



CHISOLM TRAIL METROPOLITAN PLANNING ORGANIZATION'S LIMITED ENGLISH PROFICIENCY PLAN

Adopted November 2024

Chisholm Trail Metropolitan Planning Organization
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Non-Discrimination Policy

It is the policy of the Chisholm Trail Metropolitan Planning Organization, under Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1968; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-aid Highway Act of 1973; Civil Rights Restoration Act of 1987; and other related authorities and regulations, that no person in the United States shall, on the basis of race, color, national origin, religion, sex, disability, age, or familial status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by Chisholm Trail MPO or its subrecipients. An individual has a right to file a complaint against the Chisholm Trail MPO if they believe the agency did not provide necessary services as appropriate. These complaints include those available under Title VI and the ADA. The Title VI Compliant form is available on the Chisholm Trail MPO website or by contacting the CDBG Coordinator at 580-616-7211 or kristen.day@enid.org. The ADA Complaint form is available on the Chisholm Trail MPO website or by contacting the ADA Coordinator at arasmuson@enid.org or 580-616-7242.

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Introduction

The key functions of MPOs include:

- a) the identification and evaluation of alternative transportation options;
- b) the preparation and ongoing development of transportation plans and programs, such as the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP);
- c) the use of Performance-based Planning and Programming (PBPP); and,
- d) the encouragement and fostering of public participation that is meaningful.

An MPO's role is to ensure comprehensive, coordinated and continuous transportation planning. The CTMPO works with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Oklahoma Department of Transportation (ODOT), the Northern Oklahoma Development Association (NODA), the Enid Public Transportation Authority (EPTA), local governments, the public and other stakeholders to prepare and develop transportation plans, programs, and policies.

1. Chisholm Trail's Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is developed every five years to include priorities over the next twenty-five (25) years. The MTP is a fiscally constrained plan that outlines future investments in multimodal improvements to support growth based upon the goals established by the Chisholm Trail MPO consistent with priorities established by Federal and Oklahoma laws and regulations.

2. Chisholm Trail's Transportation Improvement Program

The Transportation Improvement Program (TIP) is a cooperatively developed four-year plan outlining multi-modal transportation improvements and services to be implemented within the Metropolitan Planning Area (MPA). These improvements and services assist the Chisholm Trail MPO in achieving the goals of the MTP. Performance-based planning and programming is also part of the TIP.

3. Chisholm Trail's Unified Planning Work Program

Generally, the Unified Planning Work Program (UPWP) describes the proposed transportation planning activities to be conducted in the MPA during a fiscal year. The UPWP serves as the basis for requesting federal planning funds. It is also a management tool for scheduling, budgeting and monitoring planning activities. The UPWP outlines the scope and direction of all planning activities and specifies which program tasks will be completed.

4. Chisholm Trail's Public Participation Plan

The Public Participation Plan (PPP) sets the guidelines and standards for soliciting public comments on local transportation plans and programs. The plan includes descriptions of the public

participation tools to be utilized and the strategies and guidelines that are essential for meaningful public participation and a series of performance measures to be used to evaluate the effectiveness of the plan.

Limited English Proficiency Plan

1. Limited English Proficiency Plan Overview

Individuals who do not speak English as their primary language and who have limited ability to read, write, or understand English are considered persons with Limited English Proficiency or LEP persons. These LEP persons are entitled to language assistance from the Chisholm Trail MPO. Title VI of the Civil Rights Act requires that responsible steps are taken to provide meaningful access to the MPO's planning, policies, notices, plans, programs, meetings and activities.

2. Federal Requirements

Title VI explicitly prohibits discrimination on the basis of race, color and national origin in programs and activities that receive federal financial assistance.

Executive Order 13166, "Improving Access to Persons with Limited English Proficiency"¹ provides that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination prohibited by Title VI.

Executive Order 13166 requires federal agencies to examine the services they provide, identify any need for services for LEP person, develop and implement a system to provide these services so LEP persons can have meaningful access to them.

