



Otterbein Title VI Implementation Plan

Spring 2022

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TITLE VI IMPLEMENTATION PLAN

FOR THE TOWN OF OTTERBEIN, INDIANA

Introduction

This Title VI Implementation Plan is a part of the Town of Otterbein’s continual and ongoing effort 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 Implementation Plan, the Town of Otterbein seeks to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program.

Town of Otterbein Title VI Non-Discrimination Notice and Policy

The Town of Otterbein 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, the Town of Otterbein 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 the Town of Otterbein on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status, or limited English proficiency. The Town of Otterbein 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 the Town of Otterbein 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 requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the Town of Otterbein 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.

The Town of Otterbein 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, the Town of Otterbein will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). The Town of Otterbein will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives, and regulations.

Whenever the Town of Otterbein distributes federal-aid funds to a second tier subrecipient, the Town of Otterbein will include Title VI language in all written agreements.

The following individual has been identified as the Town of Otterbein'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.

ADA/Title VI Coordinator: **Lukas Darling**
Address: **111 S Main Street, PO Box 215, Otterbein, IN 47970**
Phone Number: **765-583-3430**
Email: ldarling@otterbein.in.gov

The Town of Otterbein affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein (see next page).

Title VI Assurances & Implementation

Fully executed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented, and is being adhered to by the Town of Otterbein. The Town of Otterbein has implemented this plan by **Resolution** and it is effective for **2022**. This plan will be renewed on or before January 31, 2026.



