

Bonneville Environmental Foundation (BEF) Limited English Proficiency (LEP) Plan

I. Purpose

The purpose of the Limited English Proficiency (LEP) Plan is to ensure that individuals who do not speak English as their primary language, or who have a limited ability to read, write, speak, or understand English, have meaningful access to BEF's programs, services, and public involvement opportunities. This plan establishes the framework BEF will use to provide language assistance for LEP individuals in compliance with federal laws and regulations.

II. Legal Basis and Requirements

The BEF LEP Plan is developed in accordance with:

- **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.
- **Executive Order 13166**, "Improving Access to Services for Persons with Limited English Proficiency," which requires federal agencies and recipients of federal funds to provide meaningful access to LEP individuals.
- **EPA Guidelines**, requiring recipients of EPA funding to provide services and programs in a manner accessible to LEP individuals.

III. LEP Population Assessment (Four-Factor Analysis)

BEF will conduct a **Four-Factor Analysis** to assess the language assistance needs of LEP individuals in communities served by its programs and activities. This analysis will inform BEF's efforts to provide appropriate language services.

1. Number or Proportion of LEP Persons Served

BEF will identify the number or proportion of LEP individuals within the community by using demographic data (e.g., U.S. Census data, local government statistics, and community surveys). This data will include:

- The languages most commonly spoken by LEP individuals.
- The size and characteristics of the LEP population.

2. Frequency of Contact with LEP Persons

BEF will track how often LEP individuals engage with its services or participate in public meetings. This will help determine which languages and services are most needed.

3. Nature and Importance of the Program or Service

BEF will evaluate how critical its services are to the LEP population. For example, environmental initiatives that affect public health and safety will require greater efforts to provide language assistance.

4. Resources Available and Costs

BEF will assess the resources available for providing LEP services, including translation and interpretation services, and ensure that these resources are proportional to the needs of the LEP population.

IV. Language Assistance Services

Based on the results of the Four-Factor Analysis, BEF will provide the following language assistance services:

1. Translation of Documents

BEF will translate vital documents, including:

- Notices of public meetings.
- Environmental reports that affect public health.
- Summaries of projects and decisions impacting the community.

2. Documents will be translated into languages spoken by a significant portion of the community based on the LEP population assessment.

3. Oral Language Assistance

BEF will provide oral interpretation services at public meetings, events, and when engaging with the public on project-related matters. These services include:

- **On-site Interpreters:** BEF will arrange for interpreters to be available at public meetings when needed.
- **Phone Interpretation:** BEF will use telephonic interpretation services for individuals seeking assistance who are not fluent in English.

4. Public Notice of LEP Services

BEF will inform the public of the availability of free language assistance services by:

- Including language services information in public notices and announcements.
- Posting signs in public areas where public participation events are held.
- Informing LEP individuals at the beginning of interactions that interpreters and translations are available free of charge.

V. Training for Staff

BEF will ensure that staff members who have contact with the public are trained to work effectively with LEP individuals. Training will include:

- How to identify an LEP individual and determine their language assistance needs.
- How to access BEF's language assistance services, including contacting interpreters or translators.
- Understanding BEF's obligations to provide language assistance under Title VI.

VI. Monitoring and Updating the LEP Plan

BEF will monitor and update the LEP Plan regularly to ensure its effectiveness. This will involve:

1. **Ongoing Assessment:** Periodic review of LEP populations in the service area to ensure that language services remain appropriate for changing demographics.
2. **Feedback:** BEF will collect feedback from LEP individuals and community partners to improve language services.
3. **Updating Services:** Based on feedback and the results of the Four-Factor Analysis, BEF will adjust its language services to better meet community needs.

VII. Outreach to LEP Communities

BEF will conduct outreach efforts to ensure that LEP individuals are aware of available language assistance services. These efforts include:

- Distributing informational brochures in multiple languages.
- Working with community organizations that serve LEP populations to help disseminate information.
- Hosting public events and forums that are advertised and conducted in languages commonly spoken in the community.

VIII. Responsible Staff and Contact Information

BEF designates the following staff member to coordinate and manage the LEP Plan:

Hilary Shohoney

Civil Rights Coordinator

Email: civilrights@b-e-f.org

Phone: (503) 248-1905

The Civil Rights Coordinator will ensure compliance with this LEP Plan, oversee the provision of language services, and address any issues related to LEP individual's access to BEF programs and services.