The meaningful access requirements of Title VI apply to the Chisholm Trail MPO and the MPO will ensure compliance in all its programs and activities. The MPO Title VI Coordinator will administer and monitor the Title VI non-discrimination program.

3. The Chisholm Trail MPO's Commitment

The MPO will take steps to ensure no LEP person is subjected to discrimination by the programs, services, or activities administered by the MPO or its recipients.

4. Definitions

The following definitions are used in this plan:

"Direct Language Communication" means a monolingual communication in a language other than English between a multilingual person and a person who is a LEP person.

¹ 65 FR 50121 (August 11, 2000)

“Interpretation” means the act of listening to a communication in one language and orally converting it into another language while retaining the same meaning. There are several types of interpretation, including simultaneous, consecutive, or sight.

“Language Assistance Services” means the oral and written language services needed to assist a LEP person to communicate effectively with the MPO and which allow a LEP person meaningful access to and equal opportunity to participate fully in the service, planning, activities and programs administered by the MPO.

“Limited English Proficient Person” means a person over the age of five for whom English is not their primary language and who has a limited ability to read, write or understand English. A LEP person may be competent in English for certain types of communication and not in others.

“Meaningful Access” means language assistance that results in accurate, timely, and effective communication, at no cost to the LEP person.

“Multilingual Person” means a person who has proficiency in reading, writing, speaking, or understanding at least one other language in addition to English and is able to assist a LEP person in that other language.

“Preferred or Primary Language” means the language that a LEP person identifies as their preferred language that they use to communicate effectively with others.

“Sight Translation” means an oral rendering of a written text into a spoken language by a multilingual person without changing the meaning based upon a visual review of the original text or document.

“Translation” means the replacement of a written text from one language into an equivalent written text in another language.

“TPB” means the Chisholm Trail MPO’s Transportation Policy Board.

“TTC” means the Chisholm Trail MPO’s Transportation Technical Committee.

“Vital Documents” mean paper or electronic written material that contain information that is critical for accessing the MPO’s programs or activities. Vital documents include: the Title VI complaint form and complaint process; Title II complaint form and process; notices of rights and notices advising LEP of the availability of free language assistance.

5. Limited English Proficiency Assessment

The following Four Factor Analysis set forth by the U.S. Department of Justice should be considered when developing and administering the Limited English Proficiency Plan:

- a. the number and proportion of LEP persons in the MPA;

- b. the frequency LEP persons come into contact with the MPO's programs, services or activities;
- c. the importance of the program, activities, and services to the LEP persons;
- d. the resources available to the MPO and the costs of these resources.

A. Factor One: the number and proportion of LEP persons

The first step is to review data to identify the LEP populations within the MPA. According to the most recent census and data, there are approximately 2,898 LEP persons in the MPA. The most common language spoken by LEP persons is Spanish. Only Spanish is spoken by more than 1,000 LEP persons within the MPA. Therefore, the MPO must translate vital documents into Spanish and the MPO has placed these documents on the MPO website in Spanish. The MPO will also place a translation of the notice of the right to free language assistance services on the MPO website in Spanish and Marshallese. The census data does not break out the Marshallese people so it is difficult to know how many Marshallese live in the MPA and how many are LEP persons. Upon request the MPO will provide a translation of the notice in other languages spoken within the MPA.

B. Factor Two: the frequency of encounters with LEP persons

The MPO to date has received no requests for language assistance and no LEP persons have contacted the MPO.

C. Factor Three: the importance of the services provided

The MPO programs use federal funds to plan for future transportation needs but does not include direct service or programs that require vital, immediate or emergency assistance. However, the MPO will ensure that all LEP persons have the opportunity to be involved through meaningful access in the transportation planning process including the development of the MPO's MTP, TIP, UPWP and other planning activities.

D. Factor Four: resources available and costs

The fourth factor weighs the preceding three factors to assess the needs of LEP persons within the MPA compared with the resources available to the MPO and the cost of providing them. In subsequent sections of this plan the strategies to be implemented will ensure language will not prevent LEP persons from participating with meaningful access in the MPO planning, meetings and activities.

