

BALTIMORE METROPOLITAN PLANNING ORGANIZATION

**BALTIMORE REGIONAL TRANSPORTATION BOARD
RESOLUTION #08-8**

**APPROVAL OF THE 2007 LIMITED ENGLISH PROFICIENCY PLAN FOR THE
BALTIMORE METROPOLITAN PLANNING ORGANIZATION**

WHEREAS, the Baltimore Regional Transportation Board (BRTB) is the designated Metropolitan Planning Organization for the Baltimore region, and includes official representatives of the cities of Annapolis and Baltimore, the counties of Anne Arundel, Baltimore, Carroll, Harford, and Howard, and the Maryland Department of Transportation, the Maryland Department of the Environment, and the Maryland Department of Planning; and

WHEREAS, the Baltimore Regional Transportation Board as the Metropolitan Planning Organization for the Baltimore region, has responsibility under the provisions of the Safe, Accountable, Flexible, Efficient, Transportation Equity, Act: A Legacy for Users for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area; and

WHEREAS, Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance, and Presidential Executive Order 13166 requires recipients of federal funds to assess, monitor, and address the needs of Limited English Proficiency (LEP) individuals seeking assistance.

WHEREAS, the Baltimore Regional Transportation Board, in accordance with “US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency Persons”, has conducted a four-factor analysis in determining the “reasonable steps” the BRTB must take to ensure meaningful access to the information and services it provides.

WHEREAS, this four-factor analysis and corresponding policy is included in the 2007 Limited English Proficiency Plan for the Baltimore Region; and

WHEREAS, opportunities for public comment were provided, including regularly scheduled Baltimore Regional Transportation Board and Citizens Advisory Committee meetings open to the public, and a 30-day public comment period with respect to the Draft Limited English Proficiency Plan. Additionally the document was available online in HTML format that allows use of the free Babel Fish software for translation into 12 other languages; and

NOW, THEREFORE, BE IT RESOLVED that the Baltimore Regional Transportation Board, after all comments were duly considered, approves the 2007 Limited English Proficiency Plan for the Baltimore region.

I HEREBY CERTIFY that the Baltimore Regional Transportation Board, as the Metropolitan Planning Organization for the Baltimore region, approved the aforementioned resolution at its November 27, 2007 meeting.

Date

Carl Balser, Chairman
Baltimore Regional Transportation Board

LEP Plan Fact Sheet

Background: Limited English Proficiency (LEP) is a term used to describe individuals who are not proficient in the English language.

Federal law: Title VI of the Civil Rights Act of 1964 - National Origin Discrimination Against Persons with Limited English Proficiency, and (Presidential) Executive Order 13166.

Determining the Need: As a recipient of federal funding, the Baltimore Regional Transportation Board must take reasonable steps to ensure meaningful access to the information and services it provides. In determining “reasonable steps” there are four factors to be considered:

1. The number and proportion of LEP persons in the eligible service area;
2. The frequency with which LEP persons come in contact with the program;
3. The importance of the service provided by the program; and
4. The resources available to the recipient.

Response to Four-Factor Analysis: Based on the current low levels of residents with LEP in the Baltimore region and the limited interaction with the BRTB, a full LEP plan is not necessary at this time. However, engaging the diverse population within the region is important and therefore the BRTB is committed to providing limited services to the LEP population. Key actions are outlined below.

- An Executive Summary for the following key documents will be made available in Spanish: a) Long-range transportation plan (Draft plan and final); b) Short range transportation program (final).
- The BRTB will provide limited oral language services to Spanish-speaking LEP individuals.
- An annual review of this LEP plan will coincide with the annual public review of the Public Participation Plan .
- As a recipient of federal financial assistance, the BRTB is putting in place a Title VI complaint procedure.