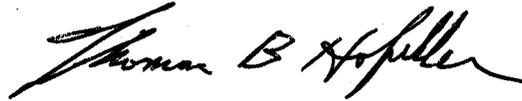


For: State Offices

Language Translation Needs Assessment

Approved by: Associate Administrator for Operations and Management



1 Translation Needs Information Gathering

A Background

In support of the President’s Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP)”, FSA wants to increase communications with current and prospective LEP customers.

In compliance with the President’s Executive Order and to help the Agency learn more about its translation needs and preferences, FSA is conducting an internal needs assessment to prioritize communication materials for LEP groups and to determine which LEP groups needs should be addressed first. The information provided through this needs assessment will assist the Agency in continuing its effort to provide better communication to LEP customers. The responses will be tabulated with all SED’s responses in an effort to determine translation needs and priorities.

FSA plans to translate vital public documents and information into non-English languages of regularly encountered LEP groups to be served or likely to be affected in the delivery of the Agency’s agricultural programs and services.

B Purpose

This notice provides:

- guidance on gathering State specific translation needs
- reporting requirements.

C Contact

For questions about this notice, State Offices shall contact Steve Mikkelsen, Acting Chair, National Multilingual Initiative Committee (NMLIC), at 202-720-4019.

Disposal Date	Distribution
December 1, 2006	State Offices

2 Gathering and Reporting Information

A Action

SED's shall determine:

- the priority needs in their respective States for program fact sheets and brochures to be translated
- into which languages fact sheets and brochures need to be translated.

SED's are encouraged to work with their outreach coordinators, CED's, field public affairs specialists, and others to obtain this information. Once SED's receive and compile the information for their respective State, SED's shall complete the NMLIC Needs Assessment Online Survey at <http://www.surveymonkey.com/s.asp?u=512172206219>.

B Needs Assessment Online Questionnaire

NMLIC requests the completion of this questionnaire no later than **Friday, July 7, 2006**, to help the NMLIC learn more about translation needs and preferences. The information provided will assist NMLIC in continuing the Agency's efforts to provide better communication to LEP customers. All responses will be tabulated to determine translation needs and priorities.

This table provides an example of the information requested online.

State	LEP Ethnic Group	Language	Number of Producers	Programs	Priority Rating
California	Hmong	Hmong	170	NAP	Medium
Texas	Hispanics	Spanish	2,000	Farm Loans	High

In the online chart, provide the following:

- State name
- LEP ethnic groups serviced (Hispanic, Hmong, Native American, etc.)
- into which languages the fact sheets and brochures need to be translated
- approximate number of producers the LEP ethnic group services in the State
- the program fact sheets and brochures that need to be translated for the LEP ethnic group
- the priority level of the need for translated fact sheets and brochures in each language as low, medium, or high.