

Title VI LAP

(Language Access Plan)



Alaska

Department of
Transportation &
Public Facilities

2023

State of Alaska Department of Transportation & Public
Facilities Language Access Plan

I. Purpose

This order establishes the policy and guidance for the United States Department of Transportation's Language Access Plan (LAP), as required by Executive Order 13166.¹

II. Policy

It is Alaska Department of Transportation & Public Facilities (DOT&PF) policy to provide meaningful access to transportation services, programs, and decision making to all affected and interested persons who, as a result of national origin, are limited in English proficiency.

III. Authorization

This Statewide LAP is established pursuant to and in accordance with Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, hereon the Alaska Department of Transportation & Public Facilities (DOT&PF) statewide LAP.

IV. Applicability

This directive applies to all DOT&PF.

V. Language Access Plan

A. Statement of Assurance

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the FHWA."

The DOT&PF statewide LAP serves as guidance for sections in helping to ensure meaningful access to programs and services conducted by the DOT&PF for persons who, as a result of national origin, are limited in English proficiency.

¹ Exec. Order No. 13166, §2; 65 Fed. Reg. 50121 (August 16, 2000).

DOT&PF identifies LEP (Limited English Proficiency) persons as those whose proficiency in speaking, reading, writing, or understanding English, as a result of national origin, is such that it would deny or limit their meaningful access to programs and services provided by the DOT&PF if language assistance were not provided. DOT&PF has taken a number of steps, outlined in this document, to assist LEP individuals in accessing sections, programs, and services and is committed to improving access.

Executive Order No. 13166, *Improving Access to Services for Persons with Limited English Proficiency*, was adopted to "... improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)." The DOT&PF is committed to examining the services it provides and developing and implementing a process by which LEP persons can have meaningful access to programs and services consistent with, and without unduly burdening, the fundamental mission of the DOT&PF.

This DOT&PF statewide LAP is designed to provide guidance on translation, interpretation, and outreach services for LEP persons seeking access to DOT&PF programs.

The first priority of the LAP is to improve access for LEP individuals to critical services or activities. The DOT&PF also will focus on improving access to its other programs and services, particularly in those areas with regular contact with LEP persons. In addition to this DOT&PF statewide LAP, each section must commit to the monitoring of this statewide LAP so that the Title VI Specialist may continue to improve access for LEP individuals to programs and services.

This statewide LAP ensures that persons served by these programs are protected from discrimination based on national origin by Title VI of the Civil Rights Act of 1964 and its regulations, which apply to any recipient of federal financial assistance. The DOT&PF Civil Rights Office (CRO) will provide guidance and technical assistance and enforcement for ensuring that LEP persons have equal and meaningful access to DOT&PF programs and services for which it serves.

B. Providing Access to LEP Persons to Department Programs, Services, and Activities through Translation of Publications and Oral Language Assistance

DOT&PF is committed to making its services and programs available to LEP persons as part of its mission "to ensure equal access." Based on this commitment, the DOT&PF makes designated publications available in languages other than English; the following brochure, "Your Civil Rights & How to file a complaint," are available in Spanish, Tagalog, Hmong, Korean, Yupik, Russian and English. The languages were chosen due to the current

certified translators and demographic information provided by the Language Interpreter Center.

The DOT&PF CRO will determine which outreach materials are translated and interpreted based on demographic information researched and provided. DOT&PF CRO will determine on a case-by-case basis which documents should be translated, assessing the overall circumstances and utilizing the four-factor analysis.

C. Stakeholder Input

Executive Order 13166 requires each agency to allow stakeholders to have an adequate opportunity to provide input to the agency. In its development of this Statewide LAP, the CRO will utilize the DOT&PF Title VI Liaisons within the three regions (Central, Northern and Southcoast), in addition to engaging with community organizations.

