

Johnstown Senior Center

LIMITED ENGLISH PROFICIENCY PLAN

I. INTRODUCTION

This Limited English Proficiency (LEP) Plan, for Johnstown Senior Center (JSC) has been developed in response to federal requirements included under Section 601 of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), which provides that 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 financial assistance.”

Federal Executive Order No. 13166, issued in August 2000 by President Clinton, "Improving Access to Services for Persons with Limited English Proficiency," was created to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP..." President Bush affirmed his commitment to Executive Order 13166 through a memorandum issued on October 25, 2001, by Assistant Attorney General for Civil Rights, Ralph F. Boyd Jr., Loretta King, Acting Assistant Attorney General, further strengthened the enforcement of Title VI in a memorandum dated July 10, 2009.

As a sub-recipient of funds from the Federal Transit Administration (FTA), through the Colorado Department of Transportation (CDOT), Johnstown Senior Center has developed this LEP Plan to ensure compliance with Federal LEP regulations including the FTA LEP handbook “Implementing the Department of Transportation’s Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient Persons.” This plan includes an assessment of the limited English proficiency needs of our area, an explanation of the steps we are currently taking to address these needs, and the steps we plan to take in the future to ensure meaningful access to our transit programs for persons with limited English proficiency.

II. POLICY

It is the policy of Johnstown Senior Center to ensure that our programs and activities, normally provided in English, are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil right Act of 1964. The Johnstown Senior Center will, to the maximum extent feasible in its official deliberations and communications, community outreach and related notifications, provide appropriate alternative non-English formats to ensure LEP persons have access to information and services.

III. LIMITED ENGLISH PROFICIENCY NEEDS OF AREA

The Four-Factor Analysis developed by the FTA requires that Johnstown Senior Center evaluate the number and percentage of LEP persons in our area, and the nature, frequency and importance of the contact we have with LEP persons in providing transit services. Each of these elements is addressed below.

Number and Percentage of LEP Persons in Our Area

Johnstown's total population is 11,639 according to Data USA 2014. Of the total residents 9.6 % speak a non-English language: 900 individuals speak Spanish, 100 individuals speak German, and less than 50 who speak Laotian.

Prior Experiences with LEP persons

Johnstown Senior Center program is designed to enrich the adult population, 55 and older, by providing activities within and outside our facility. We provide transportation to and from center planned activities during our day trips, events such as: plays, shopping, sporting events, etc.

The Town of Johnstown has a 2040 Regional Transit Plan (RTP) in place, adopted Sept 3, 2015.

JSC is located in the Town of Johnstown's community center. The coordinator may have contact with a LEP person when they rent one of the community center rooms or need more information. They provide someone who can translate for them. JSC's program coordinator utilizes an outside source to translate necessary documents into Spanish.

Our nutritional lunch is another way our center makes contact with LEP's. There are several members of Johnstown Senior Center available to provide translation.

Formal boundaries

The Town of Johnstown encompass a land area of 13.8 sq. miles and a water area of 0.09 sq. miles. English is the highest concentration of spoken language, followed by Spanish, with a small percentage that speak Indo-European, Asian and Pacific Islander and other languages. Johnstown Senior center targets the 55 and older population.

Consult Other Sources

Centennial BOCES (Board of Cooperative Educational Services), provides educational services to participating school districts, and functions as the local education agency (LEA) for those services. Their services are limited to children from kindergarten through 12 serving students with limited English proficiency (LEP).

Johnstown-Milliken (RE-5J), is one of 5 district schools that provides ESL education to their students. Students help their parents and grandparents, who have limited English proficiency, to communicate.

High Plains Library District hosts at different locations ESL program for adults. These classes are called "English" and are geared towards adults and teens. The closest class is located at Lincoln Park Library in Greeley, CO. They provide a phone number and schedule of classes which provide one hour-long English lesson. Conversation, new vocabulary and grammar practice lessons are for new learners.

Community Organizations

There are no known community organizations within Johnstown providing instruction for adults who speak English as a second language. While talking to a local church which has a large percentage of Spanish speaking parishioners, they felt it would be a great opportunity for their church to provide classes.

Summary

Data shows a small percentage of individuals living in our community have limited English proficiency. The majority of whom speak Spanish, with a small portion speaking one of the following languages: German, Asian and Pacific Islander, or other. Classes are available through High Plains Library District.

Frequency and Importance of LEP Contact

Johnstown Senior Center does not provide public transit services. Therefore, the frequency that we are in contact with individuals who have a language barrier is minimal. Transportation is provided to participants who have signed up for events held outside the perimeter of Johnstown. These events include plays, concerts, training, etc.

Resources Available for LEP Outreach

JSC does not currently provide LEP services, nor do we have the budget for these services. Other measures that may be utilized would be High Plains Library District

IV. LANGUAGE ASSISTANCE PLAN

Language Assistance Measures

Johnstown Senior Center has one staff person, coordinator, who is in charge of all activities. The Coordinator has access to a English/Spanish translator, who provides written and verbal communication to LEP individuals.

Training staff

The following websites are available for LEP trainings.

http://www.fta.dot.gov/civilrights/title6/civil_rights_5102.html. "Providing Language Access for Persons with Limited English Proficiency".

<http://www.fhwa.dot.gov/hep/lowlim>. "How to Engage Low-Literacy and Limited English Proficient Populations in Transportation Decision Making".

Monitoring and Updating The LEP Plan.

Johnstown Senior Center coordinator will perform an annual study/survey to continually monitor and update their LEP plan. The coordinator will determine if the LEP plan needs to be updated. As we are a small center with one employee and our bus will be used to transport individuals to activities scheduled by the JSC the coordinator will determine if other services will need to be implemented. see

appendix A

Providing Notice to LEP Persons.

JSC will not use the bus for public transit. JSC will use the bus for transporting to and from events scheduled through our program. We will not reach out to other community organizations about public transit use.

JSC will provide information through our website, townofjohnstown.com, the community/senior bulletin board, local newspaper, and monthly newsletter.

Appendix A

**JOHNSTOWN SENIOR CENTER
Participants Information**

DATE _____

NAME _____

ADDRESS _____

TOWN _____ STATE _____ ZIP CODE _____

PHONE _____ CELL _____

CONTACT PERSON _____

RELATIONSHIP _____ PHONE _____

BIRTH DATE _____ PRIMARY LANGUAGE _____

INFORMATION FROM THIS FORM WILL BE SOLELY USED FOR JOHNSTOWN SENIOR CENTER AND IT PURPOSES