



VANDERBURGH COUNTY
TITLE VI IMPLEMENTATION PLAN

SEPTEMBER 2025

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INTRODUCTION

This Title VI Implementation Plan is a part of Vanderburgh County's continual and ongoing effort to proactively meet 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, Vanderburgh County seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

VANDERBURGH COUNTY TITLE VI NON-DISCRIMINATION NOTICE & POLICY

Vanderburgh County 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, Vanderburgh County 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 Vanderburgh County on the grounds of race, color, age, sex, sexual orientation, sex identity, disability, national origin, religion, income status or limited English proficiency. Vanderburgh County 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.

No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally-funded or not.

Federal financial assistance includes (1) grants and loans of Federal funds; (2) grant or donation of Federal property and interest in property; (3) detail of Federal personnel; (4) sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and (5) any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance. 28 CFR § 42.102(c).

Prohibited forms of discrimination are disparate treatment, disparate impact and retaliation which includes lack of access and harassment from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

It is the policy of Vanderburgh County 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) and as these, and related rules, policies, laws, executive orders, and/or guidance may be updated, amended, or adjusted from time to time.

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, Vanderburgh County 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.

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

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

The following has been identified as Vanderburgh County’s Title VI 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.

Name/Title: Justin Elpers, President, Board of Commissioners of Vanderburgh County designates Laura Tomes, Chief Deputy, as Vanderburgh County Title VI Coordinator; and in addition, delegates all authority to act in furtherance of this policy, subject to the supervision and oversight of the President of the Board of Commissioners of Vanderburgh County.

Address: 305 Civic Center Complex
1 NW ML King Jr. Blvd.
Evansville, IN 47708
Office Phone: (812) 435-5241

Email: commissioners@vanderburghgov.org

Website: www.vanderburghgov.org

Vanderburgh County affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan on Vanderburgh County’s website and reaffirming its Assurances of Nondiscrimination, incorporated herein (see next page).

TITLE VI ASSURANCES & IMPLEMENTATION

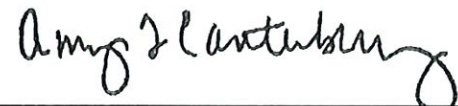
Fully executed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted and implemented by Vanderburgh County. Vanderburgh County has implemented this plan by resolution and it is effective for 2025-2026. This plan will be renewed on or before October 1, 2026.

Dated this 23rd day of SEPT., 2025.

BOARD OF COMMISSIONERS OF VANDERBURGH COUNTY



Justin Elpers, President



Amy Canterbury, Vice President



Mike Goebel, Member

ATTEST:



Theresa Bassemier
Vanderburgh County Auditor

The individuals listed above are duly authorized representatives of Vanderburgh County.

VANDERBURGH COUNTY ORGANIZATION AND STAFFING

All Title VI concerns should be directed towards the Title VI Coordinator. Additional Vanderburgh County department contacts are listed below:

Vanderburgh County Departments and Contact Information			
ADA Coordinator	Diane Clements-Boyd	812-436-4927	dclements@evansville.in.gov
Area Plan Commission	Ron London	812-435-5226	rlondon@evansvilleapc.com
Assessor	Bill Fluty	812-435-5267	bfluty@vanderburghgov.org
Auditor	Theresa Bassemier	812-435-5369	tbassemier@vanderburghgov.org
Burdette Park	Zach Wathen	812-435-5602	zwathen@vanderburghgov.org
Commissioners	Justin Elpers	812-435-5241	jelpers@vanderburghgov.org
Clerk	Dottie Thomas	812-435-5160	dthomas@vanderburghgov.org
Coroner	Bryan L. Underwood	812-435-5730	blunderwood@vanderburghgov.org
County Council	Teri Lukeman	812-435-5791	tlukeman@vanderburghgov.org
County Attorney/ County Law Dept.	Ryan Schulz	812-423-3183	rschulz@kddk.com
County Engineer	John Stoll	812-435-5773	jstoll@vanderburghgov.org
Emergency Management Agency	Cliff Weaver	812-435-6020	cweaver@evansville.in.gov
Health Department	Joe Gries	812-435-2400	jbgries@vanderburghcounty.in.gov
Highway Department	Jeff Byrd	812-435-5777	jbyrd@vanderburghgov.org
Recorder	Russell Lloyd, Jr.	812-435-5215	rglloyd@vanderburghgov.org
Sheriff	Noah Robinson	812-421-6200	nrobinson@vanderburghsheriff.com
Solid Waste Management	Jean Carlson	812-436-7800	jecarlson@evansville.in.gov
Surveyor	Linda Freeman	812-435-5210	lfreeman@vanderburghgov.org
Title VI Coordinator Designee of the President, Board of Commissioners of Vanderburgh County	Laura Tomes	812-435-5241	commissioners@vanderburghgov.org
Treasurer	Brian Gerth	812-435-5248	bagerth@vanderburghgov.org
Veterans Service Officer	Tonya Webber	812-435-5239	tphipps@vanderburghgov.org
Voters Registration	Anthony Bushrod Connie Carrier	812-435-5222	abushrod@vanderburghcounty.in.gov ccarrier@vanderburghcounty.in.gov
Weights & Measures	Jacob Murphy	812-435-5745	jmurphy@vanderburghgov.org