D. Resources for Translating and Interpretation Assistance

The following resource has been identified to have certified translators/interpreters:

Language Interpreter Center - Anchorage Office

431 West 7th Avenue, Suite 208
Anchorage, AK 99501
Phone: 907-297-2760
Fax: 907-279-2450
Toll Free: 1-877-273-2457

Language Interpreter Center - Juneau Office

9085 Glacier Highway, Suite 204
Juneau, Alaska 99801
Phone: 907-789-1326
Fax: 907-789-1324
Toll Free 1-877-273-2457

The DOT&PF CRO understands that resources needed to provide the cost of translation services or have a certified translator in certain parts of rural Alaska might be high or non-existent. In such circumstances, the LEP person may use a friend or someone appropriate. In this circumstance, The DOT&PF CRO Title VI Specialist shall be notified when using a non-certified individual, via email DOT.Title6@alaska.gov or phone call 907-268-0852 or 1-800-770-6236 within Alaska.

The DOT&PF CRO will explore the possibility of creating a DOT&PF Bilingual staff directory with their contact information to post on the DOT&PF CRO LAP and other DOT&PF web pages.

When feasible, the DOT&PF will post signs/posters at locations such as bus stations, job centers, community-based organizations, and state offices. In addition, DOT&PF will use public service announcements, radio, print, and television that primarily target non-English-speaking audiences regarding free language assistance for DOT&PF programs and services.

E. Process of Determining Four Factor Analysis

As a recipient of federal funds, DOT&PF must take reasonable steps to ensure meaningful access to the information and services it provides. As noted in the Federal Register, Volume 70; Number 239 on December 14, 2005, there are four factors to consider when determining "reasonable steps." This is known as "the four-factor analysis" and is outlined as follows:

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the DOT&PF programs, services or activities.

Factor 2: The frequency with which LEP individuals come in contact with these programs, services or activities.

Factor 3: The nature and importance of the program, service or activity to people's lives.

Factor 4: The resources available and the overall cost to the DOT&PF.

F. LAP Data Collection

The Title VI Liaisons shall document translating, and interpretation services requested and provided for any programs and services conducted by the DOT&PF for persons who, as a result of national origin, are limited in English proficiency. The following information must be collected:

- copy of the flyer of event and/or program
- sign in sheet
- translation services provided (language)
- name of entity who provided the language translation(s)
- name of individual, email, phone number

G. Continuous LAP Assessment / Monitoring

The Title VI Specialist will continue to work with the Title VI Liaisons to identify the needs and services for LEP populations by assisting program areas with identifying vital and non-vital documents, other languages, and other distribution channels for LEP populations. In addition, the DOT&PF

CRO will conduct on-going evaluations and report annual updates in the Title VI report.

H. Conclusion

Providing meaningful access to LEP persons to DOT&PF programs, services, and activities is an important effort that will help enable the DOT&PF to achieve its mission.

Nondiscrimination Policy Statement

It is the policy of the Department of Transportation & Public Facilities (DOT&PF) that no person shall be excluded from participation in or be denied benefits of any and all programs or activities we provide based on race, color, sex, age, disability, or national origin, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Association and State of Alaska funds.

Persons who believe they may have experienced discrimination in the delivery of these programs or activities may file a confidential complaint with:

Alaska DOT&PF
Civil Rights Office
2200 East 42nd Avenue, Room 310
Anchorage, AK 99508
Telephone 1 907 269 0851
Toll Free in Alaska Only 1 800 770 6236
Fax 1 907 269 0847

Or by calling Alaska Relay Alaska Relay: 7-1-1 or 1 (800) 676-3777

Complaint Form: (<http://www.dot.state.ak.us/cvlrts/forms/DiscrimComplQuest.pdf>)

Demographic Data

The DOT&PF is organized into three regions, the Northern, Central, and Southcoast Regions, and each region has a diverse population. Alaska has a very diverse population in each area. DOT&PF recognizes three regions: Northern, Central, and South Coast. The 2021 estimate from the Alaska Department of Labor Workforce Development, Research and Analysis estimated the population of Alaska is 734,323. The American Community Survey (ACS) 2020 5-Year Estimate Data Profile estimates the population in Alaska to be 733,391 people comprised of Black/African American, White, American Indian/Alaska Native, Hispanic/Latino, Native Hawaiian or other Pacific Islander, Asian, and other. Of the demographic data gathered on The ACS estimates that 15.8% of people speak a language other than English at home. LEP persons within the state of Alaska under ACS (American Community Survey-Office of the U.S. Census Bureau) through a 5-year estimate during 2016-2020, the percentage of individuals where the “Language Other Than English Spoken at Home in Alaska” is 15.8% MoE +/- 0.4%. The ACS estimates that the following languages are spoken at home in Alaska: English only 84.2%, Spanish 3.5%, Other Indo-European languages 2.1%, Asian and Pacific Islander languages 5.7%, and Other languages 4.5%.

