



# Dubois County Title VI 2021 Update

REPORTING PERIOD: NOVEMBER 1, 2021

PREPARED BY:  
BRENT A. WENDHOLT, PE  
COUNTY ENGINEER

RESOLUTION NO. 2016-01

**RESOLUTION OF THE DUBOIS COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF DUBOIS, INDIANA  
ADOPTING 2016 TITLE VI IMPLEMENTATION PLAN**

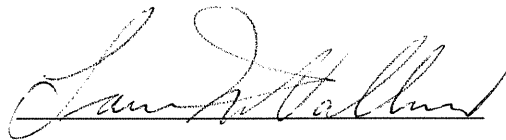
**WHEREAS**, the Federal government enacted the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, to prevent discrimination of individuals based on race, color, sex, disability, national origin or income status relating to employment and access to public facilities; and

**WHEREAS**, in compliance with Title VI of the Civil Rights Act of 1964 the County of Dubois shall adopt and implement a Title VI Implantation Plan to provide equal opportunity and equitable service for the citizens of Dubois County.

**NOW, THEREFORE, BE IT RESOLVED** by the Dubois County Board of Commissioners of the County of Dubois, Indiana:

That the County of Dubois adopts that attached Title VI Implementation Plan, and that the Plan shall be reviewed annually by the County to assess policies and procedures and updating annual goals as deemed appropriate.

PASSED AND ADOPTED by the County Commissioners of Dubois County, Indiana on this 16<sup>TH</sup> day of MAY, 2016.



Lawrence M. Vollmer, Commissioner

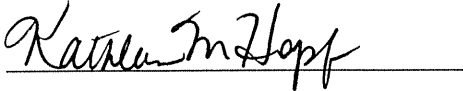


Randall L. Fleck, Commissioner



Elmer Brames, Commissioner

ATTEST:



Kathleen M. Hopf, Dubois County Auditor

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## **I. Introduction**

This Title VI Implementation Plan is a part of Dubois County's continual and ongoing effort to comply with civil rights regulations. The revisions reflect Dubois County's intent to proactively meet and exceed the minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. With this Plan, Dubois County seeks to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program.

## **II. Dubois County Title VI Mission Statement**

Dubois County will implement compliance with Title VI 49 CFR § 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency.

## **III. Dubois County Non-Discrimination Statement**

Dubois County values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, Dubois County is required to conform to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the DOT on the grounds of race, color, age, sex, disability, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency.

In accordance with these values, INDOT has appointed a Title VI Coordinator. The current coordinator is:

Markie Rhodes  
Title VI Coordinator/ Human Resources  
One Courthouse Square  
Jasper, Indiana 47546

The Title VI Coordinator oversees compliance efforts and relies on Title VI Liaisons in each county department to ensure county-wide compliance with Title VI.



## Board of Commissioners of Dubois County

One Courthouse Square  
Jasper, IN 47546  
Phone: 812-481-7045  
Fax: 812-481-7044

Chad A. Blessinger

Nick Hostetter

Elmer Brames

### **DUBOIS COUNTY'S TITLE VI NON-DISCRIMINATION NOTICE & POLICY**

Dubois County, Indiana values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, Dubois County, Indiana conforms to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from Dubois County, Indiana on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. Dubois County, Indiana further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of Dubois County, Indiana to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq.*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, sub recipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

Pursuant to the requirement of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, Dubois County, Indiana hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

Dubois County, Indiana also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, Dubois County, Indiana will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). Dubois County, Indiana will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

Whenever Dubois County, Indiana distributes federal-aid funds to a second-tier sub recipient, Dubois County, Indiana will include Title VI language in all written agreements.

The following individual has been identified as Dubois County, Indiana's Title VI and ADA Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Markie Rhodes  
Title VI Coordinator/ Human Resources  
One Courthouse Square  
Jasper, IN 47546  
(812) 481-7046  
[jmrhodes@duboiscountyin.org](mailto:jmrhodes@duboiscountyin.org)

Dubois County, Indiana affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination.

## **IV. Title VI Assurances**

These are standard U.S. DOT assurances that outline the County's guarantee for compliance with Title VI of the Civil Rights Act of 1964 as a recipient of federal financial assistance. The executed assurances are included in the following pages.



