

LIMITED ENGLISH PROFICIENCY PLAN

**COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO
(COMPASS)**

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I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the Community Planning Association of Southwest Idaho's (COMPASS's) responsibilities as a recipient of federal financial assistance as related to the needs of individuals with limited English language skills (Limited English Proficiency [LEP]). 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 on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Executive Order 13166, "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. This order applies to all state and local entities that receive federal funding.

Plan Summary

As a recipient of federal funding, COMPASS will use the following four-factor analysis to determine the extent of obligation and take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of COMPASS.
2. The frequency with which LEP individuals come in contact with COMPASS services.
3. The nature and importance of the program, activity, or service provided by COMPASS to people's lives.
4. The resources available to COMPASS and costs.

II. FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of COMPASS.

COMPASS staff reviewed the 2008 – 2012 American Community Survey data and determined that 8.7% of the population in Ada County and 18.6% in Canyon County speak a language other than English. Based on these percents, an estimated 80,000 individuals in the combined counties have limited English proficiency, or speak English less than "very well." The predominant population in the area is Hispanic.

2. The frequency with which LEP individuals come in contact with COMPASS services.

COMPASS staff reviewed the frequency of contact with LEP persons through public meetings, open houses, committee meetings, and public outreach. To date, no requests for interpreters or translators have been received.

3. The nature and importance of the program, activity, or service provided by COMPASS to people's lives.

It is critical to COMPASS and the success of its programs to have as many participants as possible involved in the planning and decision making processes. It is also critical to all individuals who live in the Treasure Valley (LEP and not LEP) to have a say in the future of their transportation system, as it affects where they live, the types of jobs they have access to, and their quality of life. Projects include updates to the regional long range transportation plan, *Communities in Motion*, the Transportation

Improvement Program, and special studies that impact the way people live, work, and play.

4. The resources available to COMPASS and costs.

COMPASS staff prepare an annual budget that identifies programs and projects that will require public outreach and comment and commit the dollars necessary to reach those that have limited English proficiency.

III. LANGUAGE ASSISTANCE

The goal is to provide user-friendly materials that will be appealing and easy to understand. COMPASS will make available language assistance, at no cost to individuals, by providing tools as requested. Examples of tools may include:

1. Bilingual staff.
2. Telephone interpretation.
3. Volunteer and/or consultant interpreters.
4. Translation of key documents.
5. "I Speak" cards (available at <http://www.lep.gov/ISpeakCards2004.pdf>)

IV. STAFF TRAINING

The following training will be provided to all staff:

1. Information on the Title VI Policy and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of the "I Speak" cards.
4. Documentation of language assistance requests.
5. How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for COMPASS will be required to follow the Title VI/LEP guidelines and work with COMPASS staff to assure compliance.

V. TRANSLATION SERVICES

COMPASS will access BOINT (<http://www.boiseinterpreters.com/>), a group that has come together to assist in providing a pool of interpreters and translator services as consultants. COMPASS also draws from a list of volunteers when possible.

Idaho Hispano, a Spanish language newspaper, receives COMPASS news releases. COMPASS also purchases display advertisements with *Idaho Hispano*. The newspaper translates English language ads into Spanish at no additional cost.

VI. MONITORING

COMPASS will document activities and requests and evaluate current processes. The Title VI and LEP plan will be updated as required. Staff will review and update data following the 2020 Census and/or American Community Survey.

VII. NOTICE

Notice of access for LEP persons is highlighted in public notices, newspaper advertisements, email blasts, meeting agendas, and throughout the COMPASS website.