



LaGrange County

Title VI Implementation Plan

2019

Prepared by: Anti-Discrimination Coordinator
3-1-2019

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INTRODUCTION

This Title VI Implementation Plan is a part of LaGrange County’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”) and related anti-discrimination statutes and regulations. With this Title VI Implementation Plan, LaGrange County seeks to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program. This Plan will give guidance on addressing all Title VI issues and/or violations within LaGrange County.

TITLE VI NON-DISCRIMINATION NOTICE & POLICY

LaGrange County, Indiana values the civil rights of every individual and desires to provide equal treatment for its citizens. As provided by Title VI of the Civil Rights Act of 1964, as amended, and all related statutes, regulations, and directives, it is the policy of LaGrange County that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any LaGrange County program, activity, or service on the grounds of race, color, national origin, sex, or religion. LaGrange County further makes assurances that every reasonable effort will be made to prevent illegal discrimination in all of its programs, activities, and services, whether or not those programs, activities, and services are federally funded.

In addition, LaGrange County will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). LaGrange County will, where necessary and appropriate, revise, update, and incorporate nondiscrimination requirements into appropriate manuals, directives, and regulations.

LaGrange County makes the same assurances regarding its independent agents and subrecipients of federal aid flowing through the County. Whenever the County distributes federal-aid funds to a second-tier subrecipient, LaGrange County will include Title VI language in all written agreements to the extent required by law.

The Board of Commissioners of the County of LaGrange has appointed the County Engineer as the County’s Title VI Coordinator. The Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports, and performing other responsibilities, as required by applicable law. The Title VI Coordinator can be contacted at:

Title VI Coordinator
300 E. Factory St.
LaGrange, IN 46761
Telephone: (260) 499-6352
Facsimile: (260) 463-7838
[RESERVED]@lagrangecounty.org

LaGrange County 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 below and integrated into the Title VI Implementation Plan. The Plan has been adopted, implemented, and is being adhered to by LaGrange County. LaGrange County has implemented the Plan by ordinance, and it is currently in effect. The Plan will be renewed on a regular basis.

Signed by: _____ Date: _____
LaGrange County Title VI Coordinator

The LaGrange County employee above is duly authorized to represent the County in this matter.

LAGRANGE COUNTY, INDIANA
TITLE VI ASSURANCE OF COMPLIANCE WITH FEDERAL REGULATIONS
FOR RECEIVING FEDERAL FINANCIAL ASSISTANCE FROM THE
U.S. DEPARTMENT OF TRANSPORTATION

LaGrange County, Indiana, by its executive, THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAGRANGE (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 collectively 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 race, color, or national origin, religion, or sex, 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. LaGrange County covenants to comply with

all federal and state statutes and regulations that apply to subrecipients of federal highway funds regarding Title VI provisions.

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 under the Federal Aid Transportation Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Transportation Program. The persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Adopted and resolved this _____ day of _____, 2019.

**THE BOARD OF COMMISSIONERS
OF THE COUNTY OF LAGRANGE**

/S/ Larry N. Miller, President

/S/ Terry A. Martin, Vice President

/S/ Dennis H. Kratz, Member

ATTEST:

/S/ Kathryn Hopper, Auditor

**OVERVIEW OF TITLE VI PROGRAM: DATA COLLECTION,
ANALYSIS, & REPORTING**

The type of data collected is dependent on the program area's objective. LaGrange County 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 Title VI Coordinator currently collects the following data:

- complaints received, logged, processed, and investigated by LaGrange County
- environmental justice analysis and studies
- Limited English Proficiency studies
- Public Involvement Survey

- meeting minutes and discussions related to Title VI in all program areas.

LaGrange County 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 someone who has a complaint – a Complainant – may preliminarily submit his or her 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 his or her complaint using an alternative format, such as by phone or in person. LaGrange County does not require a Complainant to use the LaGrange County complaint form when submitting his or her complaint.

