խողղում ենչ նչում կատարեք այս քառակուսում, հթե խոսում կամ կարդում եք Հայերեն: | 2. Armenian |
| | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাব্দে দাগ দিন। | 3. Bengali |
| | ឈូមបញ្ហាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| | 如果你能读中文或讲中文,请选择此框。 | 6. Simplified Chinese |
| | 如果你能讀中文或講中文,請選擇此框。 | 7. Traditional Chinese |
| | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8.Croatian |
| | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| | Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| | Mark this box if you read or speak English. | 11. English |
| | اگر خواندن و نوشتن فارسي بلد هستید، این مربع را علامت بزنید. | 12. Farsi |
| DB-3309 | U.S. DEPARTMENT OF COMMERCI Economics and Statistics Administration U.S. CENSUS BUBEAL | n |

| | Cocher ici si vous lisez ou parlez le français. | 13. French |
|---------|--|-----------------------|
| | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. | 15. Greek |
| | Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| | अगर आप हिन्दी बोलते या पढ़ सकते हों तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| | Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungariar |
| | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| | Marchi questa casella se legge o parla italiano. | 21. Italian |
| | 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| | ໃຫ້ໝາຍໃສ່ຂຸ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ. | 24. Laotian |
| | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |
| DB-3309 | U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAL | 1 |

| | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
|---------|--|----------------|
| 4 | Assinate este quadrado se voce le ou fara portugues. | 20. Tortuguese |
| | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| | Обележите овај квадратић уколико читате или говорите српски језик. | 29. Serbian |
| | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| | Marque esta casilla si lee o habla español. | 31. Spanish |
| | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| | ให้กาเครื่องหมายลงในข่องถ้าท่านอ่านหรือพูคภาษาไทย. | 33. Thai |
| | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| | Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою. | 35. Ukranian |
| | اگرآپ اردو پڑھتے یا بولتے ہیں تواس خانے میں نشان لگا ئیں۔ | 36. Urdu |
| | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |
| DB-3309 | U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU | 1 |

Exhibit C Notice of Availability of Language Assistance

Interpreter Services

You have the right to an interpreter at no cost to you. Please point to your language. An interpreter will be called. Please wait.

Shqip

Keni të drejtën për përkthyes falas gjatë vizitës mjeksore. Ju lutem tregori me gisht gjuhën që flisni. Ju lutem prisni, do t'ju gjejmë një përkthyes për viziten mjekësore.

አማርኛ

ያለምንም ወጪ አስተርዓሚ የማግኘት መብት አለዎት ፡፡ የሚናፕሩትንና የሚረዱብትን ቋንቋ በመጠቆም ያመልክቱ ፡፡ አስተርዓዓሚ አስኪጠራ ድረስ አባክዎ ይታገሱ ፡፡



عربي بدق ال المصول على خدات ترجة فورية مون أي عقابل. يُرجى منك أن تُشريراميدك الى أفقا كي مستدع التارج العني. يُرجى منك الإنتقال لمين استدعاء المترجم.

Հայերեն

Դուք ունեք թարգմանիչ ունենալու իրավունք առանց ոքևէ վճարի: Խնդրում ենք մատնանչեք ձեր լեզուն և թարգմանիչը կմոտենա: Խնդրում ենք սպասեք:

বাংলা

আপনার অধিকার রয়েছে বিনামূলা একছন সোভাগী পাওয়ার। অনুষ্ঠাহ করে আপনার ভাষা কোনটি তা দেখিয়ে দিন। একছন সোভাগীকে ভাকা হয়ে। অনুষ্ঠাহ করে অপেক্ষা করন।

Criolu di Cabu Verdi

Nhôs tem direito a um intérprete gratuíto di nhôs língua. Mostra qual qui nhôs língua pa nô podi tohoma intérprete. Nhôs aguarda um momento, por favor.



 Cantonese
 Mandarin
 Toisanese
 Taiwanese/Fukienese
 Min

 广东话
 国语
 台山话
 台湾语/福建话
 闽语

你有权利要求一位免费的传译员。 请指出你的语言。传译员将为你服务, 请稍候。

Francais

Vous avez droit gratuitement aux services d'un interprète. Veuillez indiquer votre langue. Nous allons contacter un interprète. Veuillez patienter si'il vous plaît!

Deutsch

Ελληνικά

Kreyòl Ayisyen

Ou gen dwa a yon entèprèt gratis. Tanpri montre nou lang pa w la. N ap rélé yon entèprèt pou ou. Tanpri ret tann.

עברית

יש לך זכות להשתמש בשרותיו של מתורגמן ללא תשלום. אנא הצבע על השפה שלך. מיד ניצור קש עם מתורגמן. אנא המתן.



