
CALIFORNIA HIGH-SPEED RAIL AUTHORITY

POLICY

POLI-1088

TITLE: Limited English Proficiency Policy

POLICY

It is the policy of the California High-Speed Rail Authority (Authority) to communicate effectively and to provide meaningful access to Limited English Proficient (LEP) individuals to the Authority's programs, services, and activities.

Where appropriate, the Authority may provide free language assistance services to potentially affected LEP individuals or when an LEP individual so requests.

Language assistance may be provided through a variety of methods, including but not limited to Interpretation (verbal) and/or Translation (written) of vital text or a summary of that vital text.

The Authority's commitment to Limited English Proficiency nondiscrimination is consistent with Title VI of the Civil Rights Act of 1964 ([42 U.S. Code 2000d et seq.](#)) and related requirements.

PURPOSE

The purpose of the LEP Policy is to reinforce the Authority's commitment to comply with state and federal requirements regarding nondiscrimination on the basis of national origin and ensure LEP persons are provided meaningful access to Authority programs and services that are normally provided in English.

This policy serves in conjunction with the Authority’s [POLI-1059: Bilingual Services Policy](#) to ensure compliance with the [Dymally-Alatorre Bilingual Services Act](#).

APPLICABILITY

This policy applies to all Authority employees (i.e., state staff) and to the Authority’s integrated team, per contract-specific requirements (herein collectively referred to as “Authority Staff”).

BACKGROUND

This policy updates the POLI-SB-04: Limited English Proficiency Policy approved and adopted in 2012.

TERMS AND DEFINITIONS

Below are key terms that pertain to the purpose of this policy:

Term	Definition
Interpretation	The act of listening to spoken words in one language (the source) and orally repeating the words in another language (the target).
Limited English Proficiency (LEP)	A term that refers to a person who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.
Translation	The replacement of written text from one language into an equivalent written text in another language.

ROLES AND RESPONSIBILITIES

Below are roles and responsibilities of Authority Staff within the Title VI Program for LEP:

Authority Title VI Coordinator/Language Access Coordinator

- Oversees and administers the Title VI Program, inclusive of LEP;
- Reports directly to the CEO; and
- Serves as the main point of contact for LEP related inquiries.

Authority Small Business/Title VI Program Manager

- Oversees the day-to-day operations of the Title VI Program inclusive of LEP;
- Oversees the Small Business Program as the Small Business Advocate; and
- Directs Authority programs to initiate self-assessment to determine what types of contact the Authority has with the LEP population in order to provide meaningful access.

Title VI Program Manager

- Provides technical expertise and support to the Authority;
- Reviews required reports and procedures for regulatory agencies;
- Manages and implements the LEP Program;
- Ensures policy directives include LEP requirements and that program procedures have built-in safeguards to prevent LEP discrimination;
- Reviews and approves LEP information for public dissemination, where appropriate; and
- Provides guidance and technical assistance to program staff to prevent LEP problems or discriminatory practices.

Title VI Technical Associate

- Provides support to the Title VI Program;
- Provides technical expertise and support to the Authority;
- Prepares required reports and procedures for regulatory agencies;
- Implements the Title VI Program;
- Provides support for the day-to-day activities of the Title VI Program; and
- Assists program personnel to proactively implement LEP measures to ensure meaningful access for LEP individuals to the Authority's programs and activities.

Regional Outreach Personnel

- Develops a working knowledge of the LEP Program policy, practices, and procedures including LEP methods of achieving meaningful access to the programs, services, and activities for LEP individuals;
- Ensures subconsultants are aware of the Authority's LEP Program policy, practices, and procedures including LEP methods of achieving meaningful access to the programs and services for LEP individuals; and

- Provides project information in multiple medias, such as newspapers and other publications, in languages understood by LEP community groups, as appropriate to the project activities and services.

SUPPORTING DOCUMENT

- Title VI Civil Rights Program Plan

The Title VI Civil Rights Program Plan (Program Plan) provides guidance related to the implementation of the Authority’s nondiscrimination compliance measures. It also provides examples of necessary reporting and documentation used to meet state and federal requirements.

SOURCES OF AUTHORITY

The laws, regulations, and direction for this policy are cited in the following:

- [Dymally-Alatorre Bilingual Services Act \(California Government Code Sections 7290-7299.8\)](#);
- [Presidential Executive Order 13166](#); and
- [Title VI of the Civil Rights Act of 1964 \(42 U.S. Code 2000d et seq.\)](#).

REFERENCES

Authority Document Control Number	Document Title
POLI-1059	Bilingual Services Policy
PLAN-1014 (Pending Approval)	Title VI Civil Rights Program Plan

CONTACT

For questions regarding this document, please contact the Title VI Coordinator at: TitleVICoordinator@hsr.ca.gov.