



**PROFESSIONAL ISSUE COMMITTEE
OUTLINE AND BIBLIOGRAPHY OF LEP RESOURCES
April 23, 2012**

I. RESOURCES FOR DEVELOPING YOUR POLICIES, PROCEDURES AND IMPLEMENTATION STRATEGIES

The U.S. Department of Justice Federal Civil Rights Division's Coordination and Compliance Section recommends the first two following links. In August, 2011, the Compliance Section published a guidance document in response to common language access questions it received.

A. Plans, guidance documents and other resources

www.lep.gov

B. Compliance section's website

www.justice.gov/crt/about/cor/

II. SPECIFIC STATE RESOURCES

A. Colorado

1. Memorandum of Understanding (MOU)

http://www.justice.gov/crt/about/cor/agreements/Colorado_MOA_6_28_11.pdf

2. Approved Language Access Plan (LAP)

http://www.justice.gov/crt/about/cor/agreements/Colorado_Language_Access_Plan_031512_FINAL508.pdf

B. Maine MOU

http://www.justice.gov/crt/lep/resources/Maine_MOA.pdf

C. North Carolina USDOJ Letter

http://www.justice.gov/crt/about/cor/TitleVI/030812_DOJ_Letter_to_NC_AOC.pdf

III. RESOURCES FOR FUNDING

Funding possibilities with implementation

http://www.lep.gov/resources/courts/081811_Language_Access_Funding_Chart_for_State_Courts.pdf

IV. RESOURCES AND CONSIDERATIONS FOR DEVELOPING YOUR ASSESSMENT PIECE

A. Self Assessment Survey

The DOJ's Planning Toolkit has a sample self-assessment on page 8 at the following link

http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf

B. Frequency of Contact with LEP Court Users

Consider keeping an Access or other software database cataloguing data on forms requests from Clerks' offices, log assistance provided by phone, and any help line call logs.

Other databases could include counts on websites visited.

C. Types of hearings and events in which interpreter services are provided:

1. In-Court (Criminal and Civil)

Consider all in-court proceedings for which your courts are responsible for providing interpreters

2. Out-of-Court

Consider all out-of court events for which your courts provide interpreter services: e.g. front counter assistance, court-ordered mediation, medical evaluations, court office meetings, witness preparation, depositions

D. Constructing multilingual websites:

<http://www.usa.gov/webcontent/multilingual/index.shtml>

V. RESOURCES FOR IDENTIFYING YOUR STATE'S DEMOGRAPHICS / COMMUNITIES TO BE SERVED

A. Federal Sources

1. Lep.gov's collection of demographic data sites

http://www.lep.gov/demog_data/demog_data.html

2. U.S. Census Bureau American Community Survey

<http://www.census.gov/hhes/socdemo/language/data/index.html>

3. American Community Survey Factfinder Website

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

4. How to use American Community Survey Language Access Data

<http://www.census.gov/hhes/socdemo/language/index.html>

5. U.S. Department of Education, Civil Rights Data Collection

<http://ocrdata.ed.gov/>

6. Federal Interagency Working Group on LEP Website

http://www.lep.gov/demog_data.html

B. State Sources

1. Departments of Education

2. Social Services Agencies

C. Additional Sources of Demographic Information

1. Modern Language Association Language Map

<http://arcgis.mla.org/mla/default.aspx>

2. Modern Language Association Language Data Center
http://www.mla.org/map_data&dcwindow=same
3. National Association of Judiciary Interpreters and Translators (NAJIT)
<http://najit.org/>
4. American Translators Association (ATA)
<http://www.atanet.org/>

VI. RESOURCES FOR BACKGROUND INFORMATION AND AUTHORITY

A. Exec. Order 13166

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

B. June 28, 2010 memorandum from Eric Holder

http://www.lep.gov/13166/language_access_memo.pdf

C. Feb. 17, 2011 memorandum from Eric Holder

http://www.lep.gov/13166/AG_021711_EO_13166_Memo_to_Agencies_with_Supplement.pdf

D. Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs

http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf

E. Federal Agency Interactive Working Group on Limited English Proficiency