Direct all complaints of discrimination related to Title VI to:

Title VI Coordinator
300 E. Factory St.
LaGrange, IN 46761
Telephone: (260) 499-6352
Facsimile: (260) 463-7838
[RESERVED]@lagrangecounty.org

Elements of a Complete Complaint

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review, and signature before processing. The complaint form is available for download from the LaGrange County website at: <http://www.lagrangecounty.org/>

Additionally, a complaint must include the following information:

- the full name and address of the Complainant;
- the full name and address of the Respondent, or in other words, the individual, agency, department, or program that allegedly discriminated against the Complainant; *and*
- a description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or an act that has the effect of discriminating on the basis of race, color, national origin, sex, or religion) and the date of occurrence.

The following items do not constitute 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; *and*
- oral complaints.

The Title VI Coordinator will promptly notify an individual in writing if it appears that the individual intended to submit a complaint, but the Coordinator found it lacking in some respect.

Timeliness of Complaints

For a complaint to be considered timely under Title VI, it must be filed within 180 calendar days after the last date on which the alleged incident occurred. The file date of a complaint is the earlier of the postmark or date received by LaGrange County.

Location/Availability of Complaint Forms

LaGrange County will make complaint forms available online via the County website. Additionally, persons may contact the Title VI 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.

Processing Complaints

The Title VI Coordinator will process all complaints. The Title VI Coordinator will be responsible for the following steps.

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, the complaint meets the Title VI filing deadline, which is 180 days from the date on which the alleged discriminatory act last occurred, and the complaint falls within the jurisdiction of the County.
- The Title VI Coordinator will then investigate the complaint. Additionally, a copy of the complaint will be forwarded to the County Attorney.
- If the complaint warrants a full investigation, the County will notify the Complainant by certified mail. This notice will name the investigator and/or investigating agency.

- The County will also notify the party alleged to have acted in a discriminatory manner 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 the County Attorney will be reviewed by the Title VI Coordinator and the LaGrange County Board of Commissioners.
- Once the County has thoroughly investigated the report findings, if the complaint has not been withdrawn, the County will adopt a final resolution.
- All parties associated with the complaint will be properly notified of the outcome of the County's investigative report.
- If the Complainant is not satisfied with the County's final determination of the alleged discriminatory practice(s), he or she shall be advised of the right to appeal the County's decision. An appeal must be filed within 180 days after the County's final resolution. Unless new facts not previously considered come to light, the County will not reconsider its judgment.

The foregoing complaint resolution procedure will be implemented in accordance with the U.S. 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."

Administrative Closure of Complaints

It is the general practice of LaGrange County to investigate all complete Title VI complaints; however, the County may administratively close such a complaint at its discretion. The types of Title VI complaints that may be administratively closed and that 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 LaGrange County's Title VI jurisdiction;
- complaints untimely filed more than 180 days after the last of the alleged discriminatory acts;
- complaints voluntarily withdrawn by the complainant;
- complaints in which the investigation has been impaired by the County's inability to locate the Complainant after a reasonable search;
- 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 the 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 legally barred by previous decisions by the federal courts, the U.S. 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 Complainant makes it impossible to investigate the allegations fully.

LaGrange County shall notify the 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.

Confidentiality

Confidentiality is a common concern among those who bring potential violations to our attention. We are experienced in handling this important concern and will use the information you provide only for legitimate law enforcement purposes. We protect the identity of complainants and the information they provide to the fullest extent of the law. If you have specific concerns regarding confidentiality, please discuss them with us. If an investigator determines that it is impractical not to disclose the Complainant's identity to the responder or a third party, the investigator will always first obtain Complainant's written permission.

Records

LaGrange County shall maintain all records of an investigation in a confidential area.

Summary of Complaints Received

No complaints have been filed as of the date of this Plan. This summary is to be updated annually.