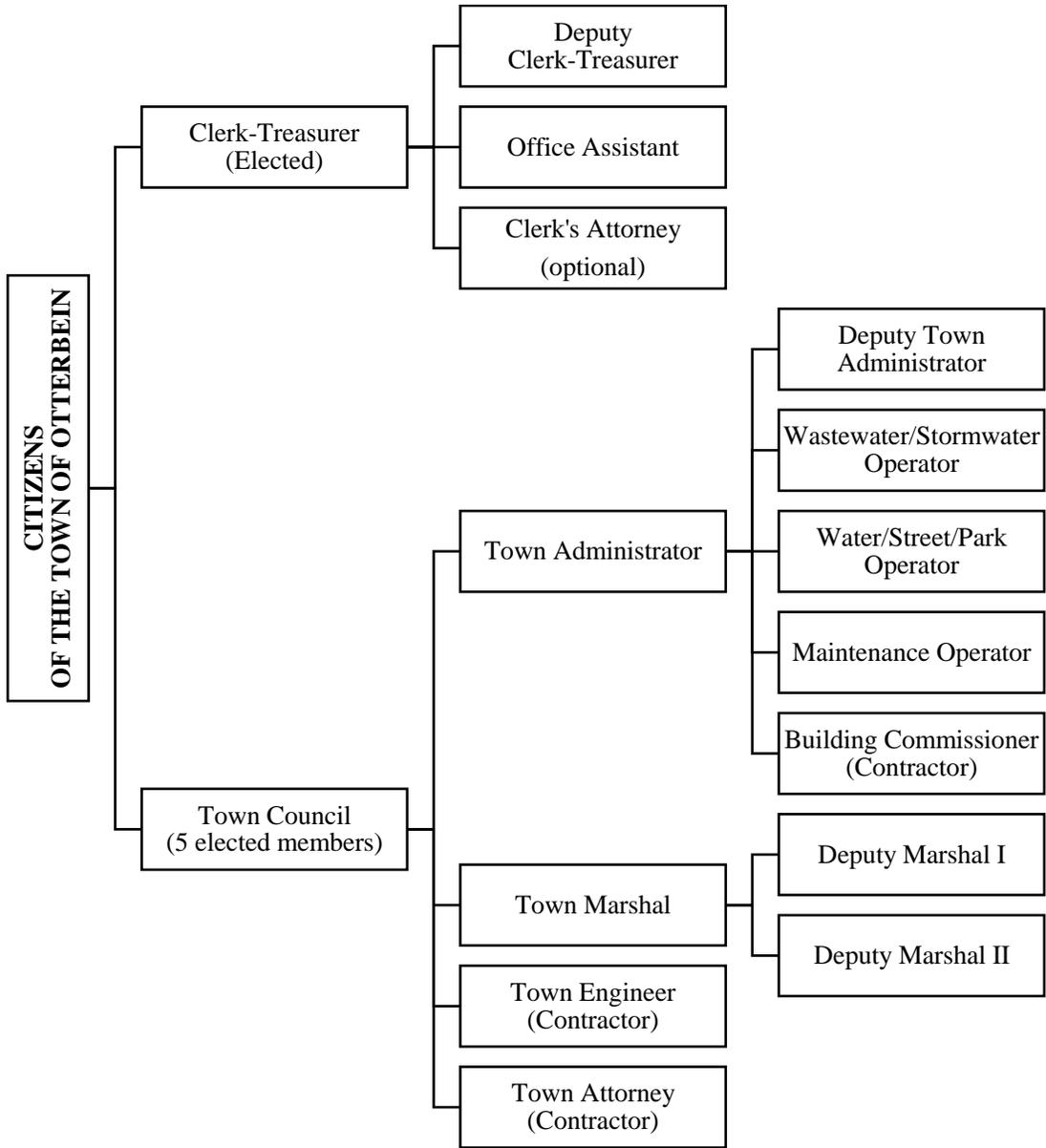
Amy Brown
President of Council



Date

The individual above is a duly authorized representative of the Town of Otterbein.

Town of Otterbein Organizational Chart



Overview of Title VI Program: Data Collection, Analysis, and Reporting

The type of data collected is dependent on the program area's objective. The Town of Otterbein collects various types of data to ensure compliance with Title VI. Some information is collected for a period of time with the objective of determining what data needs to be collected.

The following types of data will be collected by the Town of Otterbein:

- Complaints received, logged, processed, and investigated by the Town of Otterbein.
- Environmental Justice analysis and reports
- Limited English Proficiency reports
- Title VI Training
- Public Involvement Survey
- Records of meeting minutes and discussions related to Title VI in all program areas.
- The Town of Otterbein collects data related to specific program areas being reviewed this year for disparate / disproportionate impacts or other evidence of potential discrimination or discriminatory outcomes.

Complaints of Discrimination

How to file a complaint

While a Complainant may preliminarily submit their complaint by online form submission, mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file their complaint using an alternative format. The Town of Otterbein requires a Complainant to use the Town of Otterbein complaint form when submitting their complaint.

Direct all complaints of discrimination pursuant to Title VI to:

ADA/Title VI Coordinator: **Lukas Darling, MPA**
Address: **111 S Main Street, PO Box 215, Otterbein, IN 47970**
Phone Number: **765-583-3430**
Email: LDarling@otterbein.in.gov

Elements of a complete complaint

A complaint must be both written and signed to be complete. Oral complaints must be reduced to writing and provided to the Complainant for confirmation, review, and signature before processing. The complaint form is available at the Town of Otterbein Town Hall.

Additionally, a complaint must include the following information:

- The full name, address, and telephone number of the Complainant; and
- 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 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.

Processing Complaints

The Title VI Coordinator will process all complaints using the following procedure:

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred and falls within the jurisdiction of the Town.
- The Title VI Coordinator will then investigate the complaint. If the complaint is against the Town, then the Town Board President or their designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the Town Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The party alleged to have acted in a discriminatory manner will also be notified by certified mail of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator, and the Town Council.
- Once the Town/Accessibility Coalition of Tippecanoe County (ACT) has investigated the report findings, the Town will present a solution to the complainant.
- All parties associated with the complaint will be properly notified of the outcome of the Town/ACT's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), they shall be advised of their right to appeal the Town's decision. Appeals of the decision must be filed with the Town Council within 180 days from the decision date. Appeals of the Town Council's decision may be made to a court of competent jurisdiction. Unless new facts not previously considered come to light, reconsideration of the Town's determination will not be available.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at:
<http://www.iustice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

Environmental Justice Analysis and Reports

In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin. Part of Title VI reads, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations; and
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

The Town of Otterbein is committed to these three environmental justice principles in all work that the Town performs.

Limited English Proficiency (LEP) Policy

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has 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 Town uses to access the LEP populations in the Town of Otterbein.

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the Town.
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 Town and costs.

In addition, the Town of Otterbein **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:

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

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 Town can only be estimated until the actual number of persons who can speak English less than "very well" are documented as needing assistance by Town 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 2010 (**or most recent census**) for the Town of Otterbein as follows:

Ethnicity (2020 Decennial Census)

Hispanic or Latino	58
Non-Hispanic or Latino	1,086
Total Population	1,144

Population by Race (2020 Decennial Census)

White	1,062
Black or African American	5
Asian	7
American Indian or Alaska Native	3
Native Hawaiian or Pacific Islander	0
Other	19
Identified by Two or More	48
Total Population	1,144

Source: US Census Bureau, <https://data.census.gov/cedsci/profile?q=1600000US1857258>

The US Census Bureau 2019 American Community Survey 5-year estimates under Selected Social Characteristics of the Total and Native Populations in the United States (table S0601) presents the data in the following table.

