

Limited English Proficiency (LEP)

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:

- **Factor 1**

The number or proportion of LEP persons eligible to be served or likely to be encountered by the Town's programs, services or activities.

The Town of Davie utilizes data provided by the United State Census Bureau to determine the percentage of LEP individuals in the local community. The Town realizes that such statistical data can be outdated or inaccurate. Therefore, the Town utilizes other sources of information such as, but not limited to law enforcement, social services agencies and the school board to determine the proportion of LEP served by those entities.

- **Factor 2**

The frequency with which LEP individuals come in contact with these programs, services or activities.

The Town provides provisions to accommodate LEP individuals. Data is to be collected on an annual basis on the amount of requests received for translation or interpretation of Town programs, services, and activities. The collected data will be used to estimate the percentage of LEP individuals in the community and the most prominent languages.

- **Factor 3**

The nature and importance of the program, service, or activity to people's lives;

The Town believes transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. The Town will continually develop and update information in the most prominent foreign languages including, but not limited to community bus schedules, advertised Town special event, public meetings and nondiscrimination and accessibility-oriented policies.

- **Factor 4**

The resources available to the Town and the likely costs of the LEP services.

The South Florida Education Complex (SFEC) is located in the Town of Davie, which proves as a valuable resource to the Town. The SFEC encompasses Nova Southeastern University (NSU), Broward College (BC), Florida Atlantic University (FAU), and the University of Florida (UF). Furthermore, there are a number of local nonprofit agencies that have the ability to assist with language services.

Current analyses of these factors suggest LEP services are not required at this time. Therefore the Town has committed to the following:

- Maintain a list of employees who competently speak other languages and who are willing to provide translation and/or interpretation services.
- Distribute this list to staff that regularly has contact with the public.
- Provide notification of the availability of LEP assistance in public meeting notices and on public involvement event signage.
- Continue to translate essential documents into Spanish and Creole.

As the Town's community profile continues changing, the constant analysis of the four factors may reveal the need for more or varied LEP services in the future. As such, the Town will annually examine its LEP plan to ensure it remains reflective of the community's needs.

Persons requiring special language services should contact the Town's Title VI/Nondiscrimination Officer:

Macciano K. Lewis, Assistant Town Administrator
Title VI Coordinator
6591 Orange Drive
Davie, FL 33314
Office: (954) 797-2099
Fax: (954) 797-1182
mlewis@davie-fl.gov

Public Involvement

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the Town values input from the public. The Town spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The Town holds a variety of public meetings, workshops and other events designed to gather public input on project planning and vision of the Town. Furthermore, Town staff attends and participates in other community events to promote its services to the public.

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

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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 Town of Davie accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its community development department and other methods. From time to time, the Town 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 city/county with improving its targeted outreach and measures of effectiveness. Self identification of personal data to the Town of Davie will always be voluntary and anonymous. Moreover, the Town of Davie will not release or otherwise use this data in any manner inconsistent with the federal regulations.