

OahuMPO Language Access Plan

1. The OahuMPO's Community Planner will be designated as OahuMPO's Language Access Coordinator.
2. The OahuMPO is committed to providing oral language services in a timely and competent manner as well and to offer written translation of vital documents into the primary language of LEP persons.
3. The following "four-factor" analysis will be implemented to determine meaningful access:
 - *The number or proportion of persons with Limited English Proficiency ("LEP") to be served or served in the eligible service population.* For determining the population of persons with LEP, the OahuMPO will use the U.S. Census Bureau Language Use data for "Language Spoken at Home" and "Speak English less than very well."
 - *The frequency with which persons with LEP come in contact with the services, programs, or activities of OahuMPO.* The OahuMPO conducts public outreach as part of transportation planning. Contact with persons with LEP is not common but it may occur during periods of public outreach and comment period during major plan updates and planning studies.
 - *The nature and importance of the services, programs, or activities.* The OahuMPO does not provide direct transportation services to individuals nor manage the design or construction of transportation projects. However, it is responsible for information on how Federal transportation funds will be expended which directly affects all members of the public. It is important for the needs and desires of persons with LEP to be heard in this planning process. The planning process is often the first of multiple points of contact and opportunities for public input in the project development process.
 - *The resources available to the recipient and the cost for two types of assistance service -oral (interpretation) and written (translation).* The OahuMPO can provide both written and oral assistance services, upon request, but the OahuMPO does not have the resources to translate all documents and provide translation serves at all public meetings as a regular course of business. It will provide, upon request, translations of its major documents. Led by the language access coordinator, it will review its documents and determine which ones are vital documents. If there is a consistent need for translations, it will consider additional appropriate measures to serve the language access needs of those persons. To address immediate needs, it will use the resources provided by the Hawai'i Office of Language Access to identify the need for interpretation in one of 22 languages that are likely to be the primary languages spoken by people with LEP in the island. It will also survey staff and create a volunteer OahuMPO

Bilingual staff among those who are willing to help with interpretation. It will refer to the HDOT Language Access plan's list of service providers if it needs to hire an outside interpreter to provide meaningful access. It will prioritize using the services of those in the State Procurement list with the assumption that these vendors have been vetted.

4. *Informing the public about their rights.* The OahuMPO will be responsible for informing the public of the right to free language assistance in their spoken language. Language identification cards or posting signs in public areas can be used to provide such notice.
5. *Training and capacity building.* All staff members with direct roles in implementing all or any part of this Plan shall be trained. The Language Access coordinator shall facilitate needed training in coordination with the State Office of Language Access, the HDOT and/or the FHWA. Implementation procedures and protocols shall also be developed and updated to ensure that standards of language assistance need are consistently met.
6. *Accountability and reporting.* Language access will be monitored and reported on as part of regular Title VI compliance review. The Plan will be reviewed annually as part of OahuMPO's Title VI Plan updating.