

**Limited English Proficiency (LEP) Guidance:**

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.
  - The frequency with which LEP individuals come in contact with these programs, services or activities.
  - The nature and importance of the program, service, or activity to people's lives and;
  - The resources available to the County and the likely costs of the LEP services.
1. Using census data, Nassau County has determined that LEP individuals speaking English less than well represent approximately 0.7% of the community. The County realizes that such statistical data can be outdated or inaccurate. Therefore, the County contacted local law enforcement, social services agencies and the local hospital to determine the proportion of LEP served by those entities. Spanish was reported to be the prevalent LEP language and an estimated 0.08% of calls for service for these agencies were in the Spanish language. Given this information, the County reasons that a relatively small portion of its service population are LEP speakers of Spanish.
  2. The County has received one request for translation or interpretation of its programs, services or activities into Spanish. The County has conducted community outreach at public events attended by Spanish speakers. There have been no requests for translation or interpretation at these events which indicates a very small percentage are LEP.
  3. The County defines access to its nondiscrimination policy and public meetings as essential and can be located on the County web site that provides electronic translation of all posted documents.
  4. The County will make arrangements to access appropriate interpretation services at no cost to the LEP person.

The analyses of these factors suggest that LEP services are not required at this time.

Therefore, the county has committed to the following:

- Maintain a list of translator services to provide interpretation services at no charge to the LEP person.
- Distribute this list to staff that regularly has contact with the public.
- Provide notification of the availability of LEP assistance in public meeting notices.
- Post *Google Translate* on the County web site.

The county understands that its community profile is changing and the four-factor analysis may reveal the need for more or varied LEP services in the future. As such, it will annually examine its LEP plan to ensure that it remains reflective of the community's needs.

Persons requiring special language services should contact the county's Title VI/Nondiscrimination Coordinator:

Name: Ashley Metz, HR Director  
Nondiscrimination Coordinator  
Address: 96135 Nassau Place, Suite 5  
Address: Yulee, Florida 32097-8635  
Email: [ametz@nassaucountyfl.com](mailto:ametz@nassaucountyfl.com)  
Phone: 904-530-6075  
Fax: 904-321-5797  
Hearing Impaired: 7-1-1 or 1-888-447-5620

### **Public Involvement:**

To plan for efficient, effective, safe, equitable and reliable transportation systems, the county must have the input of its public. The county spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The county holds several transportation meetings, workshops and other events designed to gather public input on project planning and construction. Further, the county attends and participates in other community events to promote its services to the public. Finally, the county is constantly seeking ways of measuring the effectiveness of its public involvement.

Persons wishing to request special presentations by the city/county; volunteer in any of its activities or offer suggestions for improvement of city/county public involvement may contact:

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Nondiscrimination Coordinator  
Address: 96135 Nassau Place, Suite 5  
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Email: [ametz@nassaucountyfl.com](mailto:ametz@nassaucountyfl.com)  
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### **Data Collection:**

Federal Highway Administration regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The county accomplishes this using census data, American Community Survey reports, Environmental Screening Tools (EST), its community development department and other methods. From time to time, the county may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the county with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the county will always be voluntary and anonymous. Moreover, the county will not release or otherwise use this data in any manner inconsistent with the federal regulations.

### **Assurances:**

Every three years, or commensurate with a change in county executive leadership year, the county must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the county's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the county may be held liable for breach. The public may view the annual assurance on the county's website or by visiting the county's offices.

Revised: June 19, 2019