

Exhibit O1: Four Factor Analysis Assessing Limited English Proficiency Guidance & Template

INSTRUCTIONS: The Four Factor Analysis Assessing Limited English Proficiency is required as part of the application process. Below is the template to be updated to reflect the applicant's information.

To gather the required data, access <https://data.census.gov/>

- Click on Advanced Search.
 - In the Table ID field type S1601 and click Search in the lower right corner of the Advanced Search page.
 - Near the top of the screen click TABLES. Verify the table displayed is TableID: S1601 "LANGUAGE SPOKEN AT HOME".
 - Click on the CUSTOMIZE TABLE button and using the dropdown, select the Product: Current ACS 5-Year Estimates Detailed Tables.
 - To filter the data for your area click on the Geos button and select County, Place, Tract, or Block Group, etc., and when an area checkbox is selected it will appear below in Selected Geographies.
 - Click CLOSE to view the data.
 - To save a copy of the table, click on the Download button to set desired settings and click DOWNLOAD.
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FOUR FACTOR ANALYSIS
ASSESSING
LIMITED ENGLISH PROFICIENCY
AND
LANGUAGE ASSISTANCE PLAN

PREPARED BY
[ORGANIZATION]

FOR
THE HOME PROGRAM

A. POLICY STATEMENT

It is the policy of the [ORGANIZATION] to take reasonable steps to provide meaningful access to its programs and activities for persons with Limited English Proficiency (LEP). [ORGANIZATION]'s policy is to ensure that staff will communicate effectively with LEP individuals, and LEP individuals will have access to important programs and information. [ORGANIZATION] is committed to complying with federal requirements in providing free meaningful access to its programs and activities for LEP persons.

B. HISTORY

Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have Limited English Proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

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 may be entitled to language assistance under

Title VI in order to receive a particular service, benefit, or encounter.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each federal department or agency "to prepare a plan to improve access to...federally conducted programs and activities by eligible LEP persons...."

C. DEFINITIONS

Beneficiary: The ultimate consumer of HUD programs and receives benefits from a HUD Recipient or Sub-recipient.

Limited English Proficient Person (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English because of national origin.

Language Assistance Plan (LAP): A written implementation plan that addresses identified needs of the LEP persons served.

Recipient: Any political subdivision of the State of Nebraska, or an eligible nonprofit organization, to whom Federal financial assistance is extended for any program or activity, or who otherwise participates in carrying out such program or activity, including any successor, assign or transferee thereof, but such term does not include any Beneficiary under any such program.

Sub-recipient: Any public or private agency, institution, organization, or other entity to whom Federal financial assistance is extended, through another Recipient, for any program or activity, or who otherwise participates in carrying out such program or activity but such term does not include any Beneficiary under any such program.

Vital Document: Any document that is critical for ensuring meaningful access to the Recipient's major activities and programs by Beneficiaries generally and LEP persons specifically.

D. FRAMEWORK & METHODOLOGY

This Four Factor Analysis is the first step in providing meaningful access to federally funded programs for LEP persons. The Four Factor Analysis completed by [ORGANIZATION] addresses the following:

1. The number or proportion of LEP persons eligible to be serviced or likely to be encountered by [ORGANIZATION];
2. The frequency with which LEP persons using a particular language come in contact with [ORGANIZATION];
3. The nature and importance of the [ORGANIZATION] program or activity provided to the individual's life; and
4. The resources available to [ORGANIZATION], and costs associated with providing LEP services.

Part E in AmpliFund will complete the Four Factor Analysis