Vanderburgh County's organizational chart is provided in Appendix G.

OVERVIEW OF VANDERBURGH COUNTY TITLE VI PROGRAM

DATA COLLECTION, ANALYSIS & REPORTING

The type of data collected is dependent on the program area's objective. The following types of data may be collected by Vanderburgh County:

- Complaints received, logged, processed and investigated by Vanderburgh County
- 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.

Data collection will be done on an ongoing basis. All data collected will be analyzed to ensure compliance with nondiscrimination policies under Title VI regulations and requirements.

ROLE OF TITLE VI COORDINATOR

The Title VI Coordinator has the following roles and responsibilities:

- Point of contact for Title VI implementation and monitoring of programs and/or activities receiving Federal financial assistance
- Implementation of procedures for the prompt processing of Title VI external discrimination complaints
- Development of Vanderburgh County-specific Title VI information for public dissemination
- Provide training in Title VI, limited English proficiency, environmental justice, and ADA to Vanderburgh County staff and local stakeholder communities/subrecipients
- Receive, investigate and resolve complaints of discrimination
- Conduct research and data collection through surveys and inquiries
- Conduct risk assessments to improve Vanderburgh County's compliance with Federal regulations

PRIMARY PROGRAM AREA DESCRIPTIONS

Vanderburgh County has a variety of departments, programs and activities, including courts, zoning, parks and recreation, health department, and veterans' services. To ensure Title VI compliance for each of the aforementioned, and any and all other departments, programs and activities of Vanderburgh County, Vanderburgh County will disseminate information to all stakeholders regarding Title VI regulations and requirements. Vanderburgh County shall oversee each of its departments, programs and activities to ensure that no person participating in such department, program or activity shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any department, program or activity.

PROGRAM VISIBILITY

Information regarding Vanderburgh County's Title VI plan can be found at [ADA / Title VI / Vanderburgh County](#). Additionally, notices of nondiscrimination, this Title VI plan, and Title VI complaint form are posted at publicly accessible locations. Upon request, translation services can be provided so that any of the above documents can be provided in another language.

COMPLAINTS OF DISCRIMINATION

HOW TO FILE A COMPLAINT

While 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. Although it is recommended to use the Vanderburgh County complaint form when submitting a complaint, Vanderburgh County does not require the use of the Vanderburgh County complaint form when a Complainant submits his or her complaint.

Direct all complaints of discrimination pursuant to Title VI to:

Name/Title: Laura Tomes, Chief Deputy, Board of Commissioners of Vanderburgh County
Vanderburgh County Title VI Coordinator
Address: 305 Civic Center Complex
1 NW ML King Jr. Blvd.
Evansville, IN 47708
Office Phone: (812) 435-5241
Email: commissioners@vanderburghgov.org

A copy of the complaint shall also be submitted to:
Ryan M. Schulz, Vanderburgh County Attorney
Kahn, Dees, Donovan & Kahn, LLP
501 Main Street, Suite 305
Evansville, IN 47708

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 Vanderburgh County Commissioners' page at www.vanderburghgov.org.

