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**BOUNDARY COUNTY**  
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## **LIMITED ENGLISH PROFICIENCY PLAN**

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This **Limited English Proficiency Plan** has been prepared to address Boundary County's 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, including all departments of Boundary County receiving federal grant funds.

In order to prepare this plan, Boundary County used the four-factor LEP analysis. The four-factor analysis and a summary of the results for each factor are in the following section.

## MEANINGFULL ACCESS: FOUR-FACTOR ANALYSIS

### 1. **The number or proportion of LEP persons in the service area who may be served by Boundary County.**

Boundary County reviewed the 2010 U.S. Census Report and determined that 474 persons in Boundary County (4.7 % of the population) speak a language other than English. Of those 474 persons, 71 (0.7 %) have limited English proficiency; that is, they speak English “not well” or “not at all,” this is only .01% of the overall population in the county. In Boundary County, of those persons with limited English proficiency, 57 speak Spanish, 4 speak Indo-European languages, 8 speak Asian and Pacific Island languages, and 2 speak other languages.

### 2. **The frequency with which LEP persons come in contact with Boundary County services.**

Boundary County has reviewed the frequency with which Boundary County, including the Courthouse and each of its departments, the Sheriff’s Office, and the Driver’s License Office has, or could have, contact with LEP persons. Boundary County has had very few requests for interpreters, however, these have included LEP persons making court appearances and applying for driver’s licenses. They have had very little contact with LEP persons regarding other business matters conducted in courthouse departments.

### 3. **The nature and importance of services provided by Boundary County to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for Boundary County. The overwhelming majority of the population, 95.3%, speaks only English. Boundary County is most likely to encounter LEP individuals through courthouse business, driver’s licensing, and attendance at public meetings.

### 4. **The resources available to Boundary County and overall cost to provide LEP assistance.**

Boundary County has 3 contract interpreters that will do interpreting for the county on a fee basis and also has access to Language Lines Services. There are also some local Border Patrol employees that are willing to provide voluntary interpreting services within reasonable time periods. The Driver’s License Office has both the Idaho Driver’s Manual and the Idaho Commercial Driver’s Manual available in both English and Spanish.

## 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 the services of Boundary County. 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.

#### Language Assistance Measures:

Although there is a very low percentage in Boundary County of LEP individuals, that is, persons who speak English “not well” or “not at all,” Boundary County will strive to offer the following measures:

- Boundary County staff will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating English.
- Interpreters for the Spanish language are available and will be provided within a reasonable time period free of charge to the LEP individual.
- Language interpretation will be considered for all other languages as the need arises.
- Boundary County will post notice of LEP plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- Boundary County staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- Boundary County staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.

### **STAFF TRAINING**

The following training will be provided to Boundary County staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered.
- 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 Boundary County will be required to follow the Title VI/LEP guidelines.

### **TRANSLATION OF DOCUMENTS**

Boundary County provides and has available to LEP individuals the already translated Idaho Driver’s Manual and the Idaho Commercial Driver’s Manual in Spanish.

Due to the very small local LEP population, Boundary County does not have a formal outreach procedure in place, as of 2013. However, if and when the need arises for LEP outreach, Boundary County will consider the following option:

When a document or scheduled meeting has a target audience, which 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.

## **MONITORING**

Boundary County will update the LEP plan as required. At a minimum, the plan will be reviewed and updated when data from the next U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the service area of Boundary County. Updates will include the following:

- The number of documented LEP persons encountered annually by Boundary County.
- 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 Boundary County's financial resources are sufficient to fund language assistance resources as they are needed.
- Determine whether Boundary County fully complies with the goals of this LEP plan.
- Determine whether complaint have been received concerning the agency's failure to meet the needs of LEP individuals.

## **DISSEMINATION OF BOUNDARY COUNTY'S LEP PLAN**

Post signs at the Boundary County Courthouse notifying LEP persons of the LEP Plan and how to access language services. Post LEP information on Boundary County's Website.