10. Language Assistance Strategies

Spanish is the only language that requires language assistance. Language assistance will be provided for LEP persons through the translation of vital documents, which are posted on the MPO's website in Spanish.

A. Translation of Written Materials

In addition to the vital documents the MPO will also provide this plan on the MPO website in English and Spanish. Upon request executive summaries of other plans and policies will be placed on the MPO website in English and Spanish.

B. Oral Language Services

The MPO is developing the following oral language assistance services:

1. The MPO will provide a person fluent Spanish to provide direct language communication or interpretation to assist the MPO planner to communicate with LEP persons whose preferred language is Spanish.

2. A language ability survey will be developed by the MPO planner in order to create a database of volunteers that can provide direct communication or interpretation for LEP persons in their preferred language.

3. A translated notice about available language services will be provide to the schools and community-based organizations that serve LEP persons.

4. The MPO planner will utilize Census Bureau Language Identification Flash cards for LEP persons to identify their preferred language.

5. The MPO planner will develop and maintain a list of outside sources that can provide oral translation services.

C. Outreach and Engagement

The MPO Planner will use the following methods to inform LEP persons and other stakeholders, as well as the general public of available free LEP services:

1. Posting information at the front desk reception area at the Enid City Administration Building to alert LEP persons available direct language and interpretation services and that translations are available in Spanish on the MPO website.

2. The MPO Planner will place in the local newspaper an advertisement requesting translators of all languages spoken in the MPA to contact the MPO if they are willing to assist LEP persons.

D. Training

The MPO Planner and multilingual volunteers will receive training in the LEP policies and procedures.

E. Performance-based Assessments and Programming

1. The MPO Planner will keep track of each contact with a LEP person and complete a LEP Reporting Form that will be utilized by the MPO's TTC in assessing the effectiveness of the Plan provided. A copy of the LEP Reporting Form has been added at the end of this plan.

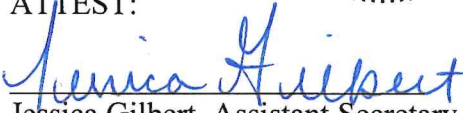
2. Periodic Review of the LEP contacts, will coincide with the evaluations of the Public Participation Plan and the Title VI Plan. Evaluation results and recommended changes will be shared with the MPO's TTC and TPB.

This plan was approved on November 13, 2024 for by the Chisholm Trail MPO's Transportation Policy Board.