Additionally, a complaint must include the following information:

- The full name and address of the Complainant; a phone number and/or email address shall also be provided if available.
- The full name and address of the Respondent, the individual, agency, department or program that allegedly discriminated against Complainant;
- A detailed 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 based on race, color, national origin, sex, age or disability) and the date of occurrence. Include the name(s) and contact information of all witnesses, if applicable.

- Any other information that is relevant to the complaint.

PROCESSING COMPLAINTS

The Title VI Coordinator will process all complaints. The processing of complaints will be completed as follows:

- The Title VI Coordinator and the County Attorney 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 that the alleged discriminatory act falls within the jurisdiction of Vanderburgh County. If a complaint is outside Vanderburgh County's jurisdiction, the Complainant will be notified and in writing, and no further action will be taken by Vanderburgh County.
- The Title VI Coordinator and the County Attorney will then investigate the complaint.
- 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 as of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Once the investigation has been completed, a written report will be prepared within sixty (60) calendar days after the receipt of the complaint.
- All parties associated with the complaint will be properly notified of the outcome of Vanderburgh County's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal Vanderburgh County's decision. Appeals must be filed within 180 days after Vanderburgh County's final resolution. Unless new facts not previously considered come to light, reconsideration of Vanderburgh County's determination will not be available.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance, as updated from time to time and available online at : <http://www.justice.gov/crt/>.

ENVIRONMENTAL JUSTICE

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;
- 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.

Vanderburgh County is committed to these three environmental justice principles in all work that Vanderburgh County 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 U.S. Department of Transportation published Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Persons in the December 14, 2005 Federal Register. This guidance outlines the following four factors that Vanderburgh County uses to access the LEP populations.

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

In addition, based on Census data, Vanderburgh County has not implemented the safe harbor provision whereby it identifies and translates all vital documents into any language where the 5% threshold is met whereby 5% or more of the population in Vanderburgh 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 Vanderburgh County is being estimated based up data from the U.S. Census Bureau. According to the 2024 American Community Survey 1-Year Estimates, the data for Vanderburgh County residents who speak English less than "very well" is as follows:

Label	Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	4,803	±1,331	2.8%	±0.8
Speak a language other than English	4,803	±1,331	47.0%	±9.4
Spanish	1,877	±1,089	46.9%	±16.7
Other Indo-European languages	1,161	±754	41.5%	±21.2
Asian and Pacific Island languages	1,161	±469	52.6%	±15.4
Other languages	604	±732	49.3%	±34.0

Based on these census estimates, there may be up to 4,803 individuals who live in Vanderburgh County that may be considered as LEP. Vanderburgh County staff members have received no requests from anyone in the service area asking Vanderburgh County to provide language translation services.

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, the need for translation services could not be determined.

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

Factor 4: The resources available to Vanderburgh County:

Vanderburgh County provides translation tools on Vanderburgh County's website in order to assist LEP individuals. If Vanderburgh County receives a request for individual translation services, Vanderburgh County will contact any appropriate local agency to obtain a translator at no cost to the individual who requires assistance.

SUMMARY OF LEP OUTREACH AND ACCOMMODATION PLAN

- Statements about the services available shall be provided in appropriate non-English languages in brochures, booklets, outreach and recruitment information, and other materials routinely disseminated to the public.
- Vanderburgh County shall coordinate with various community organizations that support LEP individuals to ascertain needs of its population and to provide information on the services that Vanderburgh County provides.
- Vanderburgh 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 Vanderburgh County services.

- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to Vanderburgh County staff to allow Vanderburgh County staff to access a translation service as determined by Vanderburgh County.
- Vanderburgh County 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 sex, 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, Vanderburgh County may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting.
- Vanderburgh County will review written Title VI complaints and will ensure every effort is made to resolve complaints informally at the local level, and will review and update Vanderburgh County's Title VI plan and procedures as needed.