ENVIRONMENTAL JUSTICE ANALYSIS & REPORTS

LaGrange County will work to ensure that its programs, activities, and services comply with federal and state law regarding aspects of environmental justice, as it applies to Title VI of the Civil Rights Act of 1964.

LIMITED-ENGLISH PROFICIENCY (LEP) POLICY

The Indiana Department of Transportation, as a recipient of federal highway funds, aims to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. INDOT guidance in this area (<https://www.in.gov/indot/3584.htm>) outlines the following four factors that the County uses to access the LEP populations in LaGrange County.

1. (Population) The number and proportion of LEP persons eligible to be served or likely to be encountered by the County.
2. (Contacts) The frequency with which LEP individuals come into contact with the program, activity, or service.
3. (Program Importance) The nature and importance of the program, activity, or service provided by the program.
4. (Resources) The resources available to the County and the costs of providing language services.

In addition, pursuant to its INDOT-encouraged self-evaluation, translations of vital documents should be in each LEP language group that is either 5% or 1,000 people of the total population eligible to be served. Providing these translations shows compliance and provides a “safe harbor” for providers that receive federal funding to lessen compliance requirements for languages that are less common to the area.

LaGrange County identifies and translates all vital documents into any language where a good-faith estimate of at least 1,000 citizens in the County do not speak English very well; but speak another specific common language as identified in current census data or other publicly available records.

Summary of the Four-Factor Analysis

Factor 1 – Population

The number and proportion of LEP persons eligible to be served or likely to be encountered by the County 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, U.S. Census Bureau information and INDOT estimates are being used at this time. The total population is provided below to show 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 U.S. Census Bureau 2006-2010 American Community Survey.

The U.S. Census Bureau provides statistics from 2010 for the LaGrange County as follows:

Total population = **38,084**

Population by Ethnicity:

Hispanic or Latino = **1,461** Non-Hispanic or Latino = **36,623**

Population by Race:

RACE	ESTIMATED NUMBER
White alone	37,267
Black or African American alone	19
American Indian and Alaska Native alone	23
Asian alone	98
Native Hawaiian and Other Pacific Islander alone	9
Some other race alone	31
Two or more races:	637
Two races including Some other race	168
Two races excluding Some other race, and three or more races	469

The U.S. Census Bureau 2006-2010 American Community Survey 5-Year Estimates under SELECTED SOCIAL CHARACTERISTICS estimates the number of people in LaGrange County who speak a language other than English to be **14,854** with those speaking English less than “very well” estimated at **14.9%** or approximately **5,117** individuals who may be considered limited in English proficiency. The margin of error is +/-**1.6%** so the actual number may fluctuate from **4,552** to **5,682** individuals.

According to the census numbers above, there would be around **5,682** individuals who live in the LaGrange County that may be considered as LEP. Based on actual contact between County Staff and the community there have been only a 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.

Based on INDOT research, in LaGrange County, the safe harbor is in effect for all languages except for Pennsylvania Dutch and German. Estimates of Pennsylvania Dutch speakers who do not speak English outnumber the same for German on almost a 3:1 basis.

Factor 2 – Contacts

Due to the infrequent requests for translation services, there appears to be a minimal need for translation services from the County. This may be attributed to the frequent use of available family members for translation services.

Factor 3 – Program Importance

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 make reasonable efforts to provide adequate translation services.

Factor 4 – Resources

LaGrange County has the following resources available to provide language services as the need arises in the delivery of its services and programs.

- A listing of multilingual employees who have agreed to provide volunteer translation and interpretation services on an as-needed basis as determined by an employee questionnaire provided upon hire.
- “I Speak” cards available at locations of frequent contact.
- Online machine translation services.

Summary of LEP Accommodation Plan

- LaGrange County 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 County services.
- A U.S. Census Bureau “I Speak” card is available as part of this document (see Appendix E). This card allows LEP individuals to communicate their preferred language to County staff so that County staff may then provide a translation service, as determined by the County.
- LaGrange County utilizes a voluntary public involvement survey (See Appendix D) 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 County may consider changes to their LEP policy. Completed surveys shall be retained for a period of at least three years from the date of the meeting and/or completion of the related project, if applicable.