Language Spoken at Home and Ability to Speak English (2019 ACS)

Ability to Speak English	Estimate	Margin of Error	Estimated Population	Range
Speaks a language other than English	7.1%	±6.0	66	10 – 122
Speaks English ‘very well’	6.2%	±5.4	58	7 – 109
Speaks English less than ‘very well’	0.9%	±1.1	8	0 – 19

Source: [Table S0601, 2019 American Community Survey](#)

According to the 2020 US Census, the total population over 5 years old is 930.

Based on actual contact between Town Staff and the community there have been very few requests from anyone in the service area asking the Town to provide language

translation services. Therefore, the LEP population is probably even less than the estimate shown above.

Factor 2:

The frequency with which LEP individuals come into contact with the program, activity, or service:

Due to the infrequent requests for translation services, there appears to be a minimal need for translation services from the Town. This may be attributed to the higher percentage of younger people who are available as family members for translation services and the low number of those that speak English less than very well.

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 Town will provide, upon request, services to assist the LEP population including translation of vital Town documents and interpretation services.

Factor 4:

The resources available to the Town and costs:

The Town of Otterbein is a member of the Accessibility Coalition of Tippecanoe County (ACT), which can provide translation services without cost to the Town.

Summary of LEP Accommodation Policy

- The Town of Otterbein strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to Town services.
- A U.S. Department of Agriculture Language Identification card is available as part of this document ([Appendix F](#)). This card allows LEP individuals to communicate their preferred language to Town Staff whereas Town Staff may then access a translation service as determined by the Town.
- The Town of Otterbein utilizes 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, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the Town may consider changes to their LEP policy. 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.
- The Town reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the Town's Title VI plan and procedures as required.
- Staff for the Town will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

Title IV Training

Employer and Employee Dissemination and Training

At the time of Hire (and annually to all employees if applicable): Employees will be provided a copy of the current Title VI Implementation Plan at time of hire. All employees will be required to have a certification on file stating that the document has been received and read.

Ongoing Training provided to current employees: Current employees will receive training once per year. Training may consist of disseminated materials with updates to the program, training days, or other means as deemed necessary and will be provided in person or via the web depending on the availability of training.

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, Town of Otterbein 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.

Public Involvement

Data Collection

Pursuant to 23 CFR 200.9(b) (4), the Town of Otterbein shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

The Town of Otterbein shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnicity, race, age, income and if they are disabled. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request will be made for the attendees to complete the voluntary survey.

Completed surveys will be retained by the Title VI Coordinator for three (3) years.

The Title VI Coordinator will also collect and report statistical data for the past three (3) years as it relates to the number of federally funded projects, complaints filed and the results of those complaints, any requests for language services, demographic statistics, and department compliance reviews.

Community Involvement and Outreach

The Town of Otterbein is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation.

The Town of Otterbein shall participate in the Accessibility Coalition of Tippecanoe County and partake in quarterly public meetings. Any meetings that are open to the public are published on the Town of Otterbein's website's main page. All Town of Otterbein public meetings are held in locations accessible to individuals with disabilities. Upon request, translators can be provided free of charge to those individuals with limited English proficiency. Auxiliary aids are also available upon request. Requests must be made within seventy-two (72) hours in advance.

The Town of Otterbein may also publish on its website various meeting agendas, meeting minutes, notices, events, and news. Some departments within the Town of Otterbein may utilize signage, media, and social media websites as another avenue to communicate with the community.

Review of Program Area

This section outlines annual goals set forth by the Town of Otterbein to comply with Title VI requirements and statutes. This list will be monitored for updates and additions.

