



# LOCAL AGENCY GUIDE TO IMPLEMENT LIMITED ENGLISH PROFICIENCY (LEP) PROGRAM



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**Mission: “Provide training and guidance to improve stakeholder processes.”**

**Vision: “Strengthen partnerships and Civil Rights through excellent customer service and user-friendly communications.”**

# Learning Objectives

- **Title VI of the Civil Rights of 1964**
- **Limited English Proficiency (LEP)**
  - **Presidential Executive Order 13166**
- **Four Factor Analysis**

**Note: Although 23 Code Federal Regulation (CFR) part 200 is explicitly stated for State Department of Transportations (DOT), the regulations are also used to apply for local public agencies (LPAs).**





# Communication Guidelines

- 1. This webinar is recorded, posted, and available on the [Caltrans Division of Local Assistance Title VI website](#) in the next couple of weeks.**
- 2. Your questions and answers will be read aloud toward the end of this training, and Frequently Asked Questions will be posted on the Title VI website for future reference.**
- 3. We will take ten (10) minutes of break toward mid-presentation.**
- 4. We will have fun Poll Questions throughout this training.**

# What is Title VI (6)?



“No person shall, on the grounds 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 assistance.”

—Civil Rights Act of 1964

**NOTE:** [23 CFR Part 200](#), the Federal Highway Administration’s Title VI Program Implementation and Review Procedures

## Other nondiscrimination and cross cutting authorities include:

- Section 504 of the 1973 Rehabilitation Act
- Civil Rights Restoration Act of 1987
- The 1973 Federal-aid Highway Act
- The 1975 Age Discrimination Act
- Executive Order 12898 on Environmental Justice (EJ)
- Executive Order 13166 on Limited English Proficiency (LEP)

# **What is the Purpose/Intent of Title VI?**

- To ensure that public funds are not spent in a way that encourages, subsidizes, or results in discrimination**
- Eliminate discrimination in Federally financed programs and activities**
- To remove barriers and conditions that prevent minority, low income, LEP, and other disadvantaged groups and persons from receiving access, participation and benefits from Federally-assisted programs, services and activities.**

# What is Title VI (6)?

- **EXTERNAL**
- **Public Contact**
- **Prohibits discrimination based on color, race, or national origin (including Limited English Proficiency (LEP)) by any institution, activity, or program that receives financial assistance from the federal government**
- **Bid on a contract for local agency and were denied**

# What is Title VII (7)?

- **INTERNAL**
- **Employee Impact**
- **Prohibits employment discrimination based on national origin, color, sex, race, or religion**
- **Allows people to file claims against employers**
- **Applied for a job at local agency and were denied**

# Executive Order 13166 (EO 13166) on Limited English Proficiency (LEP)

- Requires LPAs to identify any need for services to those with limited English proficiency (LEP) and those not fluent in English.  
NOTE: LEP is a term used to describe individuals who are not fluent in English.
- To assist agencies in carrying out these responsibilities, the U.S. Department of Justice has issued a Policy Guidance Document, "[Enforcement of Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons With Limited English Proficiency](#)"



# Resources to Implement Title VI Compliance

## Caltrans Division of Local Assistance, Title VI Website

<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi/requirements>

## Caltrans Local Assistance Procedure Manual (LAPM)

### Chapter 9, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED STATUTES

[HTTPS://DOT.CA.GOV/-/MEDIA/DOT-MEDIA/PROGRAMS/LOCAL-ASSISTANCE/DOCUMENTS/LAPM/CH09.PDF](https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch09.pdf)

## Caltrans Office of Civil Rights, Title VI Website

<https://dot.ca.gov/programs/civil-rights/title-vi>

## Caltrans Division of Local Assistance Blog

Subscribe to the Caltrans Local Assistance Email list to receive updates to this blog and news related to the federal-aid process and our publications

<http://www.localassistanceblog.com/>

## USDOT Title VI Regulations (49 CFR 21)

Prohibited discriminatory actions ([21.5](#))

Required assurance ([21.7](#))

Compliance information ([21.9](#))

Procedure for effecting compliance ([21.13](#))

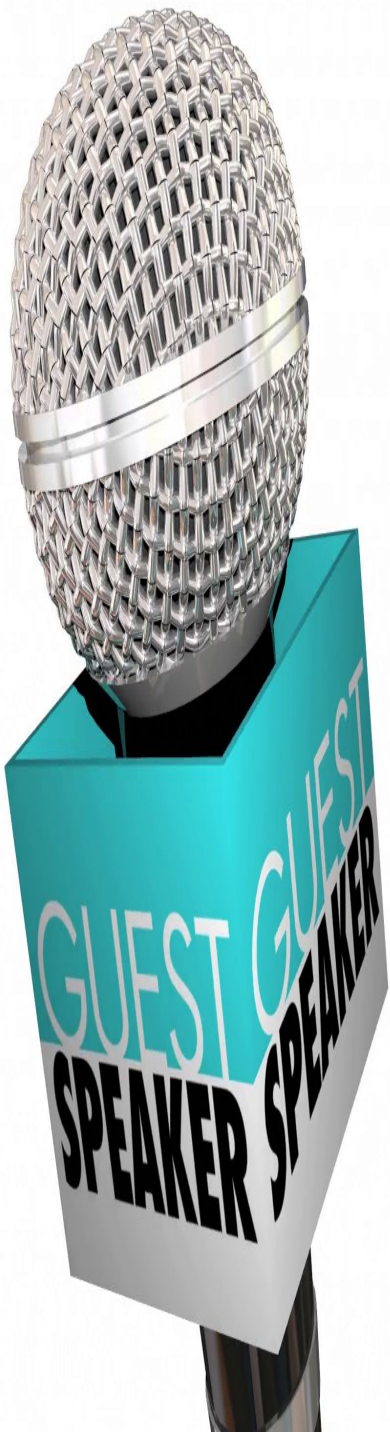
## Limited English Proficiency

LEP.gov is maintained by the Federal Coordination and Compliance Section (FCS) in the Civil Rights Division of the United States Department of Justice. [LEP.GOV](http://LEP.GOV)





**QUESTIONS?**



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