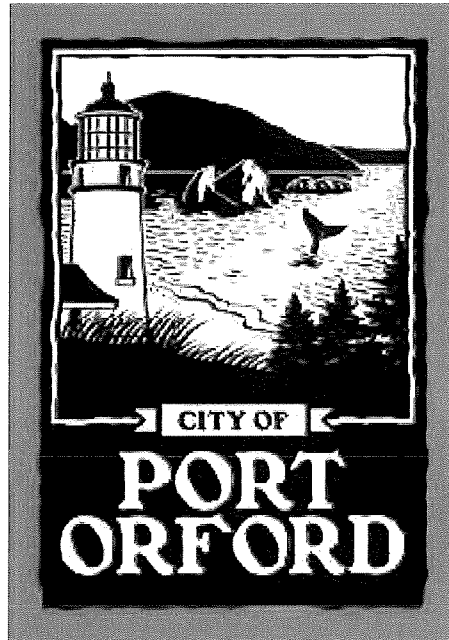




LIMITED ENGLISH PROFICIENCY PLAN

Developed with and for the residents of the

City of Port Orford
555 West 20th Street
Post Office Box 310
Port Orford OR 97465 www.portorford.org

JULY 2024

Table of Contents

I. Introduction..... Page 3

II. Meaningful Access: Four Factor Analysis Page 4

III. Language Assistance..... Page 5

IV. Staff Training..... Page 6

V. Translation of Documents..... Page 6

VI. Monitoring Page 6

VII. Dissemination of City of Port Orford LEP Plan..... Page 7

I. INTRODUCTION

The City of Port Orford has developed their Limited English Proficiency (LEP) Plan to ensure that LEP persons living in the Port Orford area receive meaningful access to federally assisted programs and services. The City included input from both internal and external representatives who may or may not have contact with LEP persons to assist in the development of this Plan. Input included (but not limited to): City staff, Mayor, City Council members, and Curry County Sheriff's Department. This LEP Plan was developed adhering to the United States Department of Labor' guidance as described below.

Port Orford's City Administrator will maintain all data collected and will be in charge of training, monitoring and ensuring that the LEP Plan is updated as required. The LEP Plan will be reviewed during the first quarter of each year. At a minimum, the plan will be updated when it is clear that higher concentrations of LEP individuals are present in the City's service area. If an update is required the City Administrator will present the updated LEP Plan to the City Council for approval.

The United States Department of Labor (USDOL) guidance regarding persons with limited English proficiency requires recipients of federal financial assistance to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP) pursuant to Title VI of the Civil Rights Act of 1964, its implementing regulations, and Section 188 of the Workforce Investment Act of 1998. The guidance does not create new legal requirements or change existing requirements. It clarifies what the law already requires with respect to ensuring that information and services are accessible to LEP persons. Eligible LEP individuals must be able to access the full spectrum of services provided by recipients. The purpose, as stated in the revised guidance, is "to assist recipients in fulfilling their responsibilities to provide meaningful access to LEP persons under existing law." The USDOL advises that recipients are required by Title VI to take reasonable steps to provide meaningful access to federally assisted programs and activities by LEP persons through language assistance that is reasonable, timely and effective.

- **Civil Rights Act**

Title VI of the Civil Rights Act of 1964 is the federal law that 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 are Limited English Proficient (LEP) can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

- **Executive Order EO 13166**

EO 13166, signed on August 11, 2000 directs all federal agencies, including the Department of Housing and Urban Development (HUD), to work to ensure that programs receiving federal financial assistance provide meaningful access to LEP persons. Pursuant to EO 13166, the meaningful access requirement of the Title VI regulations and the four-factor analysis set forth in the Department of Justice (DOJ) LEP Guidance apply to the programs and activities of federal agencies, including HUD. In addition, EO 13166 requires federal agencies to issue LEP Guidance to assist their

federally assisted recipients in providing such meaningful access to their programs. This Guidance must be consistent with the DOJ Guidance. Each federal agency is required to specifically tailor the general standards established in DOJ's Guidance to its federally assisted recipients. On December 10, 2003, HUD published such proposed Guidance.

- **Definition of LEP person**

LEP persons are who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter.

II. MEANINGFUL ACCESS: FOUR FACTOR ANALYSIS

To implement the LEP Plan the City of Port Orford followed the "4 Factor Analysis" by conducting individual assessments that balanced the following:

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to require the City of Port Orford's services.**

The City staff reviewed the 2022 U.S. Census Bureau Report on "Language Spoken At Home" American Community Survey and determined that approximately 1200 persons reside in Port Orford in 595 households. According to the American Community Survey, only 4 households out of 595 in Port Orford reported speaking Spanish, but zero reported being Limited-English speaking.

- 2. The frequency with which LEP persons come into contact with the City of Port Orford's services.**

The City staff reviewed the frequency with which Councilors, office staff and maintenance staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the City of Port Orford has had no requests for interpreters and no requests for translated program documents. The Councilors, office staff and maintenance staff have had very little contact with LEP persons.

- 3. The nature and importance of the program, activity, or service provided by the City of Port Orford to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for the City of Port Orford. The overwhelming majority of the population speaks only English. As a result, there are few social, services, professional and leadership organizations within the City of Port Orford's service area that focus on outreach to LEP individuals. The City of Port Orford's Councilors and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on services and attendance at City Council meetings.

4. The resources available to the City of Port Orford and overall cost to provide LEP assistance.

The City of Port Orford 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 City of Port Orford 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 City of Port Orford 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 Port Orford 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.
- City staff including Public Works and Office staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All City of Port Orford staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City of Port Orford 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.

1. Language Assistance Measures

Although there were no individuals identified in the census that did not speak English well or not at all, the City will strive to offer the following measures:

- The City of Port Orford staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- The following resources will be available to accommodate LEP persons:
 - Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time period.
 - The City has several local citizens who speak fluent Spanish and English and can serve as translators as needed. The City will maintain a list of these individuals and can utilize them as needed.

- Language interpretation will be accessed for all other languages through a telephone interpretation service.
- The city has contacted Trusted Translations. They charge a nominal fee for their services and, if needed the City will set up an account with them.

IV. STAFF TRAINING

The City Administrator will ensure that training of staff occurs. 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 City of Port Orford will be required to follow the Title VI/LEP guidelines.

V. TRANSLATION OF DOCUMENTS

City of Port Orford weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the fact that the 2010 Census did not identify anyone who could not speak English well, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.

- When and if the need arises for LEP outreach, City of Port Orford 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

1. Monitoring and Updating the LEP Plan

The City of Port Orford will update the LEP Plan as required. The City Administrator will maintain all data collected and will be in charge of monitoring and ensuring that the LEP Plan is updated and approved by the City Council. At a minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the City’s 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 City of Port Orford's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of Port Orford fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the city's failure to meet the needs of LEP individuals.

VII. DISSEMINATION OF CITY OF Port Orford LEP PLAN

- Post signs at City Hall notifying LEP persons of the LEP Plan and how to access language services.