

**CITY OF CADILLAC
LIMITED ENGLISH PROFICIENCY PLAN**

I. Legal Basis and Purpose

This document serves as the plan for the City of Cadillac to provide to persons with limited English proficiency (LEP) services that are in compliance 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.

The LEP plan was developed to ensure meaningful access to grant programs and services for persons with limited English proficiency.

Who is a Limited English Proficient Person?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or LEP. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

II. Needs Assessment

The 4 Factors:

Factor 1 – The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.

The City of Cadillac used demographic information from the 2010 Census in preparation of this plan as it is the most current information regarding English proficiency. The Census Bureau indicates that the size of language groups other than English in the City is 3.4% of the total population. 1.4% of the population speak English less than “very well.”

Factor 2 – The frequency with which LEP individuals come in contact with the program.

Due to the small percentage of language groups other than English, the City of Cadillac has had very little contact with LEP persons in the course of business.

Factor 3 – The nature and importance of the program.

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services are needed.

The City of Cadillac serves a small percentage of LEP persons (3.4% in the region) and has limited funds available for LEP services. Providing translation assistance to LEP persons would be funded entirely from existing City operating funds and would compete with other operational requirements for funding. Given the small number of LEP people within the region and the City’s budget, it would be burdensome to produce written translations for the core of the City’s documents.

It is appropriate, however, for the City to provide translated summaries of core products as requested by LEP persons.

Factor 4 – The resources available and overall cost to the City of Cadillac

The federal LEP Guidance states *“A recipient’s level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, “reasonable steps” may cease to be reasonable where the costs imposed substantially exceed the benefits.”*

The City has a list of contact information for interpreters able to translate Spanish, Portuguese, Italian, French, and Brazilian. The City also has access to individuals fluent in sign language for deaf persons. This contact information is available at all departments.

Based on the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

III. Plan to Improve Language Assistance to LEP Individuals

Translation/Interpretive Services

1. Compile a list of City employees who are able and willing to assist LEP individuals in person or on the telephone with routine inquiries and those who need assistance to complete a form.
2. Compile a database of translation/interpretation service providers that can be hired when needed.
3. Include a statement that language assistance for community-outreach meetings is available with 48 hours notice in meeting invitations and announcements.

Evaluation of LEP Plan

4. Log and evaluate calls and correspondence received from those with LEP to determine if the City’s LEP plan is adequate to maintain compliance with non-discrimination laws, and to determine if the plan needs to be modified to accommodate increasing contacts from people with LEP.
5. Review the LEP plan periodically to ensure that it effectively meets the needs of the LEP community.

INTERPRETERS

Spanish:

Julie	775-9956	876-5700
Mary	775-2098	775-5023(ext. 8711)
James Stuart	824-6435	231-468-1584(sta. 700/729)
Kathy Petosky	775-5598	

Spanish/Portuguese/Italian/French:

Joe	389-0138	
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Brazilian/Portuguese/Spanish:

Barbara	779-0761	
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Deaf/Sign Language:

Holly	779-5293	231-206-7280 (cell)
Micki	775-0094	

