

Language Access Plans and Four Factor Analysis

Language Access Plans (LAP) can be developed to support Title VI - Civil Rights Act of 1964 that ensures that people with limited English proficiency (LEP) have meaningful access to Federally Assisted programs.

DD Councils can use the four-factor analysis to analyze their own processes including but not limited to sub-grantee project work, dissemination of communications and vital documents and strategies for community engagement.

Brief Outline of the Four Factors

Factor 1 - Number & Proportion of LEP in Service Area

Factor 2 - Frequency with LEP persons (review of programs, activities and services)

Factor 3 - Importance of program services/activities to the LEP persons

Factor 4 - Resources available and costs (determine additional needs, analyze budget, develop cost-effective strategies)

The links below can assist Councils in obtaining data for the Four Factor Analysis.

USDA Rural Development Civil Rights | USDA Rural Development

<https://www.rd.usda.gov/about-rd/offices/civil-rights>

[Example of a Rural Development Limited English Proficiency \(LEP\) Communication Plan](#)

U.S. Census Bureau

<https://www.census.gov/>

Census Tract Reference Map

2020 Census – Select your State

<https://www.census.gov/geographies/reference-maps/2020/geo/2020pl-maps/2020-census-tract.html>

Limited English Proficiency website

Executive Order 13166

<http://www.lep.gov/13166/eo13166.html>

LEP Mapping Tools - *Mapping LEP Populations in Your Community*

1) Language Map App

<https://www.lep.gov/maps>

The Civil Rights Division's Language Map App is an interactive mapping tool that helps users find out the concentration of and languages spoken by LEP individuals in a

community. Click on your state or county to identify the number or percentage of LEP persons, download language data, or visually display LEP maps for presentations.

2) Commonly Asked Questions on LEP Mapping and Tools

<https://www.lep.gov/commonly-asked-questions>

For more information...

[Developing a Language Access and Assistance Plan: What DD Councils Should Know](#)