

Limited English Proficiency Plan

City of New Plymouth

30 April 2010

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I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the City of New Plymouth'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 nation 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 all city of New Plymouth departments receiving federal grant funds.

Plan Summary

The City of New Plymouth 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, the City of New Plymouth used the four-factor LEP analysis which considers the following factors:

1. The number of proportion of LEP persons in the service area who may be served by the City of New Plymouth.
2. The frequency with which LEP persons come in contact with the City of New Plymouth services.
3. The nature and importance of services provided by the City of New Plymouth to the LEP population.
4. The interpretation services available to the City of New Plymouth 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 of proportion of LEP persons in the service area who may be served or are likely to require the City of New Plymouth services.**

The City of New Plymouth staff reviewed the 2000 U.S.D. Census Report and determined that 158 persons in New Plymouth [12.2% of the population] speak a language other than English. Of those 158 persons, 74 [47%] have limited English proficiency; that is, they speak English less than “very well”, only .06% of the overall population in the city. In New Plymouth, of those persons with limited English proficiency all 74 speak Spanish.

- 2. The frequency with which LEP persons come in contact with the City of New Plymouth services.**

The City of New Plymouth staff reviewed the frequency with which the City Council, office staff and maintenance staff have, or could have, contact with LEP persons. This includes documenting phone inquires or office visits. To date, the City of New Plymouth has had no requests for interpreters and no requests for translated program documents. The city council, office staff and maintenance staff have had very little contact with LEP persons.

- 3. The nature and importance of services provided by the City of New Plymouth to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for the City of New Plymouth. The overwhelming majority of the population [87.8%] speak only English. As a result, there are few social, service, professional and leadership organizations within the city of New Plymouth service area that focus on outreach to LEP individuals. The City of New Plymouth City council and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff or impacts on city services and attendance at city council meetings.

- 4. The resources available to the City of New Plymouth and overall costs to provide LEP assistance.**

The City of New Plymouth reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation if needed would be provided through a telephone interpreter line for which the city would pay a fee. Also, Payette County Law Enforcement and Court System provides many services.

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 the city of New Plymouth 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 City of New Plymouth staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All city staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All city staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City of New Plymouth 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.

Language Assistance Measures – Although there is a very low percentage in the City of New Plymouth of LEP individuals, that is, persons who speak English “not well” or “not at all”, it will strive to offer the following measures:

1. The City of New Plymouth staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - i. Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
 - ii. Language interpretation will be accessed for all other languages through a telephone interpretation service.

IV. STAFF TRAINING

The following training will be provided to all 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.

All contractors or subcontractors performing work for he the City of New Plymouth will be required to follow the Title VI / LEP guidelines.

V. TRANSLATION OF DOCUMENTS

- The City of New Plymouth weighed the cost and benefits of translating documents for potential LEP groups. Considering the expenses of translating the documents, the likelihood of frequent changes in documents and other relevant factors at this time it is an unnecessary burden to have any documents translated.
- Due to the very small local LEP population, the city of New Plymouth does not have a formal outreach procedure in place, as of 2010. Translation resources have been identified and are limited in the region. However, when and if the need arises for LEP outreach, the City of New Plymouth will consider the following options:
 - When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas will be printed in an alternative language based on the known LEP population.

VI. MONITORING

Monitoring and Updating the LEP Plan – The City of New Plymouth will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City of New Plymouth service area. 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 City of New Plymouth's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of New Plymouth 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.

VII. DISSEMINATIONN OF THE CITY OF NEW PLYMOUTH LEP PLAN

- Post SIGNS AT City Hall notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language that LEP persons would understand that documents are available in that language upon request at City Hall.