Annual Work Plan

Accomplishments	Completion Date
Joined the Accessibility Coalition of Tippecanoe County (ACT)	February 2022
Hired a consultant to work through the Title VI Implementation process	Ongoing
Updated the Title VI Implementation Plan	February 2022

Goals	Target Completion Date
Provide the ADA/Title VI Coordinator with INDOT-required training	2022
Provide staff with annual training	Winter 2022
Provide training to ADA/Title VI Coordinator through the National ADA Symposium	Summer 2022
Publish the Title VI Nondiscrimination Notice in local newspapers	Spring 2022
Publish the Title VI Nondiscrimination Notice on the Town's website	Spring 2022

Appendix A: Title VI Assurances

The Town of Otterbein (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, or 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 Indiana Department of Transportation (INDOT), in accordance with Title VI of 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 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, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any

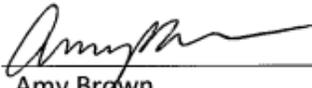
contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, 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 and 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 Town affecting 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, or 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 future 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 or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, 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 under the Federal-Aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient



Amy Brown
President of Council

2-17-22

Date



Treeva Sarles, IAMC, MMC, CPM

2-17-22

Date



Lukas Darling, MPA
ADA/Title VI Coordinator

2-17-22

Date

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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, 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 Materials 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 religion, race, color, national origin, sex, sexual orientation, gender identity, 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 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 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, INDOT shall impose such contract sanctions as it 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.
- 7. The contractor shall take such action with respect to any subcontract or procurement as INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Indiana Department of Transportation to enter into such litigation to protect the interests of the Indiana Department of Transportation and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

- 765. 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 from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Indiana Department of Transportation 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 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *Indiana Department of Transportation* 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 therein unto the Indiana Department of Transportation 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 provision of similar services or benefits and shall be binding on the Indiana Department of Transportation its successors and assigns.

The Indiana Department of Transportation, 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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, 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 the Indiana Department of Transportation shall use the lands and interests in lands and interests in lands so 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 the Indiana Department of Transportation (INDOT) 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 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 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, INDOT 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 [licenses, 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, Indiana Department of Transportation 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 INDOT and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by INDOT 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 religion, race, color, national origin, sex, sexual orientation, gender identity, 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 religion, race, color, national origin, sex, sexual orientation, gender identity, 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, INDOT 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.

* 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.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, INDOT 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 INDOT 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.

Appendix B: Complaint Policy

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, gender, age, 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 Disabilities 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 the Town of Otterbein 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 they have been discriminated against may submit a written or oral complaint. The complaint may be communicated to any supervisor or to the ADA/Title VI Coordinator. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found on the Town of Otterbein website: or at the Town Hall. Individuals are not required to use the Town's complaint form. If necessary, the Town will help an individual reduce their complaint to writing for their 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:

ADA/Title VI Coordinator:	Lukas Darling
Address:	111 S Main Street, PO Box 215, Otterbein, IN 47970
Phone Number:	(765) 583-3430
Email:	LDarling@otterbein.in.gov

Within 60 days of the receipt of the complaint the Town will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Town 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, Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indianapolis District EEOC Office

101 West Ohio Street, Ste 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 C: Complaint Log

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Appendix D: External Complaint of Discrimination Procedure

Instructions:

The purpose of this form is to help any person interested in filing a discrimination complaint with the Town of Otterbein. Complainants must use the appropriate form provided. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to the Town of Otterbein as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Supplemental information may also be filed using alternative formats such as audiotape, USB drive, or Braille.

You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the Town of Otterbein. Additionally, you have the right to seek private counsel.

The Town of Otterbein is prohibited from retaliating against any individual because they opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail a complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

****Your complaint cannot be processed without your signature.**

TOWN OF OTTERBEIN, INDIANA
EXTERNAL COMPLAINT OF DISCRIMINATION

for complaints related to Title VI

Date:		
Full Name:		
Address:		
City:	State:	ZIP:
Phone Number:		

PERSON/AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU

Name:		Title:
Name of Company/Agency:		
Address:		
City:	State:	ZIP:
When was the last alleged discriminatory act? (date)		
Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged act occurred more than 180 days ago, please explain your delay in filing this complaint: 		
The alleged discrimination was based on: (check all that apply) <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Gender <input type="checkbox"/> National Origin <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> Retaliation <input type="checkbox"/> Other:		
Describe the alleged act(s) of discrimination <small>(if needed, you may use additional pages – please number pages in order)</small>		

Provide the names of any individuals with additional information regarding your complaint:
 If needed, you may include the same information for additional witnesses as an attachment.