TITLE VI TRAINING

EMPLOYER/EMPLOYEE TRAINING

The Title VI Coordinator and appropriate staff members will attend available Title VI training that may include, but will not be limited to, workshops provided by INDOT, training sessions provided at statewide conferences such as Purdue Road School, or other conferences sponsored by Indiana LTAP. The training may also include webinars hosted by various agencies. Training will be obtained on an annual basis, if available.

The Title VI Coordinator will work with liaisons from Vanderburgh County departments to integrate Title VI compliance into Vanderburgh County offices. The Title VI Coordinator will work with the department liaisons to educate new and existing Vanderburgh County employees regarding Title VI requirements. The Title VI Coordinator will maintain records of attendance, training materials, and agendas regarding any training provided to Vanderburgh County employees.

All staff shall also be provided with resources regarding nondiscrimination policies, requirements of the Federal agencies in implementing Title VI and techniques for communicating this information to all employees, recipients, and vendors. Resources provided by the Indiana Department of Transportation regarding the same will be disseminated to all staff, and the staff will be encouraged to share such resources with all recipients and vendors.

PUBLIC INVOLVEMENT

DATA COLLECTION

Vanderburgh County shall utilize a voluntary Title VI public involvement survey that will be available at public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's sex, 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 & OUTREACH

Vanderburgh County 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. Vanderburgh County will make concerted efforts to reach out a diverse group of constituents, including by reaching out to community leaders in various community organizations that support underrepresented individuals, so that a diverse cohort of individuals attend and participate in such meetings, programs and activities.

Vanderburgh County hosts various meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on Vanderburgh County's website. All Vanderburgh County 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 in writing forty-eight (48) hours in advance of the meeting.

Also published on the Vanderburgh County websites are announcements, news, events, and minutes from various meetings. Some departments may also utilize signage, media and social media websites as other avenues to communicate with the community.

The Vanderburgh County Commissioners typically meet twice each month, and each meeting has an opportunity for the public to comment on any issues. This portion of the meeting gives the public to provide input or ask questions regarding any Title VI issues affecting Vanderburgh County residents. Vanderburgh County shall review input from Vanderburgh County residents and will analyze how to best address Title VI concerns.

REVIEW OF PROGRAM AREA

Vanderburgh County and its Title VI Coordinator will monitor the pertinent departments, programs and activities for Title VI compliance through collection and analysis of data and processing of any and all complaints of discrimination under Title VI. Vanderburgh County, through its Title VI Coordinator, shall also oversee all contractors and subcontractors to ensure compliance under Title VI. The Title VI Coordinator shall monitor all contractors and subcontractors through its licensure process and will ensure that all contractors and subcontractors are aware of the regulations and requirements under Title VI.

In the instance of noncompliance, the Title VI Coordinator will communicate this instance of noncompliance to the relevant stakeholder, educate such stakeholder of the regulations and requirements under Title VI, and shall take such necessary corrective action so that the department, program and/or activity is in compliance under Title VI.

ANNUAL WORK PLAN

Accomplishments	Completion Date
Title VI Implementation Plan updated	November 2024
Updated Title VI Implementation Plan posted on Vanderburgh County website	November 2024
Vanderburgh County did not receive any requests for language services from LEP individuals.	2024
Staff from the Vanderburgh County Engineering Dept. attended INDOT Title VI training	August 1, 2024

Goals	Target Completion Date
Complete annual update of Title VI Implementation Plan	By October 1 of each year
Complete annual Title VI training	By the end of December of each year
Adopted annual update of Implementation Plan to be posted on Vanderburgh County website	By the end of October of each year

2024-2025 Goals and Accomplishments

- Update the Title VI Implementation Plan and the Goals and Accomplishments.
- Have Title VI/ADA Coordinator attend at least one in-person or online training. Encourage other staff members to attend online training opportunities.
- Have Title VI/ADA Coordinator complete Title VI and ADA training.
- Strive for zero Title VI or ADA complaints in 2025. If there is a complaint, consult with complainant to determine the best possible solution moving forward.

