

Limited English Proficiency Sample Plan

Name Grantee:	City of Seguin
Community Population:	27,762
LEP population:	2,368 9.1%
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries.	English and Spanish

Program activities to be accessible to LEP persons:	
<input type="checkbox"/>	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
<input type="checkbox"/>	Publications regarding TxCDBG application, grievance procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and other vital hearings, documents, and program requirements
<input type="checkbox"/>	Other program documents: <u>As identified, requested or needed</u>

Resources available to Grant Recipient:	
<input type="checkbox"/>	Translation services: <u>For the Spanish language, arrangements will be made by contacting the City Secretary's office at the City Hall, 830-379-3212.</u>
<input type="checkbox"/>	Interpreter services: <u>Services provided for the Spanish language. Arrangements will be made by contacting the City Secretary's office at the City Hall, 830-379-3212.</u>
<input type="checkbox"/>	Other resources: <u>Vital documents (environmental notices, citizen participation notices, and civil rights notices) will be published in English and Spanish.</u>

Language Assistance to be provided:	
<input type="checkbox"/>	Translation (oral and/or written) of advertised notices and vital documents for: <u>Arrangements will be made by contacting the City Secretary's office at the City Hall, 830-393-3105.</u>
<input type="checkbox"/>	Referrals to community liaisons proficient in the language of LEP persons <u>Available upon request, contact the City Secretary's office at the City Hall, 830-393-3105 for referral to community liaisons</u>
<input type="checkbox"/>	Public meetings conducted in multiple languages: <u>Arrangements for translator or interpreter will be made by contacting the City Secretary's office at the City Hall, 830-379-3212.</u>
<input type="checkbox"/>	Notices to recipients of the availability of LEP services: <u>Vital documents (environmental notices, citizen participation notices, and civil rights notices) will be published in English and Spanish.</u>
<input type="checkbox"/>	Other services: _____

Signature – Steve Parker – City Manager

See also: http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf