

RESOLUTION NO. 637

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ADOPTING A TITLE VI LIMITED ENGLISH PROFICIENCY (LEP) PLAN FOR THE PURPOSE OF ENSURING NONDISCRIMINATION OF PERSONS WITH LIMITED OR NO ABILITIES TO COMMUNICATE IN ENGLISH PURSUANT TO TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

WHEREAS, the City of University Place ("City) desires to ensure that no person is subjected to discrimination under any City-sponsored program or activity on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987; and

WHEREAS, the City seeks to assure that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not; and

WHEREAS, the City also wishes to make certain that persons who are unable to or who are limited in their abilities to speak, read, write, or understand English are not subjected to discrimination;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Approval of Title VI Limited English Proficiency Plan. The Title VI Limited English Proficiency (LEP) Plan attached hereto is hereby approved.

Section 2. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 1, 2010.



Debbie Klosowski, Mayor

ATTEST:



Emy Genetia, City Clerk



City of University Place

**FY 2009 Title VI Program
Limited English Proficiency Plan
(LEP Plan)**

I. Introduction

The purpose of this limited English proficiency policy guide is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200d, et. seq.**, and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, gender, or national origin under any program or activity that receives federal financial assistance, and;

II. Executive Order 13166

Executive Order 13166 “Improving Access to Services for Persons With Limited English Proficiency,” reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice’s (DOJ’s) Policy Guidance entitled “Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons With Limited English Proficiency.” (See 65 FR 50123, August 16, 2000 DOJ’s General LEP Guidance). Different treatment based upon a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies such as the City of University Place, and governments, private and non-profit entities, and subrecipients.

III. Plan Summary

The City of University Place has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to the City of University Place’s services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the City of University Place’s extent of obligation to provide LEP services, University Place undertook a U.S. Department of Transportation four factor LEP analysis which considers the following: 1) the

number or proportion of LEP persons eligible in the City of University Place's service area who may be served or likely to encounter a City of University Place program, activity, or service; 2) the frequency with which LEP individuals come in contact with City of University Place services; 3) the nature and importance of the program, activity or service provided by the City of University Place to the LEP population; and 4) the resources available to the City of University Place and overall costs to provide assistance. A brief description of these considerations is provided in the following section.

IV. Four Factor Analyses

1. The number or proportion of LEP persons eligible in the City of University Place service area who may be served or likely to encounter a City of University Place program, activity, or service.

The City of University Place examined the US Census report from 2000 and was able to determine that approximately 12.46% or 3,519 people spoke a language other than English. Of the 3,519 people reporting they speak languages other than English, 1,406 or 4.98% of the total population responded with speak English "less than very well" (see Attachment A the City of University Place Spoken at Home Chart).

2. The frequency with which LEP individuals come in contact with a City of University Place service program, activity, or service.

The City of University Place assesses the frequency at which staff have or could possible have contact with LEP persons. This includes documenting phone inquiries and verbally surveying drivers. The City of University Place has never had a request for interpreters and zero requests for translated City of University Place documents. The staff has had very little to no contact with LEP individuals.

3. The nature and importance of the program, activity, or service provided by the City of University Place to the LEP community.

There is no large geographic concentration of any one type of LEP individuals in the City of University Place. The overwhelming majority of the population, 87.72% or 24,778 speak only English. Therefore, there is no social, service, professional and leadership organizations within the City of University Place that focuses on outreach or membership of LEP individuals.

4. The resources available to the City of University Place and overall costs.

The City of University Place assessed its available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost on an as-needed basis, which documents would be the most valuable to be translated if and when the population supports it, taking an inventory of available organizations with whom the City of University Place could partner for

outreach and translation efforts, and what level of staff training is needed. After analyzing the four factors, the City of University Place developed the plan outlined in the following section for assisting persons of limited English proficiency.

V. Limited English Proficiency Plan Outline

1. How to identify an LEP person who needs language assistance

- Examine records for language assistance requests from past meetings and events to anticipate the possible need for assistance at upcoming meetings.
- When City of University Place sponsored workshops or conferences are held, set up a sign-in table and have a staff member greet and briefly speak to each attendee. This method will allow staff to informally gauge the attendee's ability to speak and understand English, while asking an open-ended question that requires a full sentence reply.
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table (See Attachment B). While staff may not be able to provide translation assistance at this meeting, the cards are an excellent tool to identify language needs for future meetings.
- Survey front line staff of any direct or indirect contact with LEP individuals.

2. Language Assistance Measures

- When an interpreter is needed in person or on the telephone, staff will try to determine what language is required. Staff shall use the telephone interpreter service Language Line Services at <http://www.language.com>. On the Language Line home page the staff will select the Need an Interpreter Now link and follow the directions to receive and access interpretation services.

3. City of University Place Staff Training

Staff will be trained as follows:

- Understanding the Title VI policy and LEP responsibilities.
- The use of language identifier cards.
- How to use the Language Line interpretation and translation services.
- Documentation of language assistance requests.
- How to handle a Title VI and/or LEP complaint (as documented in the City of University Place Title VI Plan).

