

Highway District No. 1 Title VI



Limited English Proficiency Plan

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Approved by the Board of Highway District No. 1 Commissioners

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I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address Highway District No. 1's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Highway District No. 1 within Payette County Idaho which is receiving federal grant funds either now or in the future.

• Plan Summary

Highway District No. 1 has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) 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 order to prepare this plan, Highway District No. 1 used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served within Highway District No. 1's jurisdiction.
2. The frequency with which LEP persons come in contact with Highway District services.
3. The nature and importance of services provided by the Highway District to the LEP population.
4. The interpretation services available to Highway District No. 1 and overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

- 1. The number or proportion of LEP persons in the service area who may be served within Highway District No. 1's jurisdiction.** The Highway District's Title VI Coordinator reviewed the 2000 U.S. Census Report for Payette County and determined that 10.2% of the population speak a language other than English in their homes and therefore can assume that these persons would require translation assistance from the District. Out of a

population of 20,578 within Payette County 14.3% are Hispanic or Latino origin, 82.2% are White persons not Hispanic with the other 3.5% being Black, American Indian and Alaska Native or Asian.

- 2. The frequency with which LEP persons come in contact with Highway District services.** The Highway District's Title VI Coordinator and Director of Highways reviewed the frequency of staff coming into contact with LEP persons and concluded that over the past five-years there has only been little to no contact with LEP persons and also that there had been no requests for interpreters or translated program documents.
- 3. The nature and importance of services provided by the Highway District to the LEP population.** There is no large geographic concentration of any type of LEP individuals in the service area for Highway District No. 1. The overwhelming majority of the populations, 82.2% are White persons not Hispanic; as a result, there are few social, service, professional and leadership organizations within Highway District jurisdiction. The Highway District staff and Board of Commissioners are most likely to encounter LEP individuals through office visits, notifications of water over the roads or road construction situations and very limited Board meetings.
- 4. The interpretation services available to Highway District No. 1 and overall cost to provide LEP assistance.** Highway District No. 1 has reviewed its available resources that could be used for providing LEP assistance with translation and documents. If needed, within a reasonable time period, a telephone interpreter line or a local citizen for which the District would pay a fee would be provided to LEP persons. Currently Spanish documentation is available on the District's web site and upon requests other written documentation would be translated for LEP persons within a reasonable time period.

III. 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 person and may be entitled to language assistance with respect to City of Grace services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the Highway District staff may identify an LEP person who needs language assistance and offer assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All Highway District staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All Highway District staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When Highway District No. 1 sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand

English. Although translation may not be able to be provided at the event it will help identify the need for future events.

IV. STAFF TRAINING

The Title VI Coordinator will implement the following training to all Highway District staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.
- The Title VI Coordinator will attend any and all training available within a reasonable distance from the District.

All contractors or subcontractors performing work for Highway District No. 1 will be required to follow the Title VI/LEP guidelines.

V. MONITORING

Monitoring and Updating the LEP Plan – Highway District No. 1 will update the LEP Plan as required and when data from the 2010 U.S. Census is available. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the Highway District’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether the Highway District fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals.

VI. DISSEMINATION OF Highway District No. 1 LEP PLAN

- Post signs at Payette County court house, City of New Plymouth, City of Fruitland and Payette County Road and Bridge notifying LEP persons of the LEP Plan and how to access language services.
- Add additional information on the District’s web page to information LEP person’s of their rights for assistance with the Highway District.
- State on agendas and public notices in the language that LEP person would understand that documents are available in that language upon request at the Highway District’s office.