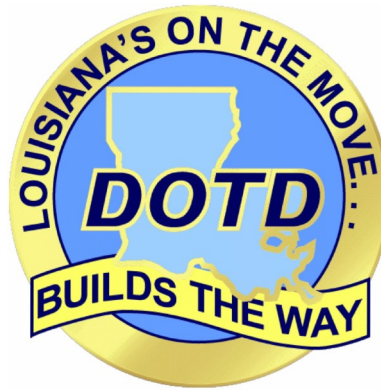


WHO IS A LEP PERSON?

A Limited English Proficient (LEP) person does not speak English as his or her primary language, and has a limited ability to read, write, or understand English.



Notice

LIMITED ENGLISH PROFICIENCY GUIDELINES

The Compliance Programs Office has developed Limited English Proficiency Guidelines to ensure meaningful access to agency programs and services for persons with Limited English Proficiency (LEP). The LEP Guidelines are effective January 1, 2007. These guidelines are a tool to assist the Department in providing services to persons whose primary language is not English and who may have difficulty with reading, speaking, or understanding English. If you have questions about the guidelines, or if you would like to schedule training, please contact the Compliance Programs Office at (225)379-1382.

**LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT**

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LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT

LIMITED ENGLISH PROFICIENCY

**TITLE VI
CIVIL RIGHTS ACT OF 1964**



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WHAT IS TITLE VI?

Title VI is a part of the Civil Rights Act of 1964 that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance. A federally assisted program cannot on the basis of race, color, or national origin, either directly or through contractual means:

- deny program services, aids or benefits;
- provide a different service, aid or benefit or provide them in a manner different than they are provided to others or;
- segregate or separately treat individuals in any manner related to the receipt of any service, aid, or benefit.



LIMITED ENGLISH PROFICIENCY (LEP)

STATEMENT OF COMMITMENT

The State of Louisiana, Department of Transportation, (LADOTD) will effectuate the provisions of Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR) part 21, 23 CFR section



200, Executive Orders (EO) and other applicable directives. These authorities provide that no person in the United States shall, on the grounds of

race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination in LADOTD programs and activities.

As a recipient of federal-aid funding, LADOTD is committed to non-discrimination in all its programs and activities whether or not those programs and activities are federally funded. This guidance clarifies LADOTD's fulfillment of responsibilities to limited English proficient persons, pursuant to Executive Order 13166, titled "Improving Access to services for persons with Limited English Proficiency." LADOTD will take reasonable steps to ensure meaningful access to the agency's programs, activities, services, and information that are normally provided in English

are accessible to LEP persons. Failure to ensure that LEP persons can effectively participate in federally assisted programs and activities may violate the prohibition against national origin discrimination in Title VI of the Civil Rights Act.

The key to providing meaningful access to LEP persons is to ensure that LEP beneficiaries can communicate effectively and act appropriately based on that communication. The Department will ensure that every manager, supervisor, employee and sub-recipient of federal-aid funds administered by LADOTD takes reasonable steps to ensure meaningful access to LADOTD recipients' programs and activities. Where possible, every district and division will collect and maintain demographic statistics on persons who participate in their programs and services.

Allegations of discrimination will be brought to the immediate attention of the Compliance Programs Office.

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