4. Outreach Techniques – As of this first draft of the City of University Place LEP Plan dated August 13, 2009, the City does not have a formal set of proactive outreach techniques due to the lack of LEP population and resources available in the service area. However, the following are a few options that the City will incorporate when and/or if the need arises for LEP outreach:

- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP

persons, meeting notices, flyers, advertisements, and agendas will be printed in an alternative language, based on known LEP populations in the area.

5. Monitoring and updating the LEP plan – This plan is designed to be flexible and is one that can be easily updated. At a minimum, the City will follow Title VI Program update schedules for the LEP Plan. However, major updates most likely will not occur until the next Census in 2010 unless the City of University Place finds it necessary and crucial for an update before such time.

Each update should examine all plan components such as:

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in the City of University Place?
- Has there been a change in the types of languages where translation services are needed?
- Has the City of University Place's available resources, such as technology, staff, and financial costs changed?
- Has the City of University Place fulfilled the goals of the LEP Plan?
- Were any complaints received?

6. Dissemination of the City of University Place Limited English Proficiency Plan

The City of University Place includes the LEP Plan with its Title VI Plan and complaint procedures. The Notice of Rights under Title VI is posted in selected materials and in materials posted on the City's website.

Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan.

Copies of the LEP Plan will be provided, on request to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations for the Plan upon request.

Any questions or comments regarding this Plan should be directed to the City of University Place Title VI Coordinator.

City of University Place
Title VI Coordinator
3715 Bridgeport Way W.
University Place, WA 98466
(253) 566-5656 (Phone)
(253) 566-5658 (Fax)

ATTACHMENT A



City of University Place Language Spoken at Home

Language spoken at home for 5 years and older	Total	Percent of Population
Total resident population 5 years and older	28,247	1.00%
Speak only English	24,778	87.72%
Speak Spanish	592	2.10%
Speak English less than "very well"	171	0.61%
Speak other Indo-European languages	931	3.30%
Speak English less than "very well"	319	1.13%
Speak Asian/Pacific Islander languages	1,951	6.91%
Speak English less than "very well"	916	3.24%
Speak other language not listed above	45	0.16%
Speak English less than "very well"	0	0.00%
Speak language other than English total	3,519	12.46%

Source: 2000Census

Source: http://factfinder.census.gov/servlet/DTTable?_bm=y&-context=dt&-ds_name=DEC_2000_SF3_U&-mt_name=DEC_2000_SF3_U_P019&-mt_name=DEC_2000_SF3_U_P020&-CONTEXT=dt&-tree_id=403&-all_geo_types=N&-geo_id=16000US5373465&-geo_id=NBSP&-search_results=01000US&-format=&-_l

Attachment B

 U.S. Department of Commerce Bureau of the Census	 LANGUAGE IDENTIFICATION FLASHCARD
<input type="checkbox"/> املأ هذا المربع إذا كنت تقرأ أو تتحدث العربية.	Arabic
<input type="checkbox"/> [Խոսողում ենք հայերեն կամ արաբերեն, եթե խոսում կամ կարդում եք հայերեն:	Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	Bengali
<input type="checkbox"/> សូមព្យាករណ៍ប្រអប់៖ ចំណុចមាន បួនយាយតាសា ខ្មែរ ។	Cambodian
<input type="checkbox"/> Matka i kahhon komu un taitai pat un sang i Chamorro.	Chamorro
<input type="checkbox"/> 如果您具有中文閱讀和會話能力，請在本空格內標上X記號。	Chinese
<input type="checkbox"/> Make kazyè sa a si ou li oswa ou pale kreòl ayisyen.	Creole
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	Croatian (Serbo-Croatian)
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.	Farsi

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**Attachment B
Continued**

<input type="checkbox"/> Cocher ici si vous lisez ou parlez le français.	French
<input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गोले पर चिह्न लगाएँ।	Hindi
<input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
<input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	Hungarian
<input type="checkbox"/> Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	Ilocano
<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	Italian
<input type="checkbox"/> 日本語を読んだり、話せる場合はここに印を付けてください。	Japanese
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/> ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	Laotian
<input type="checkbox"/> Zaznacz tę kratkejeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/> Assinale este quadrado se voce lê ou fala Português.	Portuguese

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**Attachment B
Continued**

<input type="checkbox"/> Însemnați această căsuță dacă citiți sau vorbiți Românește.	Romanian
<input type="checkbox"/> Поставьте этот квадратик, если вы читаете или говорите по-русски.	Russian
<input type="checkbox"/> Maka pe fa'ailoga le pusa lea pe afai e te faitau pe tusitusi i le gagana Samoa.	Samoa
<input type="checkbox"/> Обележите овај квадратих уколико читате или говорите српски језик.	Serbian (Serbo-Croatian)
<input type="checkbox"/> Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	Slovak
<input type="checkbox"/> Marque esta casilla si lee o habla español.	Spanish
<input type="checkbox"/> Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog.	Tagalog
<input type="checkbox"/> ให้ทำเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	Thai
<input type="checkbox"/> Faka'ilonga 'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ae lea fakatonga.	Tongan
<input type="checkbox"/> Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	Ukrainian
<input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیے.	Urdu
<input type="checkbox"/> Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ.	Vietnamese
<input type="checkbox"/> צייכנט דעם קעסטל אויב איר שרייבט אדער ליינט אידיש.	Yiddish

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