- LaGrange County will provide regular training and to all new employees on the requirements, standards, and recommendations for providing meaningful access to services for LEP persons.

TITLE VI EMPLOYEE TRAINING

LaGrange County will provide its employees with Title VI policy education and literature periodically and at new employee orientation. County employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. Employees will be provided with updated education and literature, as the County deems necessary.

The Title VI Coordinator will annually attend training, usually by either the Federal Highway Administration (FHWA) or INDOT regarding Title VI Compliance. The Coordinator will act as the trainer for department head training. Training of County employees will be held annually in conjunction with the regular department head meeting. Training materials will include this Title VI Implementation Plan, the Americans with Disabilities Act transition plan, and any applicable training materials that are received at INDOT and FHWA conferences and workshops. Department heads will, in turn, train their staff and review with them the Title VI policies and plans.

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, LaGrange County employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, to take prompt and reasonable action to avoid or minimize discrimination incidences, and to immediately notify the Title VI Coordinator, in writing, of any questions, complaints, or allegations of discrimination.

PUBLIC INVOLVEMENT

Data Collection

1. LaGrange County solicits feedback at the bottom of each agenda for each County meeting.
2. LaGrange County plans to utilize a voluntary public involvement survey (see Appendix D) to collect Title VI and other demographic information from persons affected by County programs, activities, services, and projects. The survey permits respondents to

remain anonymous while voluntarily answering questions regarding their gender, ethnicity, race, age, disability status, and household income.

3. LaGrange County plans to make this survey available at all public hearings and meetings. Completed surveys shall be retained for a period of at least three years from the date of receipt and/or completion of the related project, if applicable.

Community Involvement & Outreach

LaGrange County is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for maximum involvement. Public meetings, programs, and activities will provide equitable opportunities for participation, if public participation is appropriate at the meeting.

LaGrange County hosts meetings monthly, and those meetings are open to the public. Any meetings that are open to the public are posted at the entrance to the County Office Building with additional plans to publish such notice on the LaGrange County website main page. All LaGrange County public meetings are held in locations accessible to individuals with disabilities. Upon at least forty-eight (48) hours' advance request, interpreters can often be provided free of charge to those individuals with limited English proficiency.

Also published on the LaGrange County website are various – though not all – meeting agenda, meeting minutes, notices, events, and news. Some departments within LaGrange County utilize signage, media, and social media websites as another avenue to communicate with the community.

REVIEW OF PROGRAM AREA

Annual Work Plan

This section outlines annual goals set forth by the County to comply with Title VI requirements. This list is not exhaustive and will be monitored for updates and additions.

Goals	Target Completion Date
Develop annual Title VI Implementation Plan and distribute internally and externally via County offices and website.	October 2019
Ensure that assurances are being used in contracts for highway projects that are dependent, in part, on federal funds	ongoing
Ensure all relevant staff attend Title VI training	December 2019
Conduct public involvement surveys	ongoing

APPENDICES

- A. Complaint Policy
- B. Complaint Log
- C. External Complaint / Procedure Form
- D. Voluntary Public Involvement Survey
- E. Language Identification Cards
- F. Organizational Chart
- G. Training Materials
- H. Annual Reports & Outcome Data

APPENDIX A – COMPLAINT POLICY

Any person who believes that he or she, as a member of a protected class, has been discriminated against in a County facility, program, activity, or service, based on race, color, national origin, religion, sex, disability, or age in violation of state or federal anti-discrimination law may submit a complaint with the County. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of LaGrange County 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 that person may 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 under state or federal anti-discrimination law may submit a written or verbal complaint (“Complainant”). The complaint may be communicated to any County department head or to the County Title VI Coordinator. Complaint forms may be found on the County website or at the County Annex Building. 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 Complainant and a brief description of the alleged discriminatory conduct including the date(s) 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:

Title VI Coordinator
300 E. Factory St.
LaGrange, IN 46761
Telephone: (260) 499-6352
Facsimile: (260) 463-7838
[RESERVED]@lagrangecounty.org

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

Confidentiality is a common concern among those who bring potential violations to our attention. We are experienced in handling this important concern and will use the information you provide only for legitimate law enforcement purposes. We protect the identity of complainants and the information they provide to the fullest extent of the law. If you have specific concerns regarding confidentiality, please discuss them with us. If an investigator determines that it is impractical not to disclose the Complainant's identity to the responder or a third party, the investigator will always first obtain Complainant's written permission.

Nothing in this Grievance Policy should be construed to deny the right of any individual to file a formal complaint with any other 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 W. 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

A complaint alleging a violation of Title VI should be returned within 180 days to ensure an investigation. A complaint alleging a violation under a different area of law may be subject to a different statute of limitations instead. Please check with your attorney.

APPENDIX C – EXTERNAL COMPLAINT / PROCEDURE FORM

INSTRUCTIONS. The purpose of this form is to help you if you are interested in filing, or in helping another person to file, a discrimination complaint with LaGrange County. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. Your complaint cannot be processed without your signature and completion of all bold items. Failure to provide complete information may impair the investigation of your complaint.

Title III and Title VI of the American Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and their related statutes, regulations, and directives, as amended, prohibit discrimination on the basis of race, color, national origin, religion, sex, disability, or age in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, the Federal Highway Administration, and/or the Federal Transit Administration. Often these prohibitions extend to LaGrange County as a sub-recipient of federal financial assistance.

Upon request, filing assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative methods, such as with a computer, orally, or with Braille.

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

LaGrange County is prohibited from retaliating against any individual because he or she 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 the complaint form along with any copies of documents or records relevant to your complaint to the address below.

Title VI Coordinator
300 E. Factory St., LaGrange, IN 46761
Telephone: (260) 499-6352
Facsimile: (260) 463-7838
[RESERVED]@lagrangecounty.org

Complaints of discrimination under Title VI must be filed within 180 days of the last date of the alleged discriminatory act to ensure an investigation. If the last date of alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

COMPLAINANT INFORMATION		
Name <i>(first, middle, and last)</i>		
Address <i>(number and street, city, state and ZIP code)</i>		
Home telephone number () - -	Work telephone number () - -	Cellular telephone number () - -
Name of complainant		Date <i>(month, day, year)</i>

PERSON / AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU		
Name <i>(first, middle, and last)</i>		Title
Name of company		
Address <i>(number and street, city, state and ZIP code)</i>		
Home telephone number () - -	Work telephone number () - -	Cellular telephone number () - -
When was the last alleged discriminatory act? <i>(month, day, year)</i> _____		
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.		
The alleged discrimination was based on:		
<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		

Describe the alleged act(s) of discrimination. <i>(Use additional pages, if necessary.)</i>

Name of complainant	Date (month, day, year)
---------------------	-------------------------

Provide the names of any individuals with additional information regarding your complaint:		
Name of witness 1 (first, middle, and last)	Title	
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		

Name of witness 2 (first, middle, and last)	Title	
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		

Name of witness 3 (first, middle, and last)	Title	
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.		

How would you like your complaint to be resolved?		

Name of complainant	Date (month, day, year)
Have you filed a complaint alleging the same discrimination with another state or federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide the following information for each agency:</i>	
Name of the agency	Date complaint filed (month, day, year)
Case number assigned to your complaint	Current status of your complaint
How did you learn about your right to file a discrimination complaint with INDOT?	