Factor 1: The number or proportion of LEP persons eligible to be served.

The number of persons in a population eligible to be served was determined after a review of the *American Community Survey American Indian and Alaska Native (AIAN) 5-year estimates (2016-2020)*, *Alaska Department of Labor and Workforce Development, Research and Analysis and U.S. Census Bureau 2021, Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs*, and the *American Community Survey Language Spoken at Home 5 Years and Older Estimate (2016-2020: table S1601)*. The following tables and data provide information on Alaska's demographic and LEP persons.

| Race Group | Total (Members of the Population) |
|---|-----------------------------------|
| White (alone) | 474,373 (64.6%) |
| Alaska Native or American Indian (alone) | 114,785 (15.6%) |
| Black or African American (alone) | 26,535 (3.6%) |
| Asian (alone) | 48,694 (6.6%) |
| Native Hawaiian or Other Pacific Islander (alone) | 11,957 (1.6%) |
| Two or More Races | 57,979 (7.8%) |
| Hispanic Origin (of any race) | 54,559 (7.4%) |

(The American Community Survey (ACS) 2016 -2020 5-Year Estimate)

The American Community Survey American Indian Alaskan Native (AIAN) Languages of a 5-year period (2016-2020) and the Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs provide the following data breakdown of Alaska Native languages spoken in the State: Alaska Native languages such as Inupiaq, Gwich'in, Koyukuk, Athabaskan, and Tanana are primarily spoken located in the North/Northeast area. In the South/Southeast area, some of the identified groups/ languages recognised are Tlingit, Eyak, Haida, and Tahltan. Within the West/Southwest, some recognized groups/languages are Dena'ina, Alutiiq/ Sugpiaq, Koyukon, and Central Yupik.

Within the Alaska Native groups, some still speak the traditional language and English. When DOT&PF has projects in these regions/areas, personnel develop flyers and other documents to inform community members of the upcoming project and inform the local community that translation and interpretation services can be provided in the event needed. Interpreters/Translators can be provided through the DOT&PF Civil Rights Office (CRO). Through the CRO, interpretation and translation services are provided by the Language Interpretation Center. A detailed breakdown of the Alaska Native groups and languages spoken can be found on the map in Appendix A.

Alaska has some 20 distinct languages, most within two main language groups. The two groupings include Inuit-Unangan (a.k.a. Eskimo-Aleut) and Na-Dene (a.k.a. Athabaskan-Eyak-Tlingit). Since its creation by the Alaska Legislature in 1972, the Alaska Native Language Center has researched and documented Alaska's Native languages.

The numbers presented in the table below under 'Status Alaska Native Language Speakers come from community members who state that they have sat down with other language community members and written down lists of who they can name who is a strong speaker. Unfortunately, Alaska has never conducted an Alaskan Native Language census. Therefore, the data in the below charts are estimates.