Name of Witness 1:		Title:
Name of Company/Agency:		
Address:		
City:	State:	ZIP:
Phone Number:		
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination: 		

Name of Witness 2:		Title:
Name of Company/Agency:		
Address:		
City:	State:	ZIP:

Phone Number:
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:

Name of Witness 3:	Title:	
Name of Company/Agency:		
Address:		
City:	State:	ZIP:
Phone Number:		
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination:		

Have you filed a complaint alleging the same discrimination with another state or federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of the Agency:	Date Filed:
Case Number Assigned to your complaint:	
Current Status of your complaint:	

Complainant Signature

Date (month day year)

The Town of Otterbein requires that you use this form to formally lodge a complaint. If you need more room, you may use additional pages. In some situations, accompanying letters may be beneficial to fully explain the situation. In all situations, this form must be completed in its entirety.

You have the right to file a complaint with other state or federal agencies that provide federal or state financial assistance to the Town of Otterbein. Additionally, you have the right to seek private counsel.

Please make a copy of your complaint form for your personal records. Records sent to our office will not be returned. All records submitted will become the sole property of the Town of Otterbein.

Return your completed complaint form to:

ADA/Title VI Coordinator:	Lukas Darling, MPA
Address:	111 S Main Street, PO Box 215, Otterbein, IN 47970
Phone Number:	(765) 583-3430
Email:	LDarling@otterbein.in.gov

Appendix E: Voluntary Public Involvement Survey

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)). The Town of Otterbein 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 the Town of Otterbein 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 the Town of Otterbein’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact the Title VI Coordinator

You may return the survey by folding it and mailing or e-mailing it to the address below.

Voluntary Public Involvement Survey		
Date:	Project Name:	
Proposed Project Location:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	
Race (Check one or more)		
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> White/Caucasian	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Multiracial	
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other:	
<input type="checkbox"/> Asian		
Age:	Disability:	
<input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40	<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"/> \$24,000 - \$36,000
<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,000 - \$60,000	<input type="checkbox"/> \$60,001+
ADA/Title VI Coordinator: <u>Lukas Darling</u> Address: <u>111 S Main Street, PO Box 215, Otterbein, IN 47970</u> Phone Number: <u>(765) 583-3430</u> Email: <u>LDarling@otterbein.in.gov</u>		

