

IV. STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the “I Speak” cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

V. TRANSLATION OF DOCUMENTS

The City of Calhoun weighted the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time, it is an unnecessary burden to have any documents translated.

Due to the very small local LEP population, The City of Calhoun does not have a formal outreach procedure in place, as of 2016. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the City of Calhoun will consider the following options:

- When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

VI. MONITORING

Monitoring and Updating the LEP Plan – The City of Calhoun will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from new U.S. Censuses become available, or when it is clear that higher concentrations of LEP individual are present in the City of Calhoun, Missouri’s service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether The City of Calhoun’s financial resources are sufficient to fund language assistance resources needed.