| Language by Region | Language Proficiency |
|--|---|
| Inuit-Yupik-Unangax Languages | |
| Iñupiaq | Estimated <2,500 highly proficient speakers in Alaska |
| Yugtun (Yup'ik) | Estimated <10,000 highly proficient speakers. |
| Yupigestun (St. Lawrence Island Yupik) | Estimated < 1,000 highly proficient speakers. |
| Sugcestun (Sugqiaq/ Alutiiq) | About ~80 highly proficient speakers |
| Unangam Tunuu (Unangax) | <80 highly proficient speakers |
| Dena Languages | |
| Dena'ina Qenaga (Dena'ina) | 5 highly proficient speakers. |
| Deg Xinag | 2 highly proficient speakers |
| Doogh Qinag (Holikachuk) | 0 highly proficient speakers. |
| Dinak'I (Upper Kuskokwim) | <5 highly proficient speakers--perhaps as few as one or none. |
| Denaakk'e (Koyukon) | Data unavailable |
| Benhti Kokhwt'ana Kenaga' (Tanana) | 1 highly proficient speaker. |
| Dinjii Zhuh K'yaa (Gwich'in) | <250 highly proficient speakers |
| Häl golan (Hän) | 2 highly proficient speakers in Alaska |
| Dihthaad Xt'een Iin Aandéeq' (Tanacross) | <10 highly proficient speakers |
| Nee'aandéegn' (Upper Tanana) | ~7 highly proficient speakers; about 25 proficient second-language speakers in Alaska |
| Atnakenaage' (Ahtna) | ~25 highly proficient speakers. |
| Doogh Qinag (Holikachuk) | 0 highly proficient speakers. |
| Denaakk'e (Koyukon) | Data unavailable |
| Southeast Alaskan Languages | |
| dAXunhyuuga' (Eyak) | 0 highly proficient speakers. |
| Lingit Yoo X'atàngi (Lingit) | ~50 highly proficient, first-language speakers plus ~20 highly proficient second-language speakers. |
| Xaad Kil (Haida) | 3 fluent speakers in Alaska plus perhaps 2 highly proficient second-language speakers |
| Sm'álgayax (Tsimshian) | 4 highly proficient speakers in Alaska |

Department of Commerce, Community and Economic Development 2020

Further review of the region-specific data provided by the Census includes the information on the languages spoken within the state. Below is the breakdown of separate demographic populations 5 years and over who speak “English only or less than very well.” The data was specific to DOT&PF’s Northern, Central and Southcoast regions, Languages other than English, Spanish, and Other Indo-European, Asian and Pacific Islander populations. The information provided was determined by reviewing the American Community Survey 5-year period (2016-2020) data sources. The borough and Census maps can be seen in Appendix B.

Verification for this data came from several different sources such as Factfinder, American Community Survey-Census Bureau, and Alaska Department of Labor and Workforce Development, Research and Analysis. The results of the research and analysis has provided the information that Alaska has many languages spoken, ranging from the Alaska Native languages to other cultural languages within the Hispanic communities, Asian communities, European communities, Pacific Island/Samoan communities, and African communities.

Northern Region

| Label | Estimate | Percent |
|-------------------------------------|----------|---------|
| Population 5 years and over | 129312 | |
| English only | 110155 | 84.2% |
| Language other than English | 19157 | 15.8% |
| Speak English less than “very well” | 4156 | 4.6% |
| Spanish | 3611 | 3.5 |
| Speak English less than “very well” | 878 | 0.8% |
| Other Indo – European Language | 2897 | 2.1% |
| Speak English less than “very well” | 732 | 0.4% |
| Asian and Pacific Islander Language | 3751 | 5.7% |
| Speak English less than “very well” | 1515 | 2.6% |
| Other Languages | 8898 | 4.5% |
| Speak English less than “very well” | 1031 | 0.7% |

U.S Census Bureau, 2020

Geography Covered

- | |
|--|
| <ul style="list-style-type: none"> • Denali Borough, Alaska • Fairbanks North Star Borough, Alaska • Nome Census Area, Alaska • North Slope Borough, Alaska • Northwest Artic Borough, Alaska • Southeast Fairbanks Census Area, Alaska • Valdez Cordova Census Area, Alaska • Yukon Koyukuk Census Area, Alaska |
|--|

Central Region

| Label | Estimate | Percent |
|-------------------------------------|----------|---------|
| Population 5 years and over | 454,406 | |
| English only | 382022 | 84.1% |
| Language other than English | 72834 | 15.9% |
| Speak English less than “very well” | 20087 | 4.4% |
| Spanish | 16017 | 3.5% |
| Speak English less than “very well” | 3712 | 0.8% |
| Other Indo – European Language | 10440 | 2.3% |
| Speak English less than “very well” | 2114 | 0.5% |
| Asian and Pacific Islander Language | 25552 | 5.6% |
| Speak English less than “very well” | 11020 | 2.4% |
| Other Languages | 20375 | 4.5% |
| Speak English less than “very well” | 3241 | 0.7% |