RESOLUTION NO. 2016-02

**RESOLUTION ADOPTING THE DUBOIS COUNTY, INDIANA TITLE VI ASSURANCES**

**A RESOLUTION OF THE COUNTY COMMISSIONERS OF DUBOIS COUNTY, INDIANA ASSURING TITLE VI REGULATIONS WILL BE FOLLOWED FOR ALL BUSINESS DONE THROUGH THE COUNTY GOVERNMENT**

Dubois County, Indiana (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of religion, race, color, national origin, sex (23 USC 324), sexual orientation, gender identity (Executive Order 13672), age (42 USC 6101), disability/ handicap (29 USC 790) and low income (Executive Order 12898) 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 the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a)(1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Highway Program.

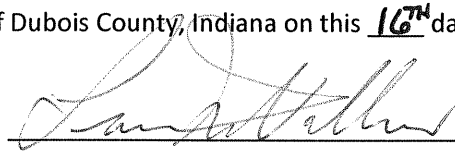
1. That the Recipient agrees that each "program" and each "facility as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

The recipient in accordance with Title VI for the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

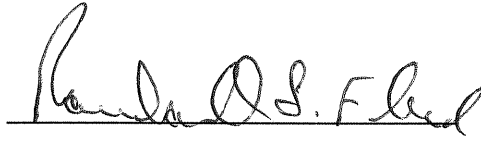
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Acts of the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon , or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, of for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any further deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal-Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal-Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation of the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation und the Federal-Aid Highway Program and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

PASSED AND ADOPTED by the County Commissioners of Dubois County, Indiana on this 16<sup>th</sup> day of MAY, 2016.



Lawrence M. Vollmer, Commissioner



Randall L. Fleck, Commissioner



Elmer Brames, Commissioner

ATTEST:



Kathleen M. Hopf, Dubois County Auditor

## Appendix A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-Assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Material and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin, sex, age, disability/handicap and low income.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by **Dubois County, Indiana**, the Indiana Department of Transportation (INDOT) or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to **Dubois County, Indiana**, INDOT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, **Dubois County, Indiana** shall impose such contract as it, INDOT, or the FHWA may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such actions with respect to any subcontract or procurement as **Dubois County, Indiana**, INDOT or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened

with, litigation with a subcontractor or supplier as result of such direction, the contract may request **Dubois County, Indiana** to enter into such litigation to proceed the interests of **Dubois County, Indiana** and in addition, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

## APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein for the United States

### (Granting Clause)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that **Dubois County, Indiana** will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations, the Regulations for the Administration of Federal Aid Highway Programs and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 USC 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto **Dubois County, Indiana** all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### (Habendum Clause)

TO HAVE AND TO HOLD said lands and interests herein unto the **Dubois County, Indiana** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on **Dubois County, Indiana** its successors and assigns.

**Dubois County, Indiana**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, sex, age and disability/handicap, and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,](and)\* (2) that **Dubois County, Indiana** shall use the lands and interests in lands and interests in lands conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964

## APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by **Dubois County, Indiana** pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land’] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, **Dubois County, Indiana** shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, **Dubois County, Indiana** shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of **Dubois County, Indiana** and its assigns.

The following shall be included in all deeds licenses, leases, permits, or similar agreements entered into by **Dubois County, Indiana** pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin, sex, age, disability/handicap, and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, or national origin, sex, age disability/handicap and low income shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of

Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, **Dubois County, Indiana** shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, **Dubois County, Indiana** shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of **Dubois County, Indiana** and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964



## **V. Title VI Compliance Responsibilities**

### **A. Title VI Coordinator & ADA Coordinator**

The Title VI Coordinator and ADA Coordinator work together to oversee the coordination of Dubois County's compliance with Title VI and Section 504 statutes, regulations, and directives. These coordinators report directly to the County Commissioners. Responsibilities include, but are not limited to:

- Implementing Dubois County's Title VI and Americans with Disability Act (ADA) Transition Plans
- Assisting with the development of processes and procedures for the investigation of complaints filed under Title VI and ADA
- Coordinating Title VI and ADA program development with Title VI/ADA Liaisons
- Preparing required reports as necessary
- Participating in the design, development, and dissemination of Title VI and ADA information to the public; and
- Updating Dubois County's Title VI Implementation Plan and ADA Transition Plan as required

### **B. Title VI/ADA Liaisons**

This interdisciplinary team is composed of department heads from each department in Dubois County. They are responsible for the following:

- Ensure compliance with Title VI and related nondiscrimination laws
- Remove programmatic and architectural barriers from programs and activities in accordance with relevant nondiscrimination laws
- Ensure meaningful access to County services and programs to minorities, persons with limited English proficiencies and low-income persons; and
- Provide input in the development and review of the Title VI and ADA implementation plans

### **C. Coordinator & Liaison Contact Information**

All concerns should be directed to the Title VI or ADA Coordinator; however, additional contacts for each department are listed in Appendix A

## **VI. Title VI Compliance Review Process**

Dubois County will make great strides in complying with Title VI statutes and regulations. It is proposed that the Title VI Coordinator review the County's policies with each Title VI Liaison on an annual basis to determine county-wide compliance and identify areas of improvement.

