

Limited English Proficiency Policy Statement

It is the policy of the **Town of Pendleton** 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 **Town of Pendleton** will take reasonable steps to provide LEP persons meaningful access to its programs and activities. This commitment applies to all of the **Town of Pendleton's** federally conducted programs and activities.

The **Town of Pendleton** hereby adopts a Language Access Plan (LAP) which articulates the **Town of Pendleton's** responsibilities, policies, and strategies for providing language assistance services to LEP persons. The LAP applies to all **Town of Pendleton** program areas and to all subdivisions. The **Town of Pendleton** 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 **Town of Pendleton** 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 **Town of Pendleton'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 **Town of Pendleton** is committed to implementing and using the LAP at all levels of the **Town of Pendleton**. The **Town of Pendleton** will require all managers, supervisors and employees to join in working to eliminate limited English proficiency as a barrier to meaningful access to the **Town of Pendleton's** programs and activities.



Signature of Responsible Local Official

August 26, 2021

Date