U.S Census Bureau, 2020

Geography Covered

- | |
|--|
| <ul style="list-style-type: none"> • Anchorage Municipality, Alaska • Bethel Census Area, Alaska • Dillingham Census Area, Alaska • Matanuska-Susitna Borough, Alaska • Kenai Peninsula Borough, Alaska • Kusilvak Census Area, Alaska |
|--|

Southcoast Region

| Label | Estimate | Percent |
|-------------------------------------|----------|---------|
| Population 5 years and over | 92165 | |
| English only | 76091 | 82.5% |
| Language other than English | 16074 | 17.4% |
| Speak English less than “very well” | 6766 | 7.3% |
| Spanish | 3547 | 3.84% |
| Speak English less than “very well” | 1051 | 1.14% |
| Other Indo – European Language | 1054 | 1.14% |
| Speak English less than “very well” | 191 | 0.2% |
| Asian and Pacific Islander Language | 933 | 10.1% |
| Speak English less than “very well” | 5019 | 5.4% |
| Other Languages | 1790 | 1.9% |
| Speak English less than “very well” | 505 | 0.5% |

U.S Census Bureau, 2020

Geography Covered

| | |
|--|--|
| <ul style="list-style-type: none">• Aleutians East Borough, Alaska• Aleutians West Census Area, Alaska• Bristol Bay Borough, Alaska• Haines Borough, Alaska• Hoonah-Angoon Census Area, Alaska• Juneau City and Borough, Alaska• Ketchikan Gateway Borough, Alaska• Kodiak Island Borough, Alaska | <ul style="list-style-type: none">• Lake and Peninsula Borough, Alaska• Petersburg Borough, Alaska• Prince of Wales-Hyder Census Area, Alaska• Sitka City and Borough, Alaska• Skagway Municipality, Alaska• Wrangell City and Borough, Alaska• Yakutat City and Borough, Alaska |
|--|--|

Factor 2. Frequency of Contact with LEP persons.

During public outreach, when projects are promoted and input from the public is sought, DOT&PF sends out flyers, radio ads, and mailings about the project information to reach out to the community to gain feedback on the project. If there is a language barrier, interpretation/translation services can be provided through the CRO or the entity/department in the program area conducting the project outreach. In addition, through the annual G&A Report (Goals & Accomplishments Report) submitted to the Title VI Specialist, the Title VI Liaisons within each region or program area are tasked with tracking and updating the reporting section regarding requests for interpretation/translation services. This information allows the CRO to gather facts about how many contacts with LEP persons occur within each region or program area.

Factor 3. Nature of importance of the program.

All of the programs within DOT&PF are valuable and important to the success of DOT&PF. Public involvement, ROW, Environmental, and Planning all play key roles in ensuring that members of the public that are LEP have access to all services and benefits that DOT&PF offers. If a translator/interpreter is needed, DOT&PF CRO can provide an interpreter/ translator and coordinate with programs on how to contact interpretation/translation services. Continual evaluations of the programs through the Goals & Accomplishments Report, as well as reviewing documents within the specified program area, will better aid and reach members of the public who may need documents translated and will only further the importance of providing meaningful access to the LEP community.

Factor 4. Resources available.