आपको ति:शुल्क दुमाषिया (अनुवादक) ग्राप्त करने का अधिकार है । कृपया अपनी भाषा की और इसारा करें । एक दुमाषिया (अनुवादक) को बुलाया जाएगा । कृपया प्रतिका करें ।

Hmoob

Koj muaj cai txais kev pab txhais lus dawb tsis them nyiaj. Thov taw tes rau koj hom lus nov. Mam hu tus txhais lus. Thov nyob tos.

Italiano

Avete diritto ad un interprete. Il servizio è gratuito. Indicate la vostra lingua e attendete; un interprete sarà chiamato al più presto.

日本語

通訳を無料でご利用になれます。該当する言語を指示し て下さい。通訳を手配いたしますのでお待ち下さい。

សាក-អ្នកមាតសិទ្ធិឱ្យមានអ្នកហាប្រែម្នាក់ដោយមិនជិតថ្ងៃ។ សូមចេត្តាចង្គល ទៅកាសារបស់លោក-អ្នក។ គេនិងកោះយ៉ាឱ្យអ្នកបកប្រែម្នាក់មក។ សូមចេត្តរង់ចាំ។

여러분은 무료로 전문 통역자의 도움을 받을 권리가 있습니다. 왼쪽 의 "한국이" 를 손가라으로 가르켜 주십시요. 전문 통역자에게 언결 될 것입니다. 잠시만 기다려 주십시요.

ຫ່ານມີສິດຂໍນາຍແປພາສາໂດຍບໍ່ເສັງຄ່າ. ກະຮຸນາຊີໃສ່ພາສາຂອງຫ່ານ. ນາຍພາສາຈະຖືກເອີ້ນມາ. ກະລຸນາລໍຖ້າ.

Język polski

Masz prawo do korzystania z usług polskiego tłumacza. Usługa ta jest na nasz koszt. Proszę wskazać swój język Proszę czekać. Lączymy z tłumaczem.

Português

Você tem o direito a um intérprete de graça. Por favor aponte para a língua que você fala. Um intérprete será chamado. Por favor espere.

Русский

Вы имеете право на услуги бесплатного переводчика. Назовите, пожалуйста, свой язык. Медицинский переводчик будет вызван. Пожалуйста, подождите.

Srpsko-Hrvatski jezik

Vi imate pravo na besplatnog prevodioca. Molimo vas da pokazete na vas govorni jezik. Lagalan prevodilac ce biti pozvan. Hvala I molimo vas da sacekate.

Soomaali

Waxaad xaq u leedahay in tarjumaan lacag la'aan ah laguugu yeero, Fadlan farta ku fiiq luqaddaada. Tarju-maan ayaa laguugu wacayaa. Ee fadlan sug!

Español

Usted tiene derecho a un intérprete gratis. Por favor, señale su idioma y llamaremos a un intérprete. Por favor, espere.

Swahili

Ni haki yako kuwa na mtafsiri bila malipo yoyote, Tafadhali chagua lugha yako kati ya hizi, Mtafsiri ataitwa. Tafadhali ngoja.

Tagalog

Ikaw ay may karapatan na magkaroon ng tagapagsalin na walang bayad. Ituro ang iyong wika. Ang tagapagsalin ay tatawagin. Maghintay.

ไทย

ท่านมีสิทธิ์ขอล่ามแปลภาษาโดยไม่เตียคำใช้จ่ายใดๆ กรุณาชี้ที่ภาษาของท่าน กรุณารอลักครู่ เราจะโทรศัพท์เรียกล่ามให้ท่าน

Үкраїнська

У Вас є право на безплатного перекладача. Будь ласка, вкажіть на Вашу мову, і Вам покличуть перекладача. Почекайте, будь ласка.

اردو

آپ مفت ترجمانی کی خدمات کے مستحق ہیں براہ کرم اپنی زیان کی طرف اشارہ کیجئے آپ کے لئے ایک ترجمان کا انتظام کیا جائیگا

Tiếng Việt

Quý vị có quyển được một thông dịch viên miễn phí. Xin chỉ vào ngôn ngữ của quý vị. Chúng tôi sẽ gọi một thông dịch viên. Vui lòng chờ trong giây lát.