## **VII. External Complaint Process**

Dubois County will promptly investigate all properly submitted complaints of alleged discrimination. Dubois County will also attempt to resolve such complaints and take corrective action upon a finding of a substantiated complaint.

### **A. Complaint Investigation Procedures**

The Title VI and ADA Coordinators will make a determination to accept, reject, or refer to the appropriate agency a complaint within seven working days of its receipt. Dubois County will determine whether the person or entity purportedly engaged in the alleged discriminatory act as a sub-recipient of federal funds. If the complaint does not specifically mention that the alleged discriminatory actor is a sub-recipient of federal funds, Dubois County may presume so in deciding whether to accept the complaint for further processing.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and its related statutes, regulations and directives; the Americans with Disability Act of 1990, as amended; and Section 504 of the Vocational Rehabilitation Act of 1973. These procedures do not affect the right of the Complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant.

Dubois County will make every effort to facilitate a voluntary early resolution of complaints at the lowest level possible. The County may exercise the option of informal resolution at any stage of the process.

### **B. Who May File a Complaint**

Any person who believes that he or she has been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Dubois County service, program, or activity whether federally funded or not, based on their race, color, national origin, gender, age, disability, religion, ancestry, income status, or Limited English Proficiency may file a complaint. A complainant's representative may also file a complaint on the behalf of such a person.

### **C. Timeliness of Complaints**

For a complaint to be considered timely, it must be filed within 180 calendar days after the alleged incident has occurred. The file date of a complaint is the earlier of the postmark or date received by Dubois County.

## **D. Location/Availability of Complaint Forms**

Dubois County will make complaint forms available online via the County website. Additionally, persons may contact the Title VI or ADA Coordinator to request a copy of the complaint form via email, facsimile, or United States mail. Copies of complaint forms in alternative formats are available upon request.

## **E. How to File a Complaint**

A complainant may file his or her complaint by mail, facsimile, or email. Any person with a disability may request to file his or her complaint using an alternative format. Dubois County will acknowledge complaints received by fax or email and will process them once the County establishes the identity of the complainant. Complainants must mail a signed, original copy of the fax or email transmittal to the County to begin the complaint process. Dubois County does not require a complainant to use the County complaint form for submitting his or her complaint.

### **Direct Title VI Complaints to:**

Markie Rhodes  
Title VI Coordinator  
One Courthouse Square  
Jasper, IN 47546  
[jmrhodes@duboiscountyin.org](mailto:jmrhodes@duboiscountyin.org)  
(812) 481-7046

### **Direct ADA Complaints to:**

Brent Wendholt  
ADA Coordinator  
1066 S. State Road 162  
Jasper, IN 47546  
[bawendholt@duboiscountyin.org](mailto:bawendholt@duboiscountyin.org)  
(812) 482-5505

## **F. Elements of a Complete Complaint**

A complete complaint is written and signed. Verbal complaints must be reduced to writing and provided to the complainant for confirmation, review, and signature before processing. The complaint form is available in the appendix of this report and on the county website.

Additionally, a complete complaint is filed within 180 calendar days of the alleged discriminatory act(s) and includes at minimum the following information:

- The full name and address of the complainant
- The full name and address of the respondent, the individual, agency, department, or program that allegedly discriminated against complainant; and
- A description of the alleged discriminatory act(s) that violated the Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, age, or disability) and the date of occurrence.

The following items are not acceptable as a complete complaint:

- Anonymous complaints
- Inquiries seeking advice or information

- Newspaper articles
- Courtesy copies of court pleadings
- Courtesy copies of complaints addressed to other agencies
- Courtesy copies of internal grievances
- Oral complaints

The Title VI or ADA coordinator shall notify the complainant in writing if his or her complaint is incomplete and allot 15 calendar days for the complainant to respond and provide the supplemental information needed to complete the complaint.

