

Lake~Sumter MPO



2012

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

Welcome

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LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION

RESOLUTION 2012 - 1

RESOLUTION OF THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION ENDORSING THE LIMITED ENGLISH PROFICIENCY PLAN.

WHEREAS, the Lake~Sumter Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Lake-Sumter Planning Area; and

WHEREAS, Florida Statutes 339.175 and 23 U.S.C. 134 and 49 U.S.C. require that the urbanized area, as a condition for the receipt of federal capital or operating assistance, has a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the MPO is the designated Metropolitan Planning Organization for the Lake-Sumter Planning Area, and the MPO Governing Board includes official representatives of Lake County, Sumter county, all the municipalities within the Lake-Sumter Planning Area, the Florida Central Railroad, the Lake County School Board, and the Sumter County School Board; and

WHEREAS, the MPO serves as the Metropolitan Planning Organization for the Lake-Sumter Planning Area, and has responsibility under the provisions of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area; and

WHEREAS, Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance, and Presidential Executive Order 13166, require recipients of federal funds to assess, monitor, and address the needs of Limited English Proficiency (LEP) individuals seeking assistance; and

WHEREAS, the MPO, in accordance with "US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons", has conducted a four-factor analysis in determining the "reasonable steps" the MPO must take to ensure meaningful access to the information and services it provides; and

WHEREAS, opportunities for public comment were provided at public meetings including the regularly scheduled MPO Governing Board meeting, the Technical Advisory Committee, the Bicycle & Pedestrian Advisory Committee and the Citizens' Advisory Committee meeting, all of which were open to the public, and a Draft Limited English

Proficiency Plan document was available online in HTML format that allows use of free Google software for translation into 52 other languages.

NOW, THEREFORE, BE IT RESOLVED that the Lake~Sumter MPO endorses the 2012 Limited English Proficiency Plan after having considered any and all comments on the Plan, and approves the 2012 Limited English Proficiency Plan for the Lake-Sumter Planning Area.

DULY PASSED AND ADOPTED this 25th day of January, 2012.

Lake~Sumter Metropolitan Planning Organization



Don Burgess, Chairman

This 25th day of January, 2012

Approved as to Form and Legality:

Eric E. Hartigan for
Sanford A. Minkoff, MPO Attorney

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

I. INTRODUCTION:

The Lake~Sumter Metropolitan Planning Organization (MPO) provides an independent yet cooperative forum for regional planning and the allocation of millions of dollars in federal transportation funding annually. The MPO works with the public, planning organizations, government agencies, elected officials, and community groups and also helps citizens speak with one voice to their state and federal legislators on transportation-related issues. The Limited English Proficiency Plan plays an integral role in the process. This document provides guidance for assisting persons with Limited English Proficiency (LEP) to ensure accessibility to the MPOs programs and services.

II. LEGAL BASIS FOR LANGUAGE ASSISTANCE REQUIREMENTS:

Title VI of the Civil Rights Act of 1964, 42USC 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. Executive Order 13166 ensures accessibility to programs and services to eligible persons who are not proficient in the English language. Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. The guidance identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow the guidance and provides MPOs with technical assistance in assessing the size, location, and needs of the LEP population; implementing language access services; and evaluating the effectiveness of these services.

III. WHO IS AN LEP INDIVIDUAL:

As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speak or understand English "not well" or "not at all". Individuals, who have a limited ability to read, write, speak, or understand English are LEP.

IV. BACKGROUND:

As a recipient of federal funds the Lake~Sumter MPO must take reasonable steps to ensure meaningful access to the information and services it provides. As part of the MPO certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the LEP Plan will be assessed and evaluated. Public transit is a key means of achieving mobility for many LEP persons. By providing language assistance to persons with limited English proficiency the MPO will

help to ensure that the services are safe, reliable, convenient and accessible. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

LEP services can be provided in two ways: verbal interpretation and written translation of vital documents. There are four factors for consideration when deciding what reasonable steps should be taken to ensure access for LEP persons.