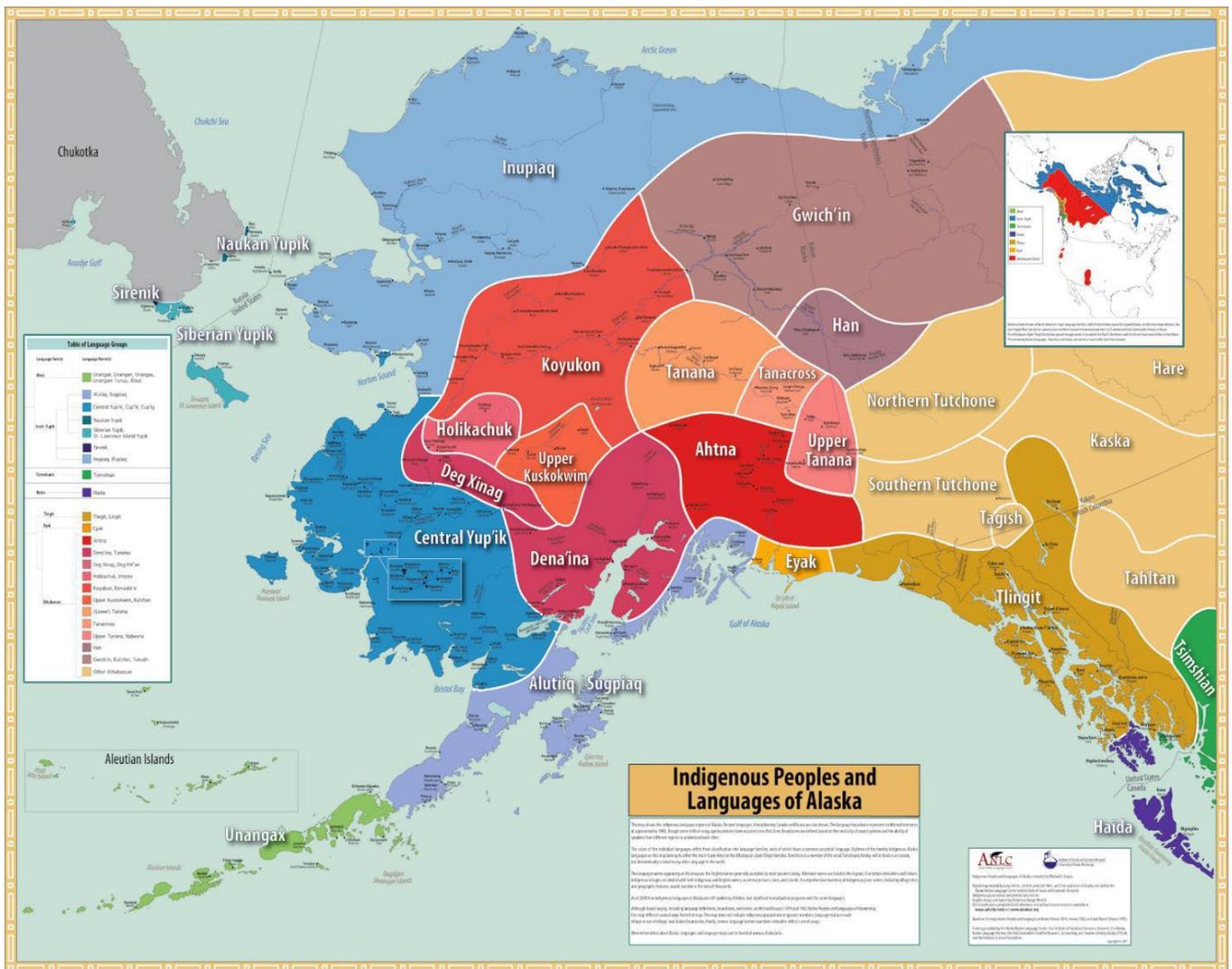
The CRO attempts to provide access to all services, programs, and activities to all members of the community, including those in the LEP community. The CRO has translated DOT&PF Civil Rights brochures into other languages for the public's use; languages that have been translated can be found in Appendix C. Complaint forms, translated brochures, and federal resources for LEP can be found on the Civil Rights Office web page <http://www.dot.state.ak.us/cv/rts/lep.shtml>. The CRO also provides information to the Language Interpretation Center, which includes interpretation/ translation services in many

different languages. Information on the Language Interpretation Center can be found at <http://www.akijp.org/language-interpret-center/>. DOT&PF CRO has plans to implement more resources, like the language translation tab at the bottom banner of DOT&PF's website. Additionally, look towards technology to help translate documents into various languages.