## **G. Processing Complaints**

The Title VI and ADA Coordinator will process all complaints and will:

- Maintain a log of all complaints
- Acknowledge receipt of a complaint and inform the complainant of the action taken or proposed action to be taken to process the complaint
- Inform respondent of allegations and request a position statement and response to all aspects of the complainant's allegations
- Coordinate investigation and assign a staff member to the case
- Contact the complainant at the conclusion of the investigation

## **H. Corrective Action**

If Dubois County recommends corrective action, the County will give the respondent 30 calendar days to inform the County of the actions taken for compliance. The Title VI or ADA coordinator shall monitor the respondent's corrective action compliance.

Corrective action may include actions that the respondent will complete at a future date of the initial 30 days and must include project time in which the respondent will complete the action.

If the respondent has not taken the recommended corrective action within the 30-day period allowed, Dubois County will for the respondent to be in noncompliance with Title VI and its implementing regulations. Noncompliance not corrected by informal means as described above may be subject to sanctions as per 49 CFR § 21.13.

## **I. Pre-Investigative/Administrative Closures**

It is the general practice of Dubois County to investigate all complete complaints; however, the County may administratively close a complaint at its discretion. The types of complaints that may be administratively closed and will not be investigated include, but are not limited to, the following:

- Complaints that fail to state a claim or provide any substantial or coherent claim

- Complaints that are outside the scope of Dubois County's Title VI jurisdiction
- Untimely complaints filed more than 180 days after the alleged discriminatory acts
- Complaints voluntarily withdrawn by the complainant
- Complaints in which the investigation has been impaired by the County's ability to locate the complainant
- Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found factually or legally unsubstantiated by Dubois County
- Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the County
- Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice, or County policy determinations
- Complaints filed for complainants or parties who refuse to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation
- Complaints transferred to another agency for investigation; and
- Complaints where the death of a complainant makes it impossible to investigate the allegations fully

Dubois County shall notify complainant in writing when a determination is made to administratively close a case without further investigation. The notification shall include an explanation of the basis for administrative close.

## **J. Confidentiality**

In accordance with DOT Order 1000.12, Dubois County shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the complainant's identity to the responder or a third party, the investigator must first obtain complainant's written permission.

## **K. Records**

Dubois County shall maintain all records of an investigation in a confidential area for three years after the completion of the investigation.

## **L. Summary of Complaints Received**

No complaints have been filed within the reporting period.

## **VIII. Public Involvement and Outreach**

### **A. Website**

Dubois County has created an updated website, which allows all the Title VI and ADA information to be easily accessed. Dedicated Title VI & ADA webpages provide vital information to the public.

### **B. Data Collection**

Dubois County plans to utilize a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, disability status, and household income.

Dubois County plans to make surveys available at all public hearings, meetings and on the website. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.

## **IX. Manuals, Directives, and Guidance**

Dubois County plans to incorporate Title VI policy and mission statements into its employee handbook for the next revision.

### **A. Dubois County Title VI Policy Statement**

*Dubois County values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, Dubois County is required to conform to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the DOT on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age low income status or limited English proficiency.*

### **B. Dubois County Title VI Mission Statement**

*Dubois County will implement compliance with Title VI 49 CFR § 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age low income status or limited English proficiency.*

Dubois County will continue to develop additional manuals and directives as needed to provide guidance regarding Title VI and ADA compliance and will be made available where appropriate.

## **X. Limited English Proficiency**

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, the US Department of Transportation published Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the County uses to access the LEP populations in Dubois County.

1. The Number and proportion of LEP persons eligible to be served or likely to be encountered by the County
2. The frequency with which LEP individuals come into contact with the program, activity or service
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the County and Costs

Refer to Appendix G for a Summary of the Four Factor Analysis.

In addition, Dubois County has not implemented the safe harbor provision whereby it identifies and translate all vital documents into any language where the 5% threshold is met whereby 5% or more of the population in the County both:

1. Does not speak English very well AND
2. Primarily speaks another specific language as identified in current census data or other publicly available records.

Dubois County strives to serve its population to the best of its ability. According to the U.S. Census Bureau, the percentage of LEP population in Dubois County recorded during the time period of 2007-2011 is approximately 3.5 percent. To accommodate these individuals, Dubois County provides, upon request, services to assist the LEP population including translation of vital documents, interpretation services, and alternative public outreach media. Language cards will be provided to each department for assistance in providing services to limited English proficiency individuals. Progress is still being made to fully serve the entire Dubois County community.