APPENDICES

- A. Assurances
- B. Complaint Policy
- C. Complaint Log
- D. External Complaint Procedure/Form
- E. Public Involvement Survey
- F. I Speak Cards
- G. Vanderburgh County Organizational Chart

APPENDIX A

ASSURANCES

Title VI Assurances

Vanderburgh County (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 28 CFR, Section 50.3, U.S. Department of Justice Guidelines for Enforcement 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), (as subject to updates from the U.S. Department of Justice from time to time), 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 (DOT), 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 can be found at <https://www.justice.gov/crt/fcs/TitleVI#2>.

General Assurances

In accordance with the Act and Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, 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 DOT.

Specific Assurances

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 "activity", "facility", or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 CFR § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility" operated), or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Act and the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work, Requests for Proposals for work, or material subject to the Act and Regulations and made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

The Recipient, 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 (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 28 CFR, Section 50.3, U.S. Department of Justice Guidelines for Enforcement 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, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged

business enterprises will be afforded full and fair 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 (as subject to updates from the U.S. Department of Justice from time to time), in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Act 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 United States effecting or recording a transfer of real property, structures, use, or improvements thereon, or interest therein, to a Recipient.
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 and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, or similar instruments 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, subrecipients, subgrantees, contractors, subcontractors, consultants, 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.

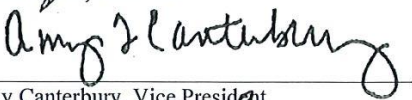
By signing this Assurance, the Recipient also agrees to comply (and require any subrecipients, subgrantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal-Aid Highway Program's access to records, accounts, documents, information, facilities, and staff. The Recipient also recognizes that it must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal-Aid Highway Program. The Recipient must keep records, reports, and submit the material for review upon request to the Federal-Aid Highway Program, or its designee in a timely, complete, and accurate way. Additionally, the Recipient must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

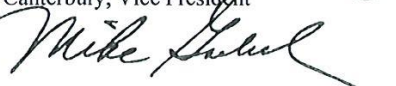
The Recipient gives this Assurance in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts or other Federal-aid and Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal-Aid Highway Program. This Assurance is binding on the Recipient, other recipients, subrecipients, subgrantees, contractors, subcontractors and their 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.

Dated this 23rd day of September, 2025.

Board of Commissioners of Vanderburgh County


Justin Elpers, President


Amy Canterbury, Vice President


Mike Goebel, Member

ATTEST:


Theresa Bassemier
Vanderburgh County Auditor

APPENDIX A

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

- (1) **Compliance with Regulations:** The Contractor (hereinafter includes consultants) shall comply with the Act and Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal-Aid Highway Program, as they may be amended from time to time, 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 (as subject to updates from the U.S. Department of Justice from time to time), 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 the Act and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the CFR Part 21.
- (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 (as subject to updates from the U.S. Department of Justice from time to time).
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Act, the Regulations, and 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), the FHWA, or the Federal-Aid Highway Program to be pertinent to ascertain compliance with such Act, 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, the FHWA, or the Federal-Aid Highway Program 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 Act, the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as INDOT, the FHWA, or the Federal-Aid Highway Program may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that, if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Indiana Department of Transportation to enter into any litigation to protect the interests of the Indiana Department of Transportation. In addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses shall be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

(GRANTING CLAUSE)

NOW, THEREFORE, Vanderburgh County, as authorized by law, and upon the condition that _____ 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 _____ all the right, title and interest of Vanderburgh County 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 _____ 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 _____, its successors and assigns.

_____, 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 (as subject to updates from the U.S. Department of Justice from time to time), 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 _____ 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 Act and Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department of Transportation 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

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

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

A. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/her 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:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation facility, 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 the Act and the Regulations (as may be amended) such that no person on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income (as subject to updates from the U.S. Department of Justice from time to time), will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Vanderburgh County 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*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, Vanderburgh County 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 the Department of Transportation and its assigns.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following shall be included in deeds, licenses, permits, or similar agreements entered into by Vanderburgh County pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/her 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 (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income, (as subject to updates from the U.S. Department of Justice from time to time), 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 the Act and 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, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Vanderburgh County 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.*

C. With respect to deeds, in the event of breach of any of the Non-discrimination covenants, Vanderburgh County 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 the Department of Transportation and its assigns.*

*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*, (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); and
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

APPENDIX B

COMPLAINT POLICY

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, (as subject to updates from the U.S. Department of Justice from time to time), may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of Vanderburgh 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 they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint must be submitted to the Vanderburgh County Title VI Coordinator as listed below. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found at the Vanderburgh County Commissioners' webpage at www.vanderburghgov.org, or they may be obtained at the Vanderburgh County Commissioners' office at 305 Civic Center Complex, Evansville, IN 47708. Individuals are encouraged to use Vanderburgh County's complaint form, but its use is not required. If necessary, Vanderburgh County will help an individual reduce his or her complaint to writing for his or her signature.

