

NB 230-15-4 EOP – Chief’s Transmission of State Limited English Proficiency (LEP)

National Bulletin: 230-15-4 **Date:** October 20, 2014
Subject: EOP - Chief’s Transmission of State Limited English Proficiency (LEP) Implementation Plan

Purpose. To transmit the NRCS LEP action plan for State implementation.

Expiration Date. July 30, 2015

Background. Departmental Regulation 4300-005, “Prohibition Against National Origin Discrimination Affecting Persons With Limited English Proficiency in Programs and Activities Conducted by USDA,” established the policies and procedures for ensuring that persons with LEP have meaningful access to programs and activities conducted by USDA. The NRCS LEP plan and policy statement establish agency policy for compliance and actions to be taken to ensure LEP individuals meaningful access to agency programs and services. The NRCS LEP plan and policy statement may be viewed at <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/about/civilrights/?cid=stelprdb1044879>.

Explanation.

The following chart outlines the required responsibilities, actions, and timeframes that State Conservationists have for LEP plan implementation.

Responsibility	Action	Due Date
Select and appoint a State LEP Program coordinator	Submit the name and contact information to Civil Rights Division (CRD) of the State LEP Program coordinator.	November 30, 2014
Demographic analysis for LEP services	Formulate listing of the top 3 to 5 concentrated LEP groups in the State within the last 3 years; submit to CRD.	November 30, 2014
Report LEP services provided by State (utilizing the attached template)	Consolidate State listing of LEP services provided, and submit data to CRD via State biannual civil rights report. See attached template to be utilized in all field offices for recording LEP contacts and services.	Biannual submission with required civil rights performance report
Record declined LEP services	Complete attached release form for declined LEP services. See attached form; the form may be accessed at the following link: 'Release'.	Not Applicable

Contact. If you have any questions, contact Elvin Gant, Equal Opportunity Specialist, NRCS Civil Rights Division, at (301) 504-2173, or by email at Elvin.Gant@wdc.usda.gov.

/s/

Jason A. Weller
Chief

[Attachment A](#)
[Attachment B](#)