All first points of contact by Residents, at County Offices will receive Language Identification Flashcards, to better assist language barriers and provide a better translation avenue. Refer to Appendix H for the Language Identification Flashcard.

## **XI. Title IV Training**

- A. At the time of Hire:** Title VI policy education and literature will be provided to all Dubois County Employees. Dubois County Employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature a new employee orientation. Employees will be provided with updated education and literature as Dubois County deems necessary.
- B. Ongoing Training provided to Current Employee:** Current employees will receive training annually. Training will consist of updated policies and requirements mandated by the federal government and will be provided in person. Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, Dubois County employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, take prompt and reasonable action to avoid or minimize discrimination incidences and immediately notify the Title VI Coordinator, in writing, of any questions, complaints or allegations of discrimination.

## **XII. Accomplishments**

Refer to Appendix I.

## **XIII. Annual Work Plan**

Refer to Appendix J.



## **XIV. Appendix**

- A. Title VI Liaisons**
- B. Sample Title VI Complaint Log**
- C. Sample Title VI Complaint Procedure**
- D. External Complaint of Discrimination Form**
- E. Complaint Consent Release Form**
- F. Voluntary Title VI Public Involvement Survey**
- G. Summary of the Four Factor Analysis**
- H. Language Identification Flashcard**
- I. Accomplishments**
- J. Annual Work Plan**

# Appendix A

## Title VI Liaisons

## Dubois County Department Heads/ Liaisons

<u>Department</u>	<u>Department Head / Contact</u>	<u>Phone Number</u>	<u>E-mail</u>
Title VI Coordinator	Markie Rhodes	812-481-7046	<a href="mailto:jmrhodes@duboiscountyin.org">jmrhodes@duboiscountyin.org</a>
ADA Coordinator	Brent Wendholt	812-482-5505	<a href="mailto:bawendholt@duboiscountyin.org">bawendholt@duboiscountyin.org</a>
Commissioners	Chad Blessinger	812-661-2452	<a href="mailto:cablessinger@duboiscountyin.org">cablessinger@duboiscountyin.org</a>
Auditor	Sandy Morton	812-481-7000	<a href="mailto:slmorton@duboiscountyin.org">slmorton@duboiscountyin.org</a>
Assessor	Angie Giesler	812-481-7010	<a href="mailto:acgiesler@duboiscountyin.org">acgiesler@duboiscountyin.org</a>
Circuit Court	Nathan Verkamp	812-481-7020	<a href="mailto:naverkamp@duboiscountyin.org">naverkamp@duboiscountyin.org</a>
Circuit Court	Cheryl Knies	812-481-7022	<a href="mailto:crknies@duboiscountyin.org">crknies@duboiscountyin.org</a>
Superior Court	Mark McConnell	812-481-7070	<a href="mailto:mrmmcconnell@duboiscountyin.org">mrmmcconnell@duboiscountyin.org</a>
Superior Court	Nichole Schnarr	812-481-7077	<a href="mailto:nlschnarr@duboiscountyin.org">nlschnarr@duboiscountyin.org</a>
Recorder	Jackie McPherron	812-481-7067	<a href="mailto:ismcpherron@duboiscountyin.org">ismcpherron@duboiscountyin.org</a>
Surveyor	Kenneth Brosmer	812-481-7085	<a href="mailto:krbrosmer@duboiscountyin.org">krbrosmer@duboiscountyin.org</a>
Clerk of the Courts	Amy Kippenbrock	812-481-7035	<a href="mailto:alkippenbrock@duboiscountyin.org">alkippenbrock@duboiscountyin.org</a>
Coroner	Katie Schuck	812-631-2381	
Prosecuting Attorney	Anthony Quinn	812-482-5725	<a href="mailto:adquinn@duboiscountyin.org">adquinn@duboiscountyin.org</a>
Treasurer	Cathy Merkley	812-481-7080	<a href="mailto:clmerkley@duboiscountyin.org">clmerkley@duboiscountyin.org</a>
Sheriff	Tom Kleinhelter	812-482-3522	<a href="mailto:tomkleinhelter@duboiscountyin.org">tomkleinhelter@duboiscountyin.org</a>
Council	Michael Kluesner	812-309-0856	<a href="mailto:mwkluesner@duboiscountyin.org">mwkluesner@duboiscountyin.org</a>
Highway Department	Steven Berg	812-482-5505	<a href="mailto:sberg@duboiscountyin.org">sberg@duboiscountyin.org</a>
911 Communications	Stuart Wilson	812-482-6777	<a href="mailto:stuartwilson@duboiscountyin.org">stuartwilson@duboiscountyin.org</a>
Health Department	Donna Oeding	812-481-7050	<a href="mailto:dcoeding@duboiscountyin.org">dcoeding@duboiscountyin.org</a>
Probation Department	Jennifer Lampert	812-481-7078	<a href="mailto:jslampert@duboiscountyin.org">jslampert@duboiscountyin.org</a>
Weights and Measures	Gary Salb	812-481-7095	<a href="mailto:gesalb@duboiscountyin.org">gesalb@duboiscountyin.org</a>
Community Corrections	Megan Durlauf	812-481-2440 Ex. 1	<a href="mailto:msdurlauf@duboiscountyin.org">msdurlauf@duboiscountyin.org</a>
Records	Cynthia Fehribach	812-481-7091	<a href="mailto:cafehribach@duboiscountyin.org">cafehribach@duboiscountyin.org</a>
Small Claims	Liz Helming	812-481-7017	<a href="mailto:smallclaims@duboiscountyin.org">smallclaims@duboiscountyin.org</a>
Soil & Water Conservation	Judi Brown	812-482-1171 Ex. 3	<a href="mailto:judi.brown@in.nacdnet.net">judi.brown@in.nacdnet.net</a>
EMA	Tammy Humbert	812-482-2202	<a href="mailto:duboisema@psci.net">duboisema@psci.net</a>
Veterans Services	Gary Love	812-481-7090	<a href="mailto:gmlove@duboiscountyin.org">gmlove@duboiscountyin.org</a>
Solid Waste Management	Carla Striegel-Winner	812-482-7865	<a href="mailto:duboiscoswmd@psci.net">duboiscoswmd@psci.net</a>
Purdue Extension Office	Chelsea Brewer	812-482-1782	<a href="mailto:duboisces@purdue.edu">duboisces@purdue.edu</a>
IV-D	Bill Shaneyfelt	812-482-1818	<a href="mailto:duboisces@fullnet.com">duboisces@fullnet.com</a>
Alcohol & Drug	Mike Denu	812-482-5342	<a href="mailto:mkdenu@duboiscountyin.org">mkdenu@duboiscountyin.org</a>
Custodian	Scott Hopf	812-639-9147	<a href="mailto:sahopf@duboiscountyin.org">sahopf@duboiscountyin.org</a>
County Parks	Bob Gress	812-482-2434	<a href="mailto:bgress@purdue.edu">bgress@purdue.edu</a>

