

Understanding LEP “Cheat Sheet”

1. What does LEP mean?

LEP means **Limited English Proficiency**. This is terminology used by the federal government to describe **individuals who do not speak English as a primary language** and have a limited ability to read, write, speak, or understand English. Language assistance may be required with respect to a particular type of service, benefit, or encounter.

2. Who is required to comply with LEP?

LEP is imposed on **federal agencies and recipients of federal financial assistance**. This includes, but is not limited to, grants, loans, or donations of federal property, the detail of federal personnel, the sale, lease, or permission to use federal property at little or no cost, and any other federal agreement, arrangement, or other contract which as one of its purposes the provision of assistance.

3. How is the LEP applied to city departments?

Federal laws, such as Title VI, Section 601 of the Civil Rights Act of 1964 and Executive Order 13166 of 2000, mandate that **recipients of federal financial assistance comply**. That includes city government.

4. What does the City’s LEP Policy cover?

The City’s LEP Policy will outline the **procedures and implementation for our internal LEP process**. The policy will also include an **LEP grievance process**.

5. What city departments are affected by the LEP Policy?

All city departments are directly or indirectly affected by the LEP Policy; however, any department that receives federal funding must be in compliance.

6. What are city departments expected to do?

Departments must take “reasonable steps to ensure meaningful access” as a starting point for serving limited English individuals based on the frequency of contact, nature or importance of the program, activity or service provided, and resources available. As a result, **City departments receiving federal funding are asked to send to Human Relations an outline or bulleted summary of programs or practices** that they have in place to overcome language barriers for customers or others with whom they do business.

7. Will departments receive training?

Yes. The Human Relations Department is responsible for administering the LEP program. The **Human Relations staff will also provide training to managers, supervisors, and staff, as needed**.