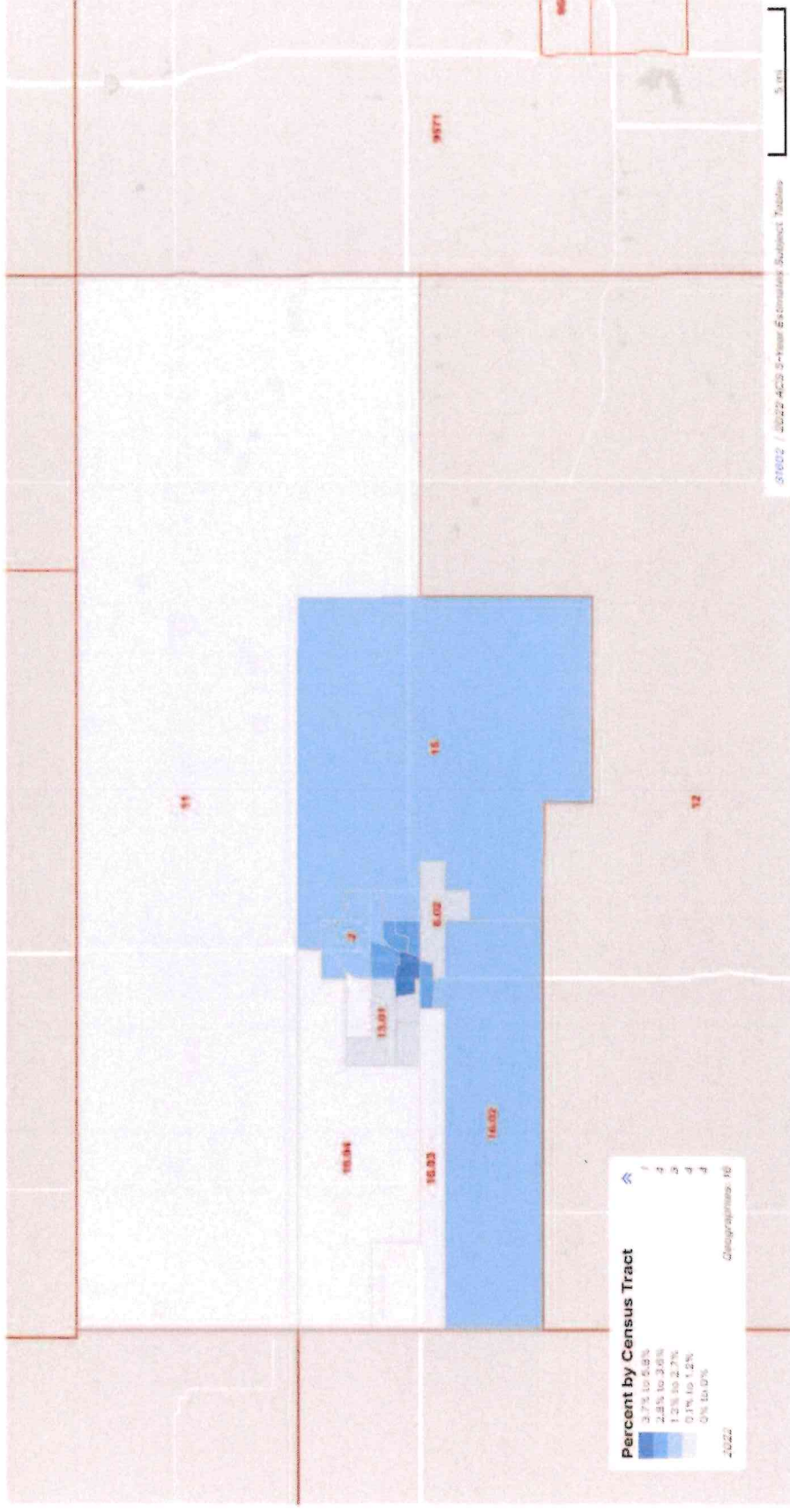

David M. Mason, Chairman

ATTEST:

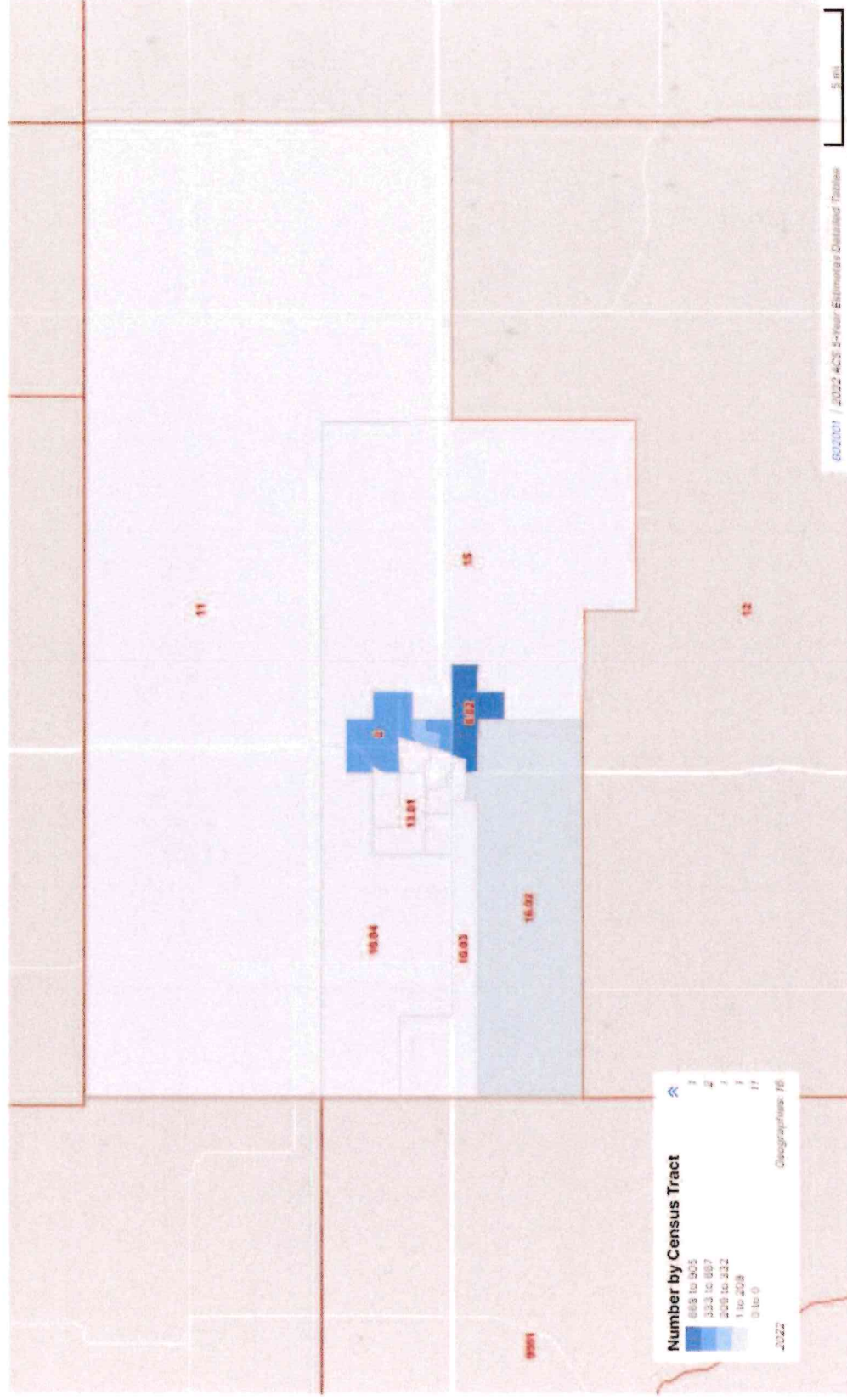

Jessica Gilbert, Assistant Secretary

Appendix A - Maps