## Appendix B

### Sample Title VI Complaint Log

## DUBOIS COUNTY TITLE VI COMPLAINT LOG

[illegible]

# Appendix C

## Sample Title VI Complaint Procedure

## **Dubois County Complaint Policy and Procedure**

Any person who believes that he or she as a member of a protected class, has been discriminated against based on race, color, national origin, disability, sex, sexual orientation, gender identity, disability, religion, low income status or limited English proficiency in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, Section 504 of the Vocational Rehabilitation Act of 1973, Americans with Disability Act of 1990, as amended, the Civil Rights Restoration Act of 1987, as amended, and any other Federal nondiscrimination statute may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of Dubois County, Indiana to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any County Government Supervisor or to the County Title VI Coordinator. The complaint should be submitted within 180 days of the alleged discrimination. Complaint form may be found at the Auditor's Office in the County Court House. Individuals are not required to use the County's complaint form. If necessary, the County will help an individual reduce his or her complaint to writing for his or her signature.

Generally a complaint should include the name, address and telephone number of the individual complaining (complainant) and a brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

### **Complaints should be directed to:**

Markie Rhodes  
Human Resources/ Title VI Coordinator  
One Courthouse Square  
Jasper, IN 47546  
(812) 481-7046  
[jmrhodes@duboiscountyin.org](mailto:jmrhodes@duboiscountyin.org)

Within 60 days of the receipt of the complaint the County will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complaint. The County will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints shall be kept confidential.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation  
Economic Opportunity Division  
100 N. Senate Ave., Room N750  
Indianapolis, IN 46204  
Phone: (317) 233-6511  
Fax: (317) 233-0891

Indianapolis District EEOC Office  
101 West Ohio Street, Suite 1900  
Indianapolis, IN 46204  
Phone: (800) 669-4000  
Fax: (317) 226-7953  
TTY: 1 (800) 669-6820

Indiana Civil Rights Commission  
100 N. Senate Ave., Room N103  
Indianapolis, IN 46204  
Toll Free: 1 (800) 628-2909  
Phone: (317) 232-2600  
Fax: (317) 232-6560  
Hearing Impaired: 1 (800) 743-3336



# Appendix D

## External Complaint of Discrimination Form

**Title VI / ADA Discrimination Grievance Form**

**Dubois County, Indiana**

Page 1 of 2

Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS:** Please fill out this form completely in blue or black ink or type. Submit as directed in the Title VI Complaint Procedure/ ADA Grievance Policy. Assistance filling out the form will be made available upon request.