Conclusion:

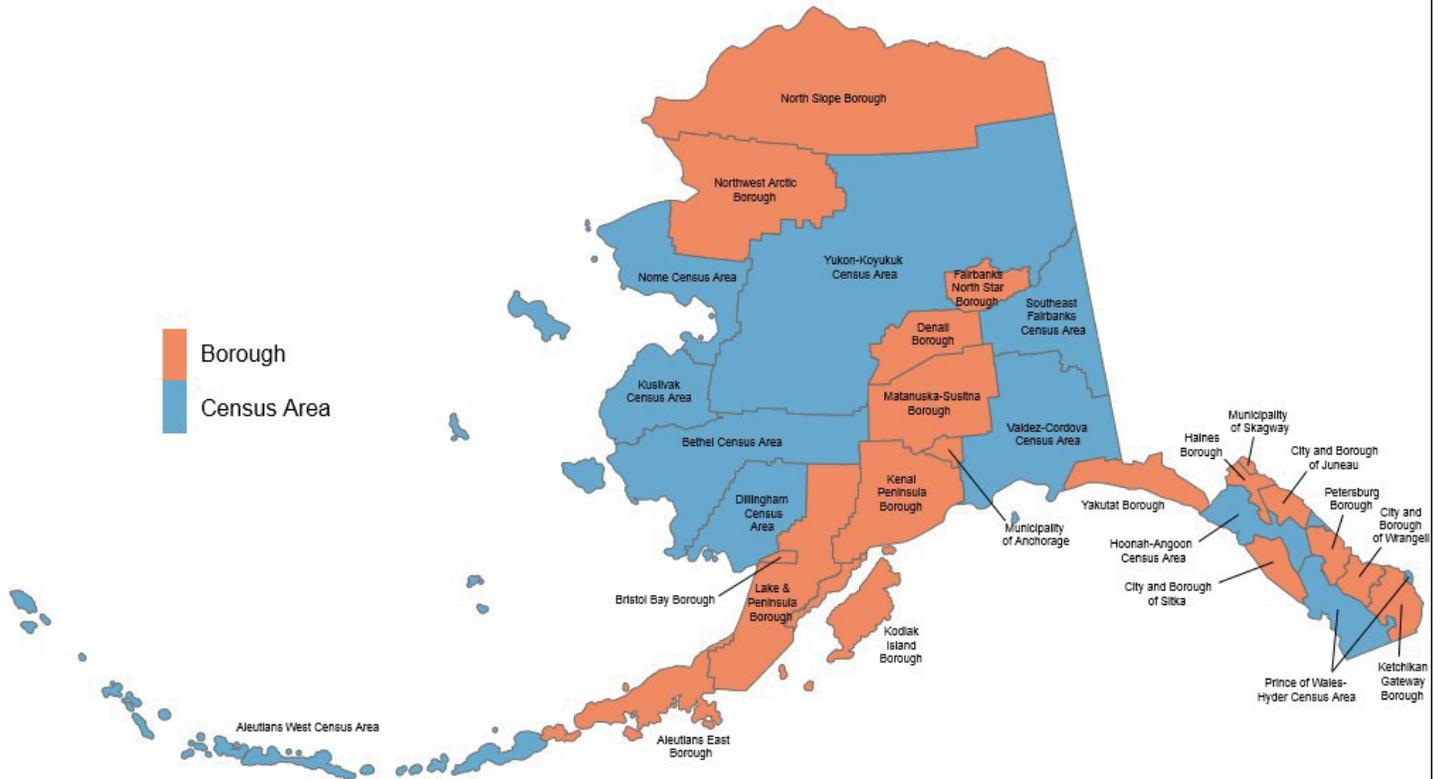
DOT&PF recognizes that language needs will change as Alaska's population changes. Further, DOT&PF is required to assess its programs and services each year to determine compliance with various nondiscrimination regulations. As such, DOT&PF will revisit the LAP each year and make appropriate changes, as needed. For questions or concerns regarding the DOT&PF commitment to nondiscrimination or to request LEP services, contact the Alaska DOT&PF Civil Rights Office Statewide Title VI Specialist, at 907-269-0852 or by email at Robespierre.howard@alaska.gov.

Appendix A



APPENDIX B

Alaska Borough/Census Areas



Note: Based on 2013 Geography

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

APPENDIX C

Alaska DOT&PF TITLE VI POLICY
DOCUMENTS THAT HAVE BEEN
TRANSLATED INTO OTHER LANGUAGES

(Brochures):

- SPANISH
- TAGALOG
- YUPIK
- INUPIAT
- RUSSIAN
- ENGLISH
- VIETNAMESE
- SAMOAN
- KOREAN