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

Complaints should be directed to:

**President c/o Chief Deputy, Title VI Coordinator
Board of Commissioners of Vanderburgh County
305 Civic Center Complex, 1 NW ML King Jr. Blvd.
Evansville, IN 47708
Phone: 812-435-5241
Email: commissioners@vanderburghgov.org**

Within 3 days of receipt of the complaint, Vanderburgh County will forward a copy of the complaint to the Indiana Department of Transportation. The Federal Highway Administration has jurisdiction to investigate all complaints under ADA/Title 504 and Title VI.

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

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

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

Complaints may also be filed with the following government agencies:

Indiana Department of Transportation
Economic Opportunity Division
100 N. Senate, 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

Contract Compliance Counsel
Indiana Department of Transportation
100 N. Senate Avenue – Room N758-PQ
Indianapolis, IN 46204

Federal Highway Administration
U.S. Department of Transportation
575 North Pennsylvania Street, Room 254
Indianapolis, IN 46204

Federal Highway Administration
Office of Civil Rights, HCR-20, Room E81-320
1200 New Jersey Avenue, SE
Washington, DC 20590

APPENDIX C

COMPLAINT LOG

TITLE VI COMPLAINT LOG

[illegible]

APPENDIX D

EXTERNAL COMPLAINT PROCEDURE

EXTERNAL COMPLAINT OF DISCRIMINATION

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with Vanderburgh 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. 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 Vanderburgh County 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.

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

Vanderburgh 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 original complaint form along with any copies of documents or records relevant to your complaint to the address shown on the complaint form.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act.

YOUR COMPLAINT CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE.

Vanderburgh County Complaint Form

COMPLAINANT INFORMATION			<i>Page 1 of 4</i>												
Complainant Name (<i>first, middle, last</i>)															
Address (<i>number and street, city, state and ZIP code</i>)															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
Email address		Date (<i>month, day, year</i>)													
PERSON DISCRIMINATED AGAINST (if different than complainant)															
Name (<i>first, middle, last</i>)															
Address (<i>number and street, city, state and ZIP code</i>)															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
Email address		Date (<i>month, day, year</i>)													
PERSON/AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU															
Name (<i>first, middle, and last</i>)		Title													
Name of Office or Agency															
Address (<i>number and street, city, state, and ZIP code</i>)															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
What was the date of the last alleged discriminatory act? (<i>month, day, year</i>) _____															
Where did the alleged discrimination take place? _____															
The alleged discrimination was based on: <table style="width: 100%; border: none;"> <tr> <td>☐ Race</td> <td>☐ Color</td> <td>☐ Age</td> </tr> <tr> <td>☐ Sex</td> <td>☐ Sexual Orientation</td> <td>☐ Gender Identity</td> </tr> <tr> <td>☐ Disability</td> <td>☐ National Origin</td> <td>☐ Religion</td> </tr> <tr> <td>☐ Income Status</td> <td>☐ Limited English Proficiency</td> <td>☐ Other – please explain below:</td> </tr> </table>				☐ Race	☐ Color	☐ Age	☐ Sex	☐ Sexual Orientation	☐ Gender Identity	☐ Disability	☐ National Origin	☐ Religion	☐ Income Status	☐ Limited English Proficiency	☐ Other – please explain below:
☐ Race	☐ Color	☐ Age													
☐ Sex	☐ Sexual Orientation	☐ Gender Identity													
☐ Disability	☐ National Origin	☐ Religion													
☐ Income Status	☐ Limited English Proficiency	☐ Other – please explain below:													
Other:															
* All complaints must be filed within 180 days of date of discrimination.															