Factor 1: The number and proportion of LEP persons eligible to be served;

Factor 2: The frequency with which LEP individuals come in contact with these programs, services or activities;

Factor 3: The nature and importance of the program, activity or service provided;

Factor 4: The resources available and the overall cost to the MPO.

The Department of Transportation (DOT) policy guidance gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. Below is a self-assessment of need in Lake County and Sumter County in relation to the four factors and the transportation planning process. The four-factor analysis will allow the MPO to be in a better position to implement cost-effective language assistance measures and to target areas and resources appropriately.

LEP ASSESSMENT FOR LAKE COUNTY AND SUMTER COUNTY

Factor 1: The Number and proportion of LEP persons eligible to be served.

The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of Census data. Tables 1 and 2 indicate the number and percent of LEP persons by language spoken at the individual's home. Of the LEP persons within the Lake~Sumter MPO region, 3.5% speak Spanish at home in Lake County and 3.0% speak Spanish at home in Sumter County. Spanish is the most significant percentage of LEP persons.

**Table 1: The Top Five Languages Spoken at Home in Lake County
(US Census Bureau's 2009 American Community Survey)**

Population 5 years and older	Number of LEP Persons	Percent- age of LEP Persons	LEP Persons who speak Spanish or Spanish Creole		LEP Persons who speak French		LEP Persons who speak German		LEP Persons who speak Chinese		LEP Persons who speak Italian	
281,927	11265	4.0%	9891	87.8%	662	5.9%	198	1.76%	316	2.81%	198	1.76%

**Table 2: The Top Three Languages Spoken at Home in Sumter County
(US Census Bureau's 2009 American Community Survey)**

Populati on 5 years and older	Total Number of LEP Persons	Total Percent- age of LEP Persons	LEP Persons who speak Spanish or Spanish Creole		LEP Persons who speak Vietnamese		LEP Persons who speak French	
91,844	3043	3.31%	2792	91.8%	180	5.91%	71	2.3%

In addition to analyzing the census data the MPO will consult with transit staff, community organizations, programs, school systems and state and local governments to better serve the LEP community. This data will include general information such as prior experiences of how frequently they come in contact with LEP persons, requests for interpreters at public meeting and results of ridership surveys.

Factor 2: Frequency of contact with LEP persons.

The results of the census data indicate that Spanish is the most significant language spoken by the LEP population in the area covered by the Lake~Sumter MPO. The MPO assesses. To date, no



requests for language assistance services have been made by LEP individuals or groups to the MPO. The MPO has begun providing public notices and information flyers in both English and Spanish. The MPO has staff fluent in Spanish available for translation at all public meetings. All ads for public meetings sponsored by the Lake~Sumter MPO will contain the following language: "Persons who require special accommodations under the Americans with disabilities Act or persons who require translation.

The MPO conducts regular board meetings, advisory committee meetings and public hearings throughout the year. Community outreach and the MPO's website is the main source of potential contact between the MPO and LEP persons. As the LEP program is expanded the MPO has reached out to those traditionally underserved. Of significant importance is the Transportation Disadvantaged Program and the outreach to clients served. The MPO will be providing surveys in Spanish during the 2012 evaluation period of the transit providers.

Factor 3: The nature and importance of the program, service, or activity people's lives.

All of the Lake~Sumter MPO programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice Program and Policy. One area that has been focused on is the Transportation Disadvantaged Program. This program has been identified as a potential provider of important services for LEP persons.

Factor 4: Resources Available

Given the size of the LEP population in the MPO area and current financial constraints, full language translations of plan documents is not considered

Public Meetings

WHAT IS THE FUTURE OF SR 19 • CR 48 • CR 561

LETTERS:

Florida's Efficient Transportation Decision Making (ETDM) is a new way of accomplishing transportation planning and project development for major capacity improvement projects. The ETDM Process enables agencies and the public to provide early input to the Florida Department of Transportation (FDOT) and Metropolitan Planning Organizations (MPOs) about potential effects of proposed transportation projects. The goal of ETDM is to make transportation decisions more quickly without sacrificing the quality of the human and natural environments.

