

Limited English Proficiency (LEP) Plan Overview

Why develop a LAP?

- To address the identified needs of the LEP populations you serve based on the four-factor analysis
- May be useful for training, administration, planning and budgeting by airport sponsors

Is there a required format and/or length for the LAP?

- No
- It should be sufficiently detailed enough to address items identified during the four-factor analysis

Do airport sponsors receiving Federal financial assistance have to submit a written LAP to the FAA each year?

- No
- There is no blanket requirement that the plans be submitted

Is a copy of the LAP ever requested by the FAA?

- Possibly
- In certain circumstances, such as in complaint investigations or compliance reviews, airport sponsors may be required to provide the FAA a copy of any plan they have created

Does every airport sponsor have to create a written LAP?

- No
- Airport sponsors serving very few LEP persons and airport sponsors with very limited resources, may choose not to develop a written LEP plan

Are airport sponsors encouraged to have a written LAP?

- Yes. The absence of a written LAP does not remove the underlying obligation to ensure meaningful access by LEP persons to program or activities

What makes a good LAP?

- Based on sound planning
- Adequately supported so that implementation has a realistic chance of success
- Periodically evaluated and revised, if necessary
- In writing (electronically and/or hard copy)
- Properly communicated

Who uses the LAP?

- Airport sponsor employees
- Potentially FAA during complaint investigations or compliance reviews

An effective LAP for LEP persons should include, at a minimum the following elements:

1. Identification of LEP persons
2. Language assistance measures
3. Training staff
4. Provide notices to LEP persons
5. Monitoring and updating the LAP