**Complainant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_ **Cell Phone No:** \_\_\_\_\_

If a representative is filing this grievance on behalf of another person, his/her personal information must also be included:

**Representative Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_ **Cell Phone No.:** \_\_\_\_\_

---

County Department that you believe has discriminated: \_\_\_\_\_

Date and Time of Alleged Discrimination: \_\_\_\_\_

Location or Address of Alleged Discrimination: \_\_\_\_\_

The Alleged Discrimination was based on:

Race: \_\_\_\_ Color: \_\_\_\_ National Origin: \_\_\_\_ Disability: \_\_\_\_ Sex: \_\_\_\_ Sexual Orientation: \_\_\_\_

Gender Identity: \_\_\_\_ Religion: \_\_\_\_ Low Income Status: \_\_\_\_ Limited English Proficiency: \_\_\_\_

**Title VI / ADA Discrimination Grievance Form**

**Dubois County, Indiana**

Page 2 of 2

Give a brief description of how you were allegedly discriminated against. Please provide the name(s) of the individuals who allegedly discriminated you, or list the County facilities you feel are in violation of Title VI or

ADA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and Contact information of witnesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What type of corrective action would you like to see taken? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the grievance been filed with another agency of the Local, State or Federal Government? \_\_\_\_\_

If "yes", please indicate which agency: \_\_\_\_\_

\_\_\_\_\_  
Grievant or Representative Signature

\_\_\_\_\_  
Date

Form Prepared By: \_\_\_\_\_

Witnessed By: \_\_\_\_\_

# Appendix E

## Complaint Consent Release Form

## **COMPLAINANT CONSENT / RELEASE**

**Complainant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_ **Cell Phone No:** \_\_\_\_\_

**Case Number(s) (If Known):** \_\_\_\_\_

As a complainant, I understand that during an investigation it may become necessary for Dubois County to reveal my identity to individuals outside of Dubois County Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for Dubois County to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by Dubois County.

*Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below.  
(Please Mark One)*

☐

**CONSENT**

I have read and understand the above information and authorize Dubois County to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize Dubois County to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.

☐

**CONSENT DENIED**

I have read and understand the above information and do not want Dubois County to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without Dubois County making a determination in my case.

**Signature:** \_\_\_\_\_ **Date (MM/DD/YEAR):** \_\_\_\_\_

Brent Wendholt  
Dubois County Engineer  
Title VI Coordinator

Dubois County  
1066 S S.R. 162  
Jasper, IN 47546

bawendholt@duboiscountyin.org  
Phone: (812) 482-5505  
Fax: (812) 482-5511

# Appendix F

## Voluntary Title VI Public Involvement Survey

**Voluntary Title VI Public Involvement Survey**  
**Dubois County, Indiana**

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CRF § 200.9(b)(4)). Dubois County is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that Dubois County will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding Dubois County's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Brent Wendholt, Title VI and ADA Coordinator.

You may return the survey by folding it and placing it on the sign in table (in front of the engineer), by mailing it or e-mailing it to the addresses listed below.

Date: (Month, Day, Year)			
Project Name:			
Proposed Project Location:			
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Race (Check one or more):			
<input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		<input type="checkbox"/> White	
<input type="checkbox"/> Black or African American		<input type="checkbox"/> Multiracial	
Age: <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40		Disability: <input type="checkbox"/> Yes	
<input type="checkbox"/> 41-65 <input type="checkbox"/> 65+		<input type="checkbox"/> No	
Household Income:			
<input type="checkbox"/> 0 - \$12,000		<input type="checkbox"/> \$12,001-\$24,000	
<input type="checkbox"/> \$24,001-\$36,000		<input type="checkbox"/> \$36,001-\$48,000	
<input type="checkbox"/> \$48,001-\$60,000		<input type="checkbox"/> \$60,001 +	