Appendix F: Language Identification Card



I Speak Statements

- | | |
|---|---|
| <input type="checkbox"/> Unë flas shqip (Albanian)
<input type="checkbox"/> አማርኛ አናገራለሁ (Amharic)
<input type="checkbox"/> انا اتكلم اللغة العربية. (Arabic)
<input type="checkbox"/> Ես խոսում եմ հայերեն (Armenian)
<input type="checkbox"/> আমি বাংলা ভাষী। (Bengali)
<input type="checkbox"/> Ja govorim bosanski jezik (Bosnian)
<input type="checkbox"/> ကျွန်တော်မြန်မာစကားပြောသည်။ (Burmese)
<input type="checkbox"/> 我说中文 (Chinese Simplified)
<input type="checkbox"/> 我說中文 (Chinese Traditional)
<input type="checkbox"/> Ja govorim hrvatski . (Croatian)
<input type="checkbox"/> اینجانب به زبان فارسی صحبت می کنم (Farsi)
<input type="checkbox"/> Je parle français . (French)
<input type="checkbox"/> Je parle le Français haïtien (French Creole)
<input type="checkbox"/> Μιλάω ελληνικά . (Greek)
<input type="checkbox"/> འུ་ གུ་ཤར་ལཱི་ ཡི་ལུ་ ལུ་ (Gujarati)
<input type="checkbox"/> Mwen pale Kreyòl . (Haitian Creole)
<input type="checkbox"/> मैं हिंदी बोलता हूँ (Hindi)
<input type="checkbox"/> Kuv hais lus hmoob . (Hmong)
<input type="checkbox"/> Ana m a sụ Igbo (Igbo)
<input type="checkbox"/> Parlo Italiano (Italian)
<input type="checkbox"/> 私は日本語を話します (Japanese)
<input type="checkbox"/> Mi chat Jamiekan langwjjj (Jamaican Creole)
<input type="checkbox"/> ꨀꨁꨡꨃꨆꨇꨈꨉꨊꨋꨌꨍꨎꨏꨐꨑꨒꨓꨔꨕꨖꨗꨘꨙꨚꨛꨜꨝꨞꨟꨠꨡꨢꨣꨤꨥꨦꨧꨨꨩꨪꨫꨬꨭꨮꨯꨰꨱꨲꨳꨴꨵꨶ꨷꨸꨹꨺꨻꨼꨽꨾꨿ꩀꩁꩂꩃꩄꩅꩆꩇꩈꩉꩊꩋꩌꩍ꩎꩏꩐꩑꩒꩓꩔꩕꩖꩗꩘꩙꩚꩛꩜꩝꩞꩟ꩠꩡꩢꩣꩤꩥꩦꩧꩨꩩꩪꩫꩬꩭꩮꩯꩰꩱꩲꩳꩴꩵꩶ꩷꩸꩹ꩺꩻꩼꩽꩾꩿꪀꪁꪂꪃꪄꪅꪆꪇꪈꪉꪊꪋꪌꪍꪎꪏꪐꪑꪒꪓꪔꪕꪖꪗꪘꪙꪚꪛꪜꪝꪞꪟꪠꪡꪢꪣꪤꪥꪦꪧꪨꪩꪪꪫꪬꪭꪮꪯꪰꪱꪴꪲꪳꪵꪶꪷꪸꪹꪺꪻꪼꪽꪾ꪿ꫀ꫁ꫂ꫃꫄꫅꫆꫇꫈꫉꫊꫋꫌꫍꫎꫏꫐꫑꫒꫓꫔꫕꫖꫗꫘꫙꫚ꫛꫜꫝ꫞꫟ꫠꫡꫢꫣꫤꫥꫦꫧꫨꫩꫪꫫꫬꫭꫮꫯ꫰꫱ꫲꫳꫴꫵ꫶꫷꫸꫹꫺꫻꫼꫽꫾꫿꬀ꬁꬂꬃꬄꬅꬆ꬇꬈ꬉꬊꬋꬌꬍꬎ꬏꬐ꬑꬒꬓꬔꬕꬖ꬗꬘꬙꬚꬛꬜꬝꬞꬟ꬠꬡꬢꬣꬤꬥꬦ꬧ꬨꬩꬪꬫꬬꬭꬮ꬯ꬰꬱꬲꬳꬴꬵꬶꬷꬸꬹꬺꬻꬼꬽꬾꬿꭀꭁꭂꭃꭄꭅꭆꭇꭈꭉꭊꭋꭌꭍꭎꭏꭐꭑꭒꭓꭔꭕꭖꭗꭘꭙꭚ꭛ꭜꭝꭞꭟꭠꭡꭢꭣꭤꭥꭦꭧꭨꭩ꭪꭫꭬꭭꭮꭯ꭰꭱꭲꭳꭴꭵꭶꭷꭸꭹꭺꭻꭼꭽꭾꭿꮀꮁꮂꮃꮄꮅꮆꮇꮈꮉꮊꮋꮌꮍꮎꮏꮐꮑꮒꮓꮔꮕꮖꮗꮘꮙꮚꮛꮜꮝꮞꮟꮠꮡꮢꮣꮤꮥꮦꮧꮨꮩꮪꮫꮬꮭꮮꮯꮰꮱꮲꮳꮴꮵꮶꮷꮸꮹꮺꮻꮼꮽꮾꮿꯀꯁꯂꯃꯄꯅꯆꯇꯈꯉꯊꯋꯌꯍꯎꯏꯐꯑꯒꯓꯔꯕꯖꯗꯘꯙꯚꯛꯜꯝꯞꯟꯠꯡꯢꯣꯤꯥꯦꯧꯨꯩꯪ꯫꯬꯭꯮꯯꯰꯱꯲꯳꯴꯵꯶꯷꯸꯹꯺꯻꯼꯽꯾꯿가각갂갃간갅갆갇갈갉갊갋갌갍갎갏감갑값갓갔강갖갗갘같갚갛개객갞갟갠갡갢갣갤갥갦갧갨갩갪갫갬갭갮갯갰갱갲갳갴갵갶갷갸갹갺갻갼갽갾갿걀걁걂걃걄걅걆걇걈걉걊걋걌걍걎걏걐걑걒걓걔걕걖걗걘걙걚걛걜걝걞걟걠걡걢걣걤걥걦걧걨걩걪걫걬걭걮걯거걱걲걳건걵걶걷걸걹걺걻걼걽걾걿검겁겂것겄겅겆겇겈겉겊겋게겍겎겏겐겑겒겓겔겕겖겗겘겙겚겛겜겝겞겟겠겡겢겣겤겥겦겧겨격겪겫견겭겮겯결겱겲겳겴겵겶겷겸겹겺겻겼경겾겿곀곁곂곃계곅곆곇곈곉곊곋