

Subrecipient Monitoring Tool

for Limited English Proficiency Plan (LEP)

The City of Lompoc requires its recipients of federal financial assistance such as the city's CDBG Human Service Grant to have an established Limited English Proficiency Plan (LEP).

A LEP is a document that outlines how an agency will provide meaningful access to services and programs for people who do not speak English. Per Lompoc's demographics, the minimum language requirement is for the English and Spanish.

A Limited English Proficiency Plan (LEP) will contain the following concepts and be part of the agency's written policy:

1. Agency will serve all persons equally including those who speak English or Spanish.
2. Agency will have a staff person on site who speaks English and Spanish.
3. Agency will train English speaking staff to direct Spanish speaking client to Spanish speaking staff.
4. Agency will translate all brochures, pamphlets and client intake forms to English and Spanish.
5. Agency will have program material in English and Spanish on website.
6. Agency will post contact information for clients who feel they have been discriminated against based on race, color, national origin, religion, sex, disability, or familial status. This includes refusing to provide reasonable accommodations to persons with disabilities. (Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability in all programs, services, and activities of local governments.)

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