

Determining LEP presence in project area

Follow the instructions below to determine whether the project will need to provide language services (translation or interpretation) for languages other than English.

Before you start, add the Excel 'Census Add-in' to enable the processing of the Census language data. Request the file from WSDOT NEPA/SEPA Program, NEPA-SEPA@wsdot.wa.gov.

1. Go to data.census.gov/cedsci/.
2. Search for table C16001.
3. Choose the 'LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER' table.
4. Click on the 'Maps' tab.
5. Choose 'ACS 5-Year Estimate Detailed Tables' from the 'Product' drop down.
6. Choose 'Census Tract' from the 'Geographies' dropdown.
7. Zoom into your project area, press 'Select' and drag the cursor over all tracts that intersect your project area.
8. Record each tract number that is highlighted.
9. Choose 'Tables' icon.
10. Click on 'Download' to get the CSV file.
11. Only choose the table for the current year and make sure 'CSV' is selected.
12. Download and save the CSV file to your project file.
13. Open the CSV file 'with overlays'. Run the 'MacroLEP_C16001'.
14. Review each language to determine if any meet or exceed to 5% or 1,000 persons who speak English "less than very well" shown in the 'X LEP%' column for each language.
Note: if you selected more than one Census tract you will need to add the rows for a total that represents the project area.
15. If it is unclear which specific languages require language services, call the school district's 'ESL Coordinator' for help identifying which languages are present. Include language(s) in your document that states, "LEP languages listed above were confirmed by school district staff."
16. Include your LEP determination in the environmental document.
17. Share your LEP determination with your Communications Office.

Visit the WSDOT LEP webpage for more information on providing language services.