Signature	Date signed (month, day, year)

APPENDIX D – VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) seeks to have local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CFR §200.9(b)(4)). LaGrange 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. Submission of this survey is voluntary. This form is a public document that LaGrange 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 LaGrange County’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact:

Title VI / ADA Coordinator
300 E. Factory St.
LaGrange, IN 46761
[RESERVED]@lagrangecounty.org

You may return the survey by placing it, folded, on the registration table or by mailing or e-mailing it to the address below.

Date:
Department/Program/Activity/Service/Project Name:
Department/Program/Activity/Service/Project Location or Proposed 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:		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"/> \$24,001-\$36,000	
<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,001-\$60,000	<input type="checkbox"/> \$60,001+	
Title VI Coordinator 300 E. Factory St. LaGrange, IN, 46761 260-499-6352 [RESERVED]@lagrangecounty.org			

APPENDIX E – LANGUAGE IDENTIFICATION CARDS

2004 Census Test	2010 Census LANGUAGE IDENTIFICATION FLASHCARD
<input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Խոսողների կամ «նրան» կարողանալու արտահայտում, կիրառելի է նաև կապույտ կամ կարմիր գույնով:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> លូមបញ្ជាក់ក្នុងប្រអប់នេះ 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 kazyè sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> | जगर भाषा 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 beszéli 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"/> | 日本語を讀んだり、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"/> | ໂຕ້ອນລືມື່ອງ ຈຶ່ງ ຕົກລະຫັດ ທີ່ນີ້. | 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 căsuță 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 ovaj kvadratić ukoliko читаете 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"/> | ใส่เครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. | 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"/> | באצייבונט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |

APPENDIX F – ORGANIZATIONAL CHART

LAGRANGE COUNTY ORGANIZATIONAL DIRECTORY			
DEPARTMENT	CONTACT	PHONE	EMAIL
Anti-Discrimination	VACANT	499-6352	[reserved]@lagrangecounty.org
Assessor	Pat Monroe	499-6381	pmonroe@lagrangecounty.org
Auditor	Kathryn Hopper	499-6310	khopper@lagrangecounty.org
Building Commissioner	Jason Boggs	499-6301	jboggs@lagrangecounty.org
Circuit Court Judge	Hon. William Walz	499-6361	cllera@lagrangecounty.org
Communications/911	Bill Morr	463-0251-	wmorr@lagrangecounty.org
County Clerk	Bonnie Brown	499-6372	bbrown@lagrangecounty.org
Emergency Management	Don Wismer	463-4719	wwismer@lagrangecounty.org
Engineer	VACANT	499-6352	[reserved]@lagrangecounty.org
GIS Coordinator	Deb Naylor	499-6313	@lagrangecounty.org
Health Officer	Alfredo Garcia	499-4182	agarcia@lagrangecounty.org
Highway Supervisor	Randy VanWagner	499-6406	rvanwagner@lagrangecounty.org
IT Director	Bob Murphy	499-6388	bmurphy@lagrangecounty.org
Maintenance	Gary Mast	499-6355	gmast@lagrangecounty.org
Parks Director	Mike Metz	854-2225	mmetz@lagrangecounty.org
Planning Director	Robbie Miller	499-6347	rmiller@lagrangecounty.org
Prosecutor	Greg Kenner	499-6328	gkenner@lagrangecounty.org
Purdue Extension	Steve Engleking	499-6336	sengleking@purdue.edu
Recorder	Jennifer McBride	499-6394	jmcbride@lagrangecounty.org
Sheriff	Jeff Campos	463-7491	jcampos@lagrangesd.com
Superior Court Judge	Hon. Lisa Bowen-Slaven	499-6364	lbowen-slaven@lagrangecounty.org
Surveyor	Zack Holsinger	499-6307	zholsinger@lagrangecounty.org
Treasurer	Jamesi Lemon	499-6315	jlemon@lagrangecounty.org
Veterans' Affairs	Allen Connelly	499-6387	aconnelly@lagrangecounty.org

APPENDIX G – ANNUAL REPORTS AND OUTCOME DATA