Brent Wendholt  
Dubois County Engineer  
Title VI Coordinator

Dubois County  
1066 S State Rd 162  
Jasper, IN 47546

bawendholt@duboiscountyin.org  
Phone: (812) 482-5505  
Fax: (812) 482-5511

# Appendix G

## Summary of the Four Factor Analysis



## Summary of the Four Factor Analysis

### Factor 1: The Number and proportion of LEP persons eligible to be served or likely to be encountered by the City.

The number and proportion of LEP persons eligible to be served or likely to be encountered by the City can only be estimated until the actual number of persons who can speak English less than “very well” are documented as needing assistance by County Staff. With this Title VI Plan being in early development stages and considered a document that may need regular updates, US Census Bureau information is being used at this time. The total population is provided below to shown general distribution of race and ethnicity in the community. The estimated number of persons that may not speak English “very well” is following in the US Census Bureau 2006-2010 American Community Survey.

The U.S. Census Bureau provides statistics from 2020 for Dubois County as follows.

#### **Total Population: 43,637**

##### Population by Ethnicity: 4,146

Hispanic or Latino: 4,146

Non-Hispanic or Latino: 0

##### Population by Race: 43,637

White: 38,864

African American: 202

Asian: 249

American Indian or Alaska Native: 148

Native Hawaiian & Pacific Islander: 5

Other: 2,461

Identified by 2 or More: 1,708

The US Census Bureau 2015 – 2019 American Community Survey 5-Year Estimates under Selected Social Characteristics estimates the number of people in Dubois County who speak a language other than English to be 2,391 with those speaking English less than “very well” estimated at 2.8% or approximately 1,100 individuals who may be considered limited in English proficiency. The margin of error is  $\pm 0.8\%$  so the actual number may fluctuate from 1,119 to 1,081 individuals.

According to the census numbers above there may be up to 1,119 individuals who live in Dubois County that may be considered as LEP. Based on actual contact between County Staff and the Community there have been very few requests from anyone in the service area asking the County to provide language translation services. Therefore, the LEP population is probably even less than the estimate shown above.

## **Summary of the Four Factor Analysis**

### **Factor 2: The Frequency with which LEP individuals come into contact with the program, activity, and service.**

Due to the infrequent requests for translation services, there appears to be minimal need for translation services from the County. This may be attributed to the high percentage of younger people (XX.X% for ages up to 17) who are available as family members for translation services.

### **Factor 3: The nature and importance of the program, activity, or service provided by the program.**

If at any time a LEP individual requests translation services that are considered important such that denial or delay of access or services or information could have serious or even life-threatening implications, the County will provide, upon request, services to assist the LEP population including translation of vital County documents and interpretation services.

### **Factor 4: The resources available to the County and Costs.**

Currently the County is trying to obtain proper resources and clarify / categorize the resources not documented. Once this is complete, a Cost analysis can be performed to get an understanding on what the annual costs will be and what will need to be budgeted on an annual basis.

# Appendix H

## Language Identification Flashcards

- |                          |  |                        |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                                | 1. Arabic              |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞ս, կ՞առաքե՞ք այս քառակուսու՞մ,<br>եթե խոսո՞ւմ կա՞մ կարդո՞ւմ ե՞ք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্স দাগ দিন।                                | 3. Bengali             |
| <input type="checkbox"/> | ឈ្មួញក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                                     | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.         | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。   | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。   | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                      | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                               | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                          | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.  | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                         | 12. Farsi              |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

# Appendix I

## Accomplishments

## 2021 Title VI Accomplishments

	Goal:	Target Completion Date	Actual Completion Date
1.	Develop Title VI Implementation Plan	March 2016	May 2016
2.	Conduct Internal training for all Title VI Liaisons	December 2017	October 2017
3.	Distribute Title VI and ADA Plans to County Offices	December 2016	January 2017
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			



# Appendix J

## Annual Work Plan

## 2021 Title VI Annual Work Plan

	Goal:	Target Completion Date
1.	Attend Title VI Training for all relevant staff	Ongoing
2.	Distribute language cards to all county departments for assistance with LEP individuals	December 2022
3.	Collect Public Involvement Surveys	Ongoing
4.	Make Title VI and ADA Plans available on County Website	January 2022
5.	Ensure that assurances are being used in contract for federal projects	Ongoing
6.	Identify ways to actively seek out minority members of the community for project involvement	Ongoing
7.	Contact Interpreter / Translation Services Representative for Dubois County	December 2022
8.	Develop & Implement Safe Harbor Provisions	December 2022
9.	Put the entire Updated Title VI Plan on the Website	December 2022