곌곍곎곏곐곑곒곓곔곕곖곗곘곙곚곛곜곝곞곟고곡곢곣곤곥곦곧골곩곪곫곬곭곮곯곰곱곲곳곴공곶곷곸곹곺곻과곽곾곿관괁괂괃괄괅괆괇괈괉괊괋괌괍괎괏괐광괒괓괔괕괖괗괘괙괚괛괜괝괞괟괠괡괢괣괤괥괦괧괨괩괪괫괬괭괮괯괰괱괲괳괴괵괶괷괸괹괺괻괼괽괾괿굀굁굂굃굄굅굆굇굈굉굊굋굌굍굎굏교굑굒굓굔굕굖굗굘굙굚굛굜굝굞굟굠굡굢굣굤굥굦굧굨굩굪굫구국굮굯군굱굲굳굴굵굶굷굸굹굺굻굼굽굾굿궀궁궂궃궄궅궆궇궈궉궊궋권궍궎궏궐궑궒궓궔궕궖궗궘궙궚궛궜궝궞궟궠궡궢궣궤궥궦궧궨궩궪궫궬궭궮궯궰궱궲궳궴궵궶궷궸궹궺궻궼궽궾궿귀귁귂귃귄귅귆귇귈귉귊귋귌귍귎귏귐귑귒귓귔귕귖귗귘귙귚귛규귝귞귟균귡귢귣귤귥귦귧귨귩귪귫귬귭귮귯귰귱귲귳귴귵귶귷그극귺귻근귽귾귿글긁긂긃긄긅긆긇금급긊긋긌긍긎긏긐긑긒긓긔긕긖긗긘긙긚긛긜긝긞긟긠긡긢긣긤긥긦긧긨긩긪긫긬긭긮긯기긱긲긳긴긵긶긷길긹긺긻긼긽긾긿김깁깂깃깄깅깆깇깈깉깊깋까깍깎깏깐깑깒깓깔깕깖깗깘깙깚깛깜깝깞깟깠깡깢깣깤깥깦깧깨깩깪깫깬깭깮깯깰깱깲깳깴깵깶깷깸깹깺깻깼깽깾깿꺀꺁꺂꺃꺄꺅꺆꺇꺈꺉꺊꺋꺌꺍꺎꺏꺐꺑꺒꺓꺔꺕꺖꺗꺘꺙꺚꺛꺜꺝꺞꺟꺠꺡꺢꺣꺤꺥꺦꺧꺨꺩꺪꺫꺬꺭꺮꺯꺰꺱꺲꺳꺴꺵꺶꺷꺸꺹꺺꺻꺼꺽꺾꺿껀껁껂껃껄껅껆껇껈껉껊껋껌껍껎껏껐껑껒껓껔껕껖껗께껙껚껛껜껝껞껟껠껡껢껣껤껥껦껧껨껩껪껫껬껭껮껯껰껱껲껳껴껵껶껷껸껹껺껻껼껽껾껿꼀꼁꼂꼃꼄꼅꼆꼇꼈꼉꼊꼋꼌꼍꼎꼏꼐꼑꼒꼓꼔꼕꼖꼗꼘꼙꼚꼛꼜꼝꼞꼟꼠꼡꼢꼣꼤꼥꼦꼧꼨꼩꼪꼫꼬꼭꼮꼯꼰꼱꼲꼳꼴꼵꼶꼷꼸꼹꼺꼻꼼꼽꼾꼿꽀꽁꽂꽃꽄꽅꽆꽇꽈꽉꽊꽋꽌꽍꽎꽏꽐꽑꽒꽓꽔꽕꽖꽗꽘꽙꽚꽛꽜꽝꽞꽟꽠꽡꽢꽣꽤꽥꽦꽧꽨꽩꽪꽫꽬꽭꽮꽯꽰꽱꽲꽳꽴꽵꽶꽷꽸꽹꽺꽻꽼꽽꽾꽿꾀꾁꾂꾃꾄꾅꾆꾇꾈꾉꾊꾋꾌꾍꾎꾏꾐꾑꾒꾓꾔꾕꾖꾗꾘꾙꾚꾛꾜꾝꾞꾟꾠꾡꾢꾣꾤꾥꾦꾧꾨꾩꾪꾫꾬꾭꾮꾯꾰꾱꾲꾳꾴꾵꾶꾷꾸꾹꾺꾻꾼꾽꾾꾿꿀꿁꿂꿃꿄꿅꿆꿇꿈꿉꿊꿋꿌꿍꿎꿏꿐꿑꿒꿓꿔꿕꿖꿗꿘꿙꿚꿛꿜꿝꿞꿟꿠꿡꿢꿣꿤꿥꿦꿧꿨꿩꿪꿫꿬꿭꿮꿯꿰꿱꿲꿳꿴꿵꿶꿷꿸꿹꿺꿻꿼꿽꿾꿿 | <input type="checkbox"/> N' a po Klào Win. (Kru)
<input type="checkbox"/> ຂ້າພະເຈົ້າເວົ້າ ພາສາລາວ. (Lao)
<input type="checkbox"/> Yie gorngv Mienh waac. (Mien)
<input type="checkbox"/> म नेपाली बोल्छु (Nepali)
<input type="checkbox"/> Mówię po polsku . (Polish)
<input type="checkbox"/> Eu falo Português . (Portuguese)
<input type="checkbox"/> ਇ ਸੁਆਕ ਪੰਜਾਬੀ (Punjabi)
<input type="checkbox"/> Cunosc limba Română . (Romanian)
<input type="checkbox"/> Я говорю по-русски . (Russian)
<input type="checkbox"/> Ou te tautala faaSamoa . (Samoan)
<input type="checkbox"/> Govorim srpski . (Serbian)
<input type="checkbox"/> Waxaan ku hadlaa Somali . (Somali)
<input type="checkbox"/> Yo hablo español . (Spanish)
<input type="checkbox"/> أتحدث السودانية (لغوي سوداني) (Sudanese)
<input type="checkbox"/> Marunong po akong magsalita ng Tagalog . (Tagalog)
<input type="checkbox"/> ข้าพเจ้าพูด ภาษาไทย (Thai)
<input type="checkbox"/> አነ ትግርኛ ይዘረብ እየ. (Tigrinya)
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<input type="checkbox"/> میں اردو بولتا/ بولتی ہوں. (Urdu)
<input type="checkbox"/> Tôi nói tiếng Việt . (Vietnamese)
<input type="checkbox"/> איך רעד אײדיש (Yiddish)
<input type="checkbox"/> Mo gbọ Yoruba (Yoruba) |
|---|---|

