

Resolution 2025-637

A RESOLUTION ADOPTING A TITLE VI
LIMITED ENGLISH PROFICIENCY POLICY
FOR THE TOWN OF WALDEN

WHEREAS Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or other federal financial assistance; and

WHEREAS the U.S. Department of Justice, pursuant to Executive Order 13166, has issued policy guidance to improve access to federally conducted programs and activities and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency; and

WHEREAS under the Rules of the Tennessee Human Rights Commission, Chapter 1500-01-03 Title VI Compliance Program, recipients and subrecipients of federal financial assistance including local and county governments must have a Title VI implementation plan that includes a Limited English Proficiency (LEP) policy, among other required components; and

WHEREAS the Town of Walden is a subrecipient of federal funds through various grant programs; and

WHEREAS the Town of Walden strives to remain in compliance with Title VI requirements and makes it a goal to ensure residents, citizens, employees, and contractors of the town have equal access to its services, facilities, and employment opportunities regardless of race, color, national origin, or English proficiency;

BE IT RESOLVED that the Town of Walden Title VI Limited English Proficiency Policy is hereby adopted as an official policy of the Town of Walden;

BE IT FURTHER RESOLVED that the Title VI Coordinator and Town administrator shall be responsible for implementing the LEP policy;

FINALLY, BE IT RESOLVED that this resolution and the LEP policy shall go into effect immediately upon passage, the public welfare requiring it.

11/7/2025

Yea: 3

Nay: 0



Mayor Lee Davis



Recorder Stacy Stewart

Limited English Proficiency Plan

**Town of Walden
Title VI Compliance Officer
Mariah Prescott, Town Administrator
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This *Limited English Proficiency Plan* has been prepared to address the Town of Walden's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. Walden has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to city services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How Town of Walden staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All Walden staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the town sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

Language Assistance Measures-Although Walden contains a very low percentage of LEP individuals, that is, persons who speak English “not well” or “not at all”, it will strive to offer the following measures:

1. Walden staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
 - Volunteer interpreters for the Spanish language will be provided within a reasonable time period.
 - Language interpretation will be accessed for all other languages through a telephone interpretation service.

DISSEMINATION OF WALDEN LEP PLAN

- Post signage at Town Hall notifying LEP persons of the LEP Plan and how to access language services.

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.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.