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Limited English Proficiency Policy Statement

It is the policy of the **City of Plattsburgh** not to discriminate against any person who is limited English proficient (LEP). In accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the **City of Plattsburgh** will take reasonable steps to provide LEP persons meaningful access to its programs and activities. This commitment applies to all of the **City of Plattsburgh's** federally conducted programs and activities.

The **City of Plattsburgh** hereby adopts a Language Access Plan (LAP) which articulates the **City of Plattsburgh's** responsibilities, policies, and strategies for providing language assistance services to LEP persons. The LAP applies to all **City of Plattsburgh** program areas and to all subdivisions. The **City of Plattsburgh** intends for the LAP to evolve as we learn more about the many interactions with LEP persons and groups, and as we gain experience in providing language assistance services.

Providing appropriate language assistance will require identifying critical points of interaction with the LEP public, assessing LEP communities particular language assistance needs, and determining, with specificity, how to ensure meaningful access for LEP persons. The **City of Plattsburgh** recognizes that many of these tasks are best addressed by the Department or Office, which often have more direct contact with the persons and communities requiring language assistance. The LAP is a general framework within which the Department or Office may develop more targeted solutions to the challenge of providing effective language assistance services. To spur the process, I direct each **City of Plattsburgh's** Department or Office to issue a memorandum:

- 1) emphasizing the importance of providing appropriate language-based access to the Department's or Office's programs and activities;
- 2) setting forth the Department's or Office's language access policy; and
- 3) assigning and naming managers and staff responsible for implementation.

The **City of Plattsburgh** is committed to implementing and using the LAP at all levels of the **City of Plattsburgh**. The **City of Plattsburgh** will require all managers, supervisors and employees to join in working to eliminate limited English proficiency as a barrier to meaningful access to the **City of Plattsburgh's** programs and activities.



Signature of Responsible Local Official

08/06/2021
Date