Limited English Proficiency Public Notice

C3 Impact Fund is committed to ensuring meaningful access to its programs and services for all individuals, including those with limited English proficiency (LEP).

We currently offer assistance in:

- English
- Other languages available upon request

Free language assistance services are available to you. These services include interpretation and translated documents to help you understand and participate in our programs.

If you need language assistance, please contact us:

Tiffany Taylor, Executive Director
Phone: (312)471-3571
Email: ttaylor@c3.fund
Address: 222 W Adams Suite 3150 Chicago, IL 60606

Aviso de Asistencia con el Idioma

C3 Impact Fund se compromete a garantizar el acceso equitativo a sus programas y servicios para todas las personas, incluidas aquellas con dominio limitado del inglés (LEP).

Los servicios de asistencia lingüística están disponibles sin costo alguno. Estos servicios incluyen interpretación y documentos traducidos para ayudarle a comprender y participar en nuestros programas. Usted tiene derecho a estos servicios de forma gratuita.

Si necesita asistencia con el idioma, comuníquese con nosotros:

Teléfono: (312)471-3571
Correo electrónico: ttaylor@c3.fund
Dirección: 222 W Adams Suite 3150 Chicago, IL 60606

Limited English Proficiency (LEP) Policy

Effective Date: April 30, 2025
Approved by: Tiffany Taylor, Executive Director and Community Advisory Board

Purpose

The purpose of this Limited English Proficiency (LEP) Policy is to ensure meaningful access to programs, services, and activities for individuals who have limited ability to read, write, speak, or understand English.

Policy Statement

C3 Impact Fund is committed to providing equal access to services for all individuals, regardless of their English proficiency. This includes taking reasonable steps to ensure that LEP persons have meaningful access to information, resources, and assistance.

Policy Components

1. Four-Factor Analysis

To determine the appropriate level of language assistance, the organization will conduct a Four-Factor Analysis as recommended by the U.S. Department of the Treasury:

- Factor 1: The number or proportion of LEP persons served or likely to be encountered.
- Factor 2: The frequency with which LEP individuals come into contact with services.
- Factor 3: The nature and importance of the services provided.
- Factor 4: The resources available to the organization and the costs associated with providing language services.

This analysis will inform decisions regarding which languages require translation, which documents are considered vital, and what level of interpretation services are necessary.

2. Assessment of LEP Populations

The organization will regularly conduct internal assessments—including client data review and consultation with community resources—to identify the primary LEP populations served.

3. Language Assistance Services

The organization will maintain partnerships with professional translation and interpretation service providers to offer:

- Qualified in-person interpretation.

- Telephone or virtual interpretation services.
- Written translation of key documents.

4. Translation of Vital Documents

The organization will ensure that vital documents, including applications, notices, consent forms, disclosures, and outreach materials, are translated into the languages identified through the Four-Factor Analysis as necessary for meaningful access by LEP individuals.

5. Staff Training

All staff members will be trained on:

- Cultural competency in serving LEP individuals.
- Procedures for accessing interpretation and translation services.
- Best practices for ensuring clear, respectful, and effective communication.

6. Notice to LEP Individuals

LEP individuals will be informed of available language assistance services through:

- Prominent signage in service areas.
- Notices on the organization's website.
- Statements on key forms and publications.

7. Monitoring, Documentation, and Updates

The LEP Policy will be reviewed at least annually to ensure continued effectiveness and compliance with applicable federal requirements.
The organization will maintain documentation of:

- The results of the Four-Factor Analysis.
- The number and type of LEP encounters.
- Language services provided.
- Staff training activities related to LEP service.