



YUBA COUNTY PUBLIC WORKS

LIMITED ENGLISH PROFICIENCY PLAN

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I. INTRODUCTION

This Limited English Proficiency Plan has been prepared to address the Title VI 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.

Plan Summary

Yuba County Public Works 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 system 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 by Yuba County Public Works*
- 2. The frequency with which LEP persons come in contact with Yuba County Public Works services.*
- 3. The nature and importance of services provided by Yuba County Public Works to the LEP population.*
- 4. The interpretation services available to Yuba County Public Works and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section*

II. FOUR-FACTOR ANALYSIS

- 1.** *The number or proportion of LEP persons in the service area who may be served or are likely to require Yuba County Public Works services.*

Yuba County Public Works staff reviewed the U.S. Census Report and determined that 70,367 persons in Yuba County, California, 25% of the population speak a language other than English. Of those 17,830 persons, 33.9% have limited English proficiency; that is, they speak English "not well" or "not at all", this is only 8.6% of the overall population in Yuba County. In Yuba County of those persons with limited English proficiency, 6.5% speak Spanish, and 1.4% speak an Asian and Pacific Island language.

- 2. The frequency with which LEP persons come in contact with Yuba County Public Works services.**

Yuba County Public Works staff reviewed the frequency with which staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, Yuba County Public Works has had no requests for interpreters and no requests for translated program documents.

- 3. The nature and importance of services provided by Yuba County Public Works to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for Yuba County Public Works of the majority of the population 91% speak only English. As a result, there are few social, service, professional and leadership organizations within Yuba County Public Works service area that focus on outreach to LEP individuals. Yuba County Public Works and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from public works staff of impacts on services and attendance at Board meetings.

- 4. The resources available to Yuba County Public Works and overall costs to provide LEP assistance.**

Yuba County Public Works 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/internet interpreter for which Yuba County Public Works would pay a fee.

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 Yuba County Public Works 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.

Identifying 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 at initial points of contact. Yuba County Public Works will display HUD's language Identification ("I SPEAK") cards in the Community Development & Services Agency lobby.
- Office staff will also be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All Public Works staff will be informally surveyed periodically on their experience and frequency concerning any contacts with LEP persons during the previous year.
- Translation may not be able to be provided at every event but can easily be identified for the need for future events.

Language Assistance Measures-Although there is a very low percentage in Yuba County of LEP individuals, that is, persons who speak English "not well" or "not at all", it will strive to offer the following measures:

1. Yuba County Public Works staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating 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/internet

IV. STAFF TRAINING

The following training will be provided to all staff:

- *Information on the Title VI Policy and LEP responsibilities; Every two years and upon hire*
- *Description of language assistance services offered to the public; in person and telephone*
- *Use of the "I Speak" cards*
- *Documentation of language assistance requests*

V. TRANSLATION OF DOCUMENTS

- *Yuba County Public Works evaluated the cost and benefits of translating documents for potential LEP groups. Considering the expense 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, Yuba County Public Works does not have a formal outreach procedure in place. However, when and if the need arises for LEP outreach, Yuba County Public Works will consider the following options:*

When staff prepares a document, advertisement 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- Yuba County Public Works will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the U.S. Census is available; or when it is identified a higher concentration of LEP individuals are present in Yuba County Public Works service area. Updates will include:

- Determination of the current LEP population in the service area.*
- The number of documented LEP person contacts experienced annually.*
- How the needs of LEP persons have been addressed.*
- 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 Yuba County Public Work's financial resources are sufficient to fund language assistance resources needed.*
- Determine whether Yuba County Public Works fully complies with the goals of this LEP Plan.*

VII. DISSEMINATION OF YUBA COUNTY PUBLIC WORKS LEP PLAN

Post signs at Yuba County's Community Development & Services Agency notifying LEP persons of the LEP Plan and how to access language services.