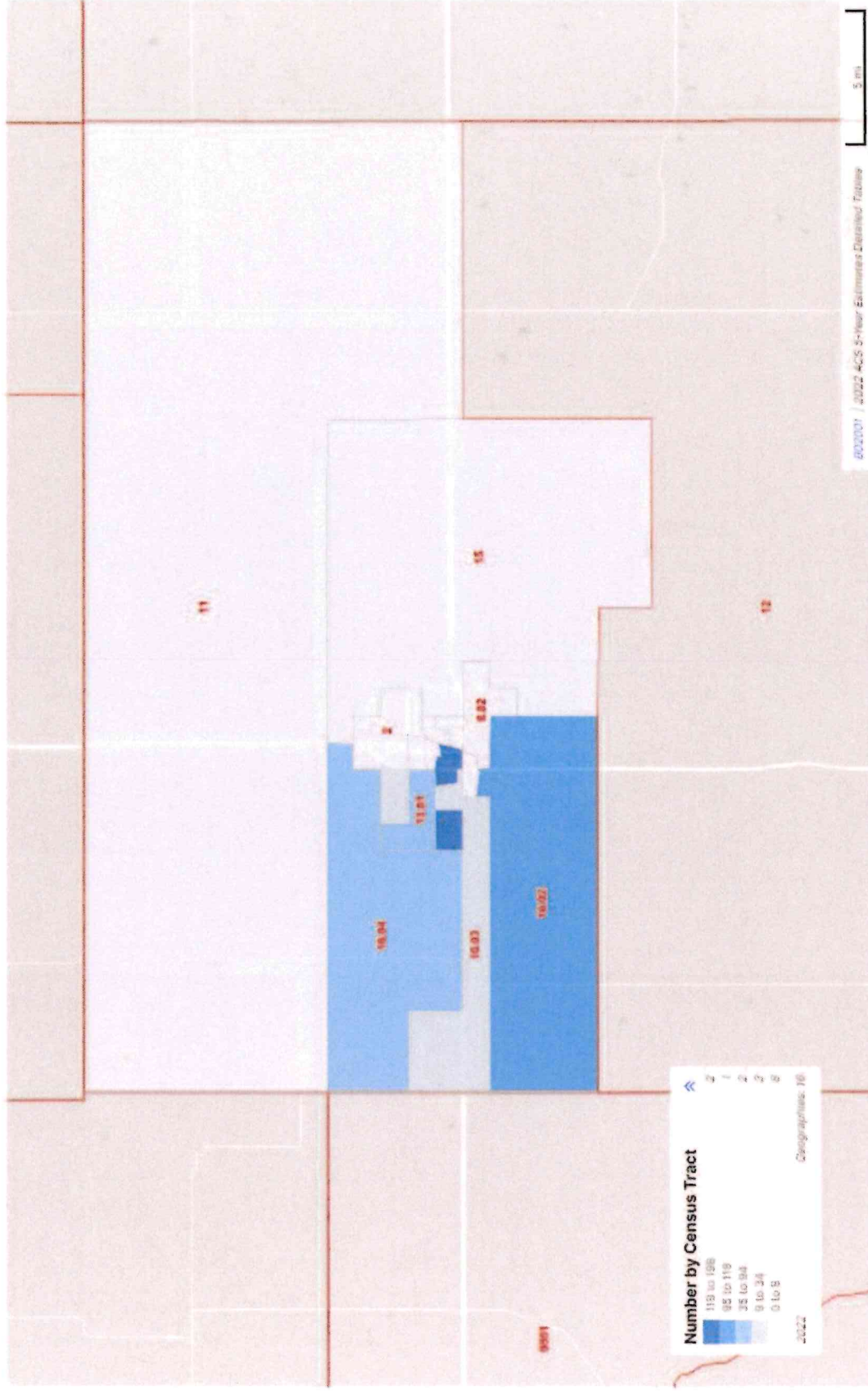
All households - Percent limited English-speaking households