Improved Transportation Planning
Access to Information
Early Involvement

The Lake~Sumter MPO will conduct three (3) informal Public Information Meetings to receive input from the community regarding SR 19, CR 48 and CR 561. Representatives from FDOT and the Lake~Sumter MPO will be available to answer questions and seek local and public input on project feasibility/community impacts, etc., prior to considering future funding for the necessary stages of project development.

Tuesday, October 21 5:30 - 7:30 pm Olive Ingram Community Bldg. 25029 CR 561 Astata, FL 34705	Wednesday, October 29 5:30 - 7:30 pm Minnesota City Hall, Chambers 800 N US Hwy 27 Monrovia, FL 34755	Wednesday, November 12 5:30 - 7:30 pm Trench Hall Council Chambers 101 N. Palm Ave. Howey-in-the-Hills, FL 34737
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Please also report special accommodations under the Americans with Disabilities Act to the meeting.

If you have any questions, please contact the Lake~Sumter MPO Office, 1616 S. 14th Street, Leesburg, FL 34748
 (352) 218-0175, www.LakeSumterMPO.com

warranted or cost feasible at this time. The MPO will continually evaluate its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access. The MPO will provide verbal and written translation if requested within a reasonable time and if within the available resources.

IV. MEETING REQUIREMENTS AND IMPLEMENTATION

Language Assistance and Translation of Materials or Oral Interpretation and Written Translation

Engaging the population within the MPO planning area is important. The MPO is providing quality

- Staff involved with the public will provide the Census Bureau’s “I Speak” language cards at workshop and public meetings sign-in table. Staff will be able to identify language needs in order to match them with available services. These cards will be made available at the MPO Office.



- The MPO will develop partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies to inform LEP individuals of MPO services and the availability of language assistance.
- The MPO will begin to accommodate the cost of translating programs by providing fact sheets, flyers and brochures.

- Initiate providing Executive Summaries of major programs, such as the Unified Planning Work Program, Transportation Improvement Program, Public Involvement Plan and Long Range Transportation Plan, and any other key document available in Spanish. To accommodate the cost the MPO will provide these summaries in formats such as fact sheets, flyers, newsletters and brochures, capturing the significant points.

- Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
- The MPO is looking into the Language Line Interpreter Services; and will implement in the future if it is considered a cost effective service to provide.
- The MPO has installed the Google Translate program <http://translate.google.com> on every page of the website. The use of this will allow users to view HTML content in other languages. It is understood this is not a perfect system but it will provide enough information for an LEP individual or group to make contact to the MPO for comments or questions.
- Efficient Transportation Decision Making (ETDM) allows for the identification of readily apparent effects and evaluation of the likelihood of potential sociocultural effects within a project area during the early phases of the transportation planning process, prior to the project entering the FDOT Work Program.
- Conduct a survey of LEP persons by coordinating with local community organizations.
- Ensure public meeting have access by public transportation.
- Weigh the demand for language assistance against the MPO's financial resources.
- Will consider cost effective practices for providing language services.



- State in outreach documents that language services are available from the agency free of charge.
- Communicate through press releases, announcements at community meetings, website, signs and handouts.
- The MPO currently has two staff members who are fluent in Spanish.

Staff Training

The LSMPO will incorporate the LEP Plan into the Public Involvement Plan. Staff will be properly trained in LEP procedures so that the MPO will provide meaningful access to information and services for LEP individuals. Staff will assist in person as well as by telephone when requested.

Providing Notice to LEP Persons

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand.

- The MPO will provide meeting notifications in English and Spanish where appropriate.
- The MPO will state in outreach documents that language services are available.

Dissemination of the MPO Limited English Proficiency Plan

The MPO will post the LEP Plan on its website at:

www.lakesumtermpo.com/about/mpo_policies.aspx

Any person may obtain copies/translations of the plan upon request.

Monitoring and Updating the LEP Plan

At a minimum, the MPO will review and evaluate the plan annually to ensure compliance of federal laws and various nondiscrimination regulations. The MPO will make appropriate changes, as needed. For questions or concerns regarding the MPOs commitment to nondiscrimination or to request LEP services, contact Michael Woods, Title VI Specialist at (352) 315-0170 or by e-mail MWoods@LakeSumterMPO.com.