

## LEP Project Worksheet

(Draft Version #2 – March 22, 2012)

County, Region, or Unit (Location): Sullivan County (Regional Team developing and implementing this plan: S. Grogan, T. Fuhrman, J. Koenen, J. Schutter and D. Whiston). Other regional faculty and/or staff will be recruited to implement the priority programs if the foci for those programs matches their expertise.

Targeted Population:      Latino/Hispanic Population     

Implementation Period: July 1, 2012-June 30, 2014

# of LEP Persons in Population	% of LEP Persons to Total Population	Program Need or Nature of Importance of program activity	Program Objective	Activity or Program (s)	# Sessions	Outcome	Available Resources (staff, volunteers, time, money, research base, materials, equipment, technology, partners)	Costs
6714	19%							
		<b>Step #1: Needs Assessment (April 1-September 30, 2012).</b> As of March	Discover the educational needs of adult Latino/Hispanic populations in Sullivan	Collect data about the current needs of Latino adults		Educational needs will be identified.	<b>Tom Fuhrman Joe Koenen Jennifer Schutter Debby</b>	To be determined.

		<p>2012, very few Latino/Hispanic adults are participating in extension education programs in Sullivan County. During the past 3-4 years, HES specialists offered education programs to this population and had mixed response. The highest rate of participation occurred when local agencies and/or employers identified needs of this population and recruited the individuals to their agency or recruited their Latino employees to participate in the education.</p>	<p>County, Missouri so that regional faculty can offer programs that address the needs that are in the areas of expertise.</p>	<p>residing in Sullivan County using two methods: 1) interview leaders and employees of the local Catholic Church, the community action agency, the Hispanic store and Premium Standard Farm 2) survey Latino adults to determine educational needs from their own perspectives</p>			<p><b>Whiston</b>  Director of Alianzas or other Alianzas employees who can collaborate in designing the interview guide to use with the community agencies and organizations and in developing a survey instrument for use with Latino adults. Individual who can translate the survey into the Spanish language.</p>	
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		<p><b>Step #2: Identify Programs to offer to the Hispanic audiences and Begin Program Implementation (September 1 – October 30, 2012).</b></p>	<p>Review data from the completed interviews and surveys. Identify the 2-3 educational programs to offer from October 1, 2012 through June 30, 2014. Begin implementing the programs.</p>	<p>To be determined based on interview and survey results</p>	<p>To be determined based on interview and survey results</p>	<p>To be determined based on interview and survey results</p>	<p>To be determined based on interview and survey results</p>	<p>To be determined based on interview and survey results</p>
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What language assistance measures will be taken to enable LEP persons to access program services?

- X Translation? \_\_The plan is to have the survey in Spanish and English all in one document\_\_\_\_\_
- Notification? \_Notification will be provided to the targeted Latino population(s) regarding education programs that are offered, based on the survey and interview results \_\_\_\_\_
- Telephone Relay? \_\_\_\_\_
- Interpretation? \_ To be determined \_\_\_\_\_
- Bi-lingual materials? \_Bilingual materials will be developed and/or existing ones used as feasible and appropriate based on the 2-3 programs selected after review the interview and survey results. \_\_\_\_\_
- Bi-Lingual staff or volunteers? \_To be determined \_\_\_\_\_

How will you evaluate the programs/services? By the extent to which a reasonable number of individuals complete the survey, whether the survey and interview results provide useful information that indicates 2-3 priority needs of the Latino adult populations and the actual participation of Latino adults in the 2-3 educational programs that are offered before the end of 2014.

*This worksheet should be completed for each LEP program. Please provide a copy to AA/EEO Office and the Civil Rights File.*