Exhibit D "One Moment Please" in 18 different languages

One Moment Please

Language: Written in Language Phonetic Pronunciation

Albanian: Nje minutë ju lutem. nee-yeh mee-noo-teh you loo-tem

Arabic: دقیقة من فضلك dakika meen fahdlock (masculine)

dakika meen fahdlick (feminine)

Chinese: 請稍候 ching show hoe

French: Un moment s'il vous plaît. uhn moe-mon seal-voo-play

German: Einen Moment bitte. **eye-nen moment bee-teh**

Gujarati: મેહરબાની કરીને એક પળ થોભશો meherbani kariné ek pul thobso

Haitian Creole: Tanpri tann yon ti moman. tan-pree tan yaw tee moe-maw

Hindi: कृपया एक पल प्रतीक्षा करें kreepya ek pal prateeksha karen

Italian: Un momento per favore. oon moe-mento pair fah-vore-ay

Japanese: 少々お待ちください。 shosho omachi kudasai

Korean: 잠깐 기다리세요 jam-kan ki-da-ri-se-yo

Polish: Moment, proszę. moment prosheh

Portuguese: Um momento, por favor. **um moe-mento, poor fah-vor**

Russian: Подождите, пожалуйста. padazhdite, pazhalusta

Spanish: Un momento por favor. oon moe-mento poor fah-vor

Swahili: Subiri kidogo soo-bee-re key-dough-go

Tamil: தயவு செய்து ஒரு நிமிடம் dye-ya-vu seydu oru nimi-dom

Vietnamese: Xin chổ một chút sin char moe-chew

Exhibit E Notice for Important Documents also known as "Language Advisory"

This is an important document. Please contact Hudson Housing Authority at 978 562 9268 for free language assistance.

| Spanish | Este documento es muy importante. Favor de comunicarse con el |
|------------------------------|--|
| Información en Español | Hudson Housing Authority en 978 562 9268 para ayuda gratis con el idioma. |
| Portugese | Este é um documento importante. Entre em contato com o Hudson |
| | Housing Authority no número 978 562 9268 para obter assistência gratuita |
| | com o idioma. |
| Hatian | Dokiman sila a enpòtan. Tanpri kontakte Hudson Housing Authority la nan 978 562 9268 pou asistans gratis nan lang. |
| 中國傳統信 | 此文件為重要文件。如果您需要免費的語言翻譯幫助,請聯絡 |
| 息 | Hudson Housing Authority 聯絡方式:978 562 9268。 |
| 简体中文信 | 此 文件 为重要文件。如果您需要免费的语言翻译帮助,请联络 |
| 息 | Hudson Housing Authority 联络方式:978 562 9268。 |
| Russian | Это весьма важный документ. Свяжитесь с сотрудником Hudson |
| | Housing Authority на предмет оказания бесплатной помощи по переводу |
| | на иностранный язык. (978 562 9268) |
| Vietnamese | Đây là một tài liệu quan trọng. Vui lòng liên hệ_Hudson Housing |
| Thông tin bằng tiếng Việt | Authority tại 978 562 9268để được hỗ trợ ngôn ngữ miễn phí. |
| Somali | Kani waa dukumentiyo muhiim ah. Fadlan Hudson Housing Authority kala |
| | soo xiriir 978 562 9268 si aad u hesho gargaar xagga luqadda oo bilaash ah. |
| French | Ce document est très important. Veuillez contacter le Hudson_Housing |
| Informations en Français | Authority au 978 562 9268 afin d'obtenir une assistance linguistique gratuite. |
| Italian | Il presente è un documento importante. Si prega di contattare il Hudson |
| | Housing Authority al 978 562 9268 per avere assistenza gratuita per la |
| | traduzione. |
| Greek | Το παρόν έγγραφο είναι σημαντικό. Παρακαλώ εποικωνήστε με την |
| | Hudson Housing Authority στο τηλέφωνο 978 562 9268 για δωρεάν |
| | γλωσσική βοήθεια. |
| Polish | Jest to ważny dokument. Proszę skontaktować się z_Hudson_Housing |
| | Authority pod numerem 978 562 9268 aby uzyskać bezpłatną pomoc |
| Wasan a | językową. |
| Korean | 이것은 중요 문서입니다. 무료 언어 지원을 위해서는978 562 9268_ |
| | Hudson_Housing Authority 에 연락하십시오. |
| Japanese | これは重要な文書です。無料の言語サービスについては、978 562 9268 |
| | の_Hudson_Housing Authority までご連絡ください。 |