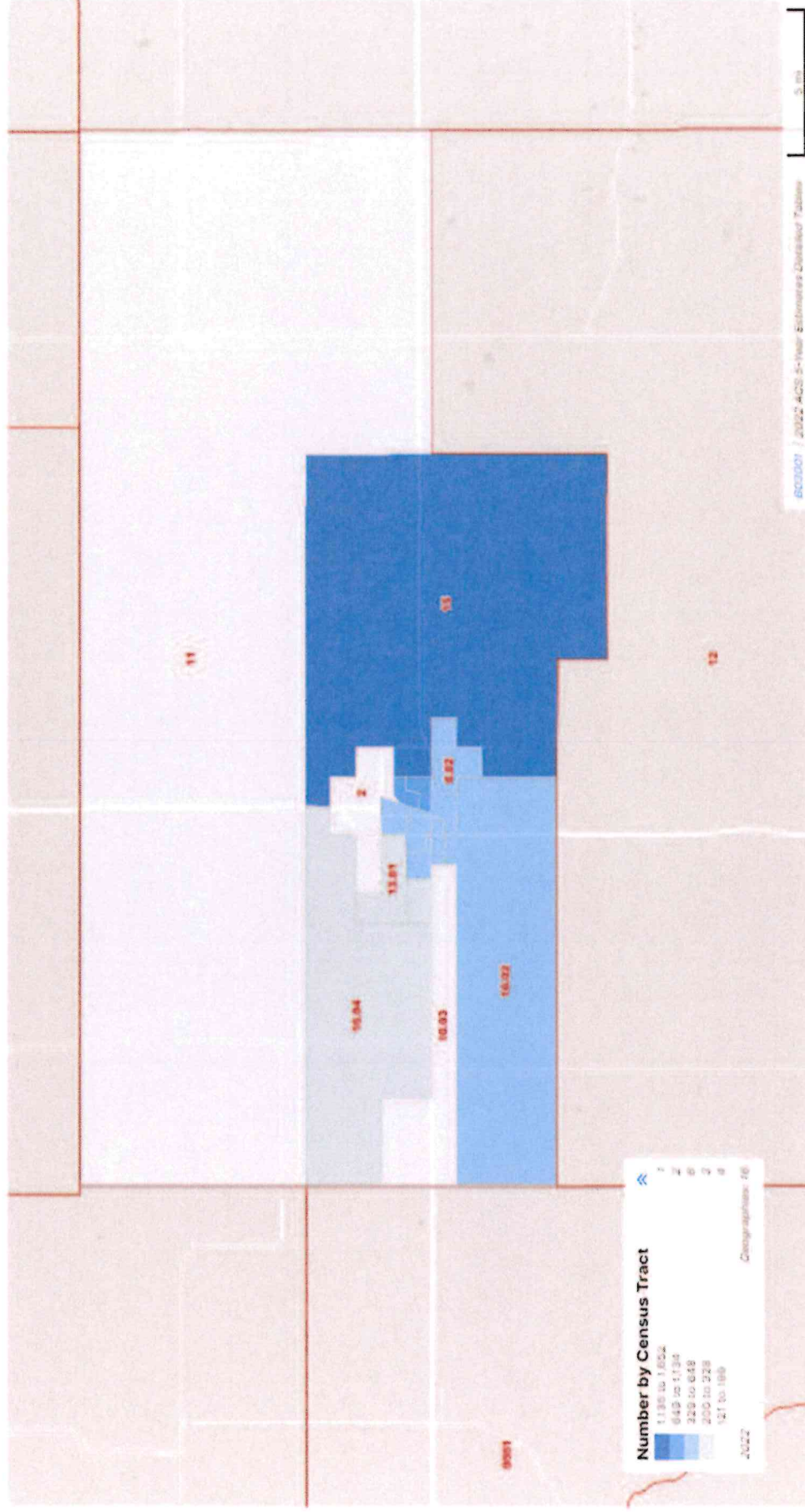
Native Hawaiian and Other Pacific Islander alone - Total:



Asian alone - Total:

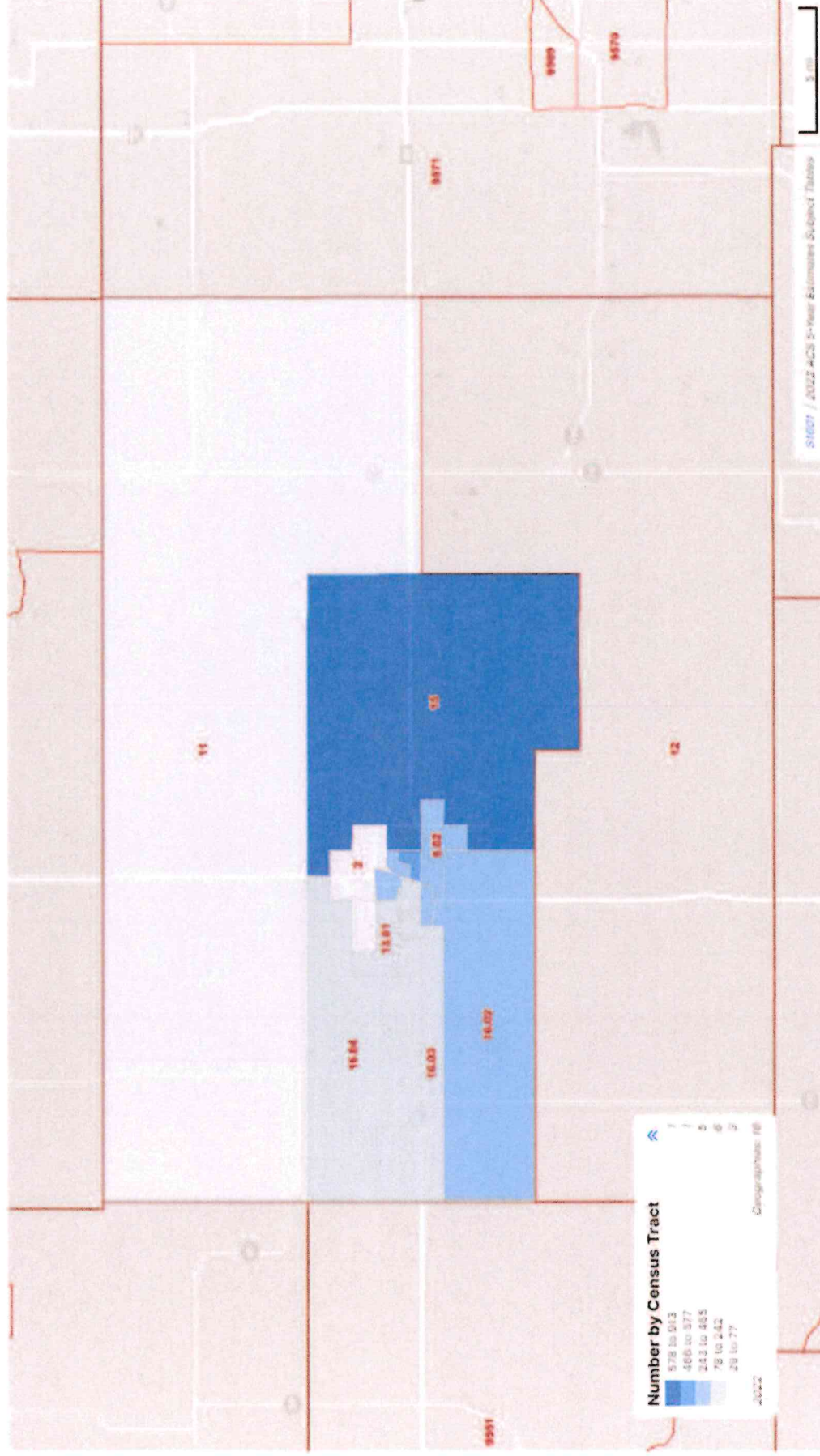


Hispanic or Latino: - Total:



[illegible]

Spanish - Total | SPEAK A LANGUAGE OTHER THAN ENGLISH | Population 5 years and over



LEP Reporting Form

The Limited English Proficient (LEP) Form is to be filled out when an LEP individual contacts the Chisholm Trail MPO for services or resources. The reporting information is vital for the Title VI program's reporting requirements.



Person Making Contact with LEP Individual _____ Time to Provide Service _____

Name of LEP Individual _____ Telephone _____

Preferred Language of the LEP Individual _____ Language Spoken _____

How did the LEP Individual contact you?

☐ Telephone ☐ In Person ☐ In Writing ☐ Online ☐ Other

If other, please explain: _____

Did the LEP person have assistance from some other person who spoke English? ☐ Yes ☐ No

If yes, please provide the following information:

| | |
|--------------------------------|--|
| Name | |
| Relationship to LEP Individual | |
| Telephone | |
| Email Address | |
| Address | |

Reason for contacting the Chisholm Trail MPO:

☐ Questions ☐ Request for Documents/Services ☐ Complaint ☐ Other

If other, please explain: _____

Service(s) Provided: ☐ Interpreter ☐ Translator ☐ Other

If other, please explain: _____

Service(s) Conducted By: ☐ MPO Planner ☐ Volunteer ☐ Other

If other, please explain: _____

Signature

Date