USDA is an equal opportunity provider and employer.

Appendix G: Training Materials & Records of Training Attendance

To be completed as plan is implemented.

Appendix H: Reports and Outcomes of Data Collected

To be completed as plan is implemented.

Appendix I: Materials Related to Annual Goals and Accomplishments

To be completed as plan is implemented.

Appendix J: 2022 Adoption Resolution

COUNCIL OF THE TOWN OF OTTERBEIN, INDIANA

RESOLUTION 2022-0217B

A RESOLUTION ADOPTING AN UPDATED TITLE VI IMPLEMENTATION PLAN FOR THE TOWN OF OTTERBEIN

WHEREAS, the Council of the Town of Otterbein, Indiana is the legislative body established under the laws and statutes of the State of Indiana; and

WHEREAS, the Federal government enacted Title VI of the Civil Rights Act of 1964 (Title VI) to prevent discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, in compliance with Title VI the Town of Otterbein shall name a Title VI Coordinator; and

WHEREAS, the Town desires to adopt a Title VI Implementation Plan as part of the Town's continuing and ongoing effort to proactively meet and exceed the minimum compliance requires established under Title VI of the Civil Rights Act of 1964 and related statutes and regulations; and

WHEREAS, in compliance with Title VI the Town of Otterbein shall publish notice of its Title VI Coordinator's name, office address, and telephone number along with its Title VI Nondiscrimination policy on its website; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Otterbein, Indiana, as follows:

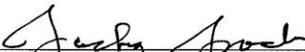
1. The Deputy Town Administrator is designated as the Title VI Coordinator for the Town.
2. The Title VI Implementation Plan (Attachment 1) is adopted by this Council.
3. In compliance with Federal and State Laws, Council resolves to post the required information on its website and other locations as may be determined from time to time.
4. The Town Administrator is authorized to publish the Non-Discrimination Notice as required by law.

ADOPTED by the Council of the Town of Otterbein, Indiana this
17th day of February, 2022 by a vote of 3 in favor and 0 against.

THE COUNCIL OF THE
TOWN OF OTTERBEIN, INDIANA



Amy Brown, Council President



Jackie Apache, Vice President

Doyle Allison, Councilman

Rick Hadley, Councilman



Daniel Klumpe, Councilman

ATTEST:



Treeva Sarles, Clerk-Treasurer