| Armenian | Սա կարևոր փաստաթուղթ է։ Խնդրում ենք կապվել Hudson Housing Authority 978 562 9268 լեզվական ձրի օգնության համար։ |
|----------|--|
| Lao | ນີ້ແມ່ນເອກະສານທີ່ສຳຄັນອັນໜຶ່ງ. ກະລຸນາຕິດຕໍ່ກັບ Hudson_Housing |
| | Authority ທີ່ 978 562 9268 ເພື່ອຂ່ຄວາມຊ່ວຍເຫຼືອ ^{ທາງດ້ານການແປພາສາໂດຍບໍ່ໄດ້ເສຍຄ່າ} . |
| Serbo- | Ovo je važan dokumenat. Za besplatnu pomoć vezanu za jezik, molimo vas |
| Croatian | kontaktirajte_Hudson Housing Authority na 562 9268 [978] |
| Urdu | میں سے دابطہ کر یا ہے |
| Ordu | المين Hudson Housing Authority مين 978-562-9268 |
| | ی ایک اہم دستاویز ہے۔ زبان سے متعلق مفت مدد کیلئے براہ کرم |
| Gujarati | આ એક અગત્યનો દસ્તાવેજ છે. કૃપા કરીને મફત ભાષાકીય સહ્યય માટે 978 562 9268 |
| | Hudson Housing Authority _નો સંપર્ક કરો. |
| Thai | ี เอกสารน <i>ี</i> มั้ คี วามสา คญ <i>ั</i> โปรดตดติ อ ่ <u>THA</u>ท[่]ี 978 562 9268 |
| | สา หรบบรกจิ รชวย่ เหลอื ดา`ันภาษาไดฟี ร ี |
| Farsi | از طریق _{978 562 9268} Hudson Housing Authority این سند مهمی است. لطفا جهت دریافت خدمات رایگان زبان با |
| | این سند مهمی است. لطفا جهت دریافت خدمات رایگان زبان با |
| | تماس حاصل فرماييد. |

Exhibit F Notice for Translated Documents

This document is for informational purposes only. The English version of this document is considered the legally binding document.

Este documento es con el propósito de información solamente. La versión en Inglés de este documento es la que se considera válida legalmente. (Spanish)

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Dokiman sila a se pou enfòmasyon sèlman. Se vèsyon angle dokiman sila a nou konsidere antanke dokiman ki angaje devan lalwa. (Haitian Creole)

本檔僅供資訊瞭解之用。只有本檔的英文版本被看成具有法律效率的檔。 (Chinese, Traditional)

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ឯកសារនេះគឺសម្រាប់ដូនជាព័ត៌មមានតែប៉ុណ្ណោះ។ ឯកសារនេះជាភាសាអង់គ្លេសត្រូវបានចាត់ទុកជា ឯកសារចងភ្ជាប់កាតព្វកិច្ចតាមផ្លូវច្បាប់។ (Mon-Khmer, Cambodian)

Tài liệu này chỉ nhằm mục đích thông tin. Phiên bản tiếng Anh của tài liệu này được xem là một tài liệu có tính ràng buộc về mặt pháp lý. (Vietnamese)

Dukumentigan waa mid loogu tala galay mid wargelin ahaan oo kaliya. Qeybta ku qoran afka Ingiriiska ee dukumentigan ayaa u taagan dukumentiga sharciga ah. (Somali)

(Arabic)

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Այս փաստաթուղթը տեղեկատվական նպատակների համար է միայն։ Այս փաստաթղթի անգլերեն տարբերակն է համարվում իրավաբանորեն պարտավորեցնող փաստաթուղթ։ (Armenian)

ື້ນແມ່ນເອກະສານໃຊ້ເພື່ອໃຊ້ໃນຈຸດປະສົງຂອງການໃຫ້ເຂົ້າໃຈຂໍ້ມູນເທົ່ານັ້ນ. ເອກະສານນີ້ທີ່ໃຊ້ເປັນສະບັບຖືກຕ້ອງຕາມກົດໝາຍຈະ ແມ່ນສະບັບພາສາອັງກິດເທົ່ານັ້ນ. (Lao)

Ovaj dokument služi samo u informativne svrhe. Verzija ovog dokumenta na engleskom jeziku se smatra zakonski obavezujućim dokumentom. (Serbo-Croatian)

આ દસ્તાવેજ માત્ર માહિતીના હેતુઓ માટે જ છે. આ દસ્તાવેજનું અંગ્રેજી સંસ્કરણ કાનૂની રીતે બાધ્ય દસ્તાવેજ ગણવામાં આવશે. (Gujarati)

เอกสารนี้สำหรับใช้เป็นข้อมูลเท่านั้น ฉบับภาษาอังกฤษของเอกสารนี้ถือเป็นเอกสารที่มีภาระผูกพันตามกฎหมาย

(Thai)

این سند صرفا جهت اطلاع می باشد. تنها نسخه انگلیسی آن از لحاظ قانونی یک سند تعهدآور است.

(Farsi)