Complainant Name (first, middle, last):

Date (month, day, year)

Please describe the alleged act(s) of discrimination. Be as specific as possible. *(Attach additional pages if necessary)*

Provide the names of any individuals with additional information regarding your complaint. Use additional copies of this form if necessary.

Name of Witness No. 1 (*first, middle, last*)

Address (*number and street, city, state and ZIP code*)

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

Email address

Date (*month, day, year*)

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

Name of Witness No. 2 (*first, middle, last*)

Address (*number and street, city, state and ZIP code*)

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

Email address

Date (*month, day, year*)

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

Vanderburgh County Complaint Form	<i>Page 4 of 4</i>
Complainant Printed Name (first, middle, last):	
Signature:	
Date Signed:	
<i>Please note that your complaint <u>cannot</u> be processed without your signature.</i>	

Please submit this complaint form and any other documents or other information that you believe is relevant to your complaint to the following addresses:

Justin Elpers, President, Board of Commissioners of Vanderburgh County
c/o Laura Tomes, Chief Deputy and Vanderburgh County Title VI Coordinator
305 Civic Center Complex
1 NW ML King Jr. Blvd.
Evansville, IN 47708

Ryan Schulz, Vanderburgh County Attorney
Kahn, Dees, Donovan & Kahn, LLP
501 Main Street, Suite 305
P.O. Box 3646
Evansville, IN 47735-3646

Complaints alleging violation of Title VI may also be filed with these state and Federal agencies:

Contract Compliance Counsel
Indiana Department of Transportation
100 N. Senate Avenue – Room N758-PQ
Indianapolis, IN 46204

Federal Highway Administration
U.S. Department of Transportation
575 North Pennsylvania Street, Room 254
Indianapolis, IN 4620

Federal Highway Administration
Office of Civil Rights, HCR-20, Room E81-320
1200 New Jersey Avenue, SE
Washington, DC 20590

The Federal Highway Administration has jurisdiction to investigate complaints under ADA/504 and Title VI.

APPENDIX E

VOLUNTARY PUBLIC INVOLVEMENT SURVEY

VOLUNTARY TITLE VI 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)). Vanderburgh County is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that Vanderburgh 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 the Vanderburgh County's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact President, Board of Commissioners of Vanderburgh County, Title VI Coordinator, 305 Civic Center Complex, 1 NW ML King Jr. Blvd., Evansville, IN 47708, commissioners@vanderburghgov.org.

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

Date:		
Project Name:		
Proposed Project Location:		
Sex:	☐ male ☐ female	Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Race: (Check one or more)		
☐ American Indian or Alaska Native		☐ Asian
☐ Native Hawaiian or Other Pacific Islander		☐ White
☐ Black or African American		☐ Multiracial
Age:	☐ 1-21 ☐ 22-40 ☐ 41-65 ☐ 65+	Disability: ☐ Yes ☐ No
Household Income:	☐ \$0-\$12,000 ☐ \$12,001-\$24,000 ☐ \$24,001-\$36,000	☐ \$36,001-\$48,000 ☐ \$48,001-\$60,000 ☐ \$60,001+
President, Board of Commissioners of Vanderburgh County 305 Civic Center Complex, 1 NW ML King Jr. Blvd. Evansville, IN 47708 Phone: 812-435-5241 Email: commissioners@vanderburghgov.org		

APPENDIX F

I SPEAK CARD

☐

ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.

1. Arabic

☐

Խնդրում ենք նշում կատարել այս բառակառուցում,
եթե խոսում կամ կարդում եք հայերեն:

2. Armenian

☐

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

3. Bengali

☐

ឈ្មោះអ្នកក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian

☐

Motka i kahhon ya yangin untungnu' manaitai pat untungnu' kumentos Chamorro.

5. Chamorro

☐

如果你能读中文或讲中文，请选择此框。

6. Simplified Chinese

☐

如果你能讀中文或講中文，請選擇此框。

7. Traditional Chinese

☐

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

8. Croatian

☐

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

9. Czech

☐

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

10. Dutch

☐

Mark this box if you read or speak English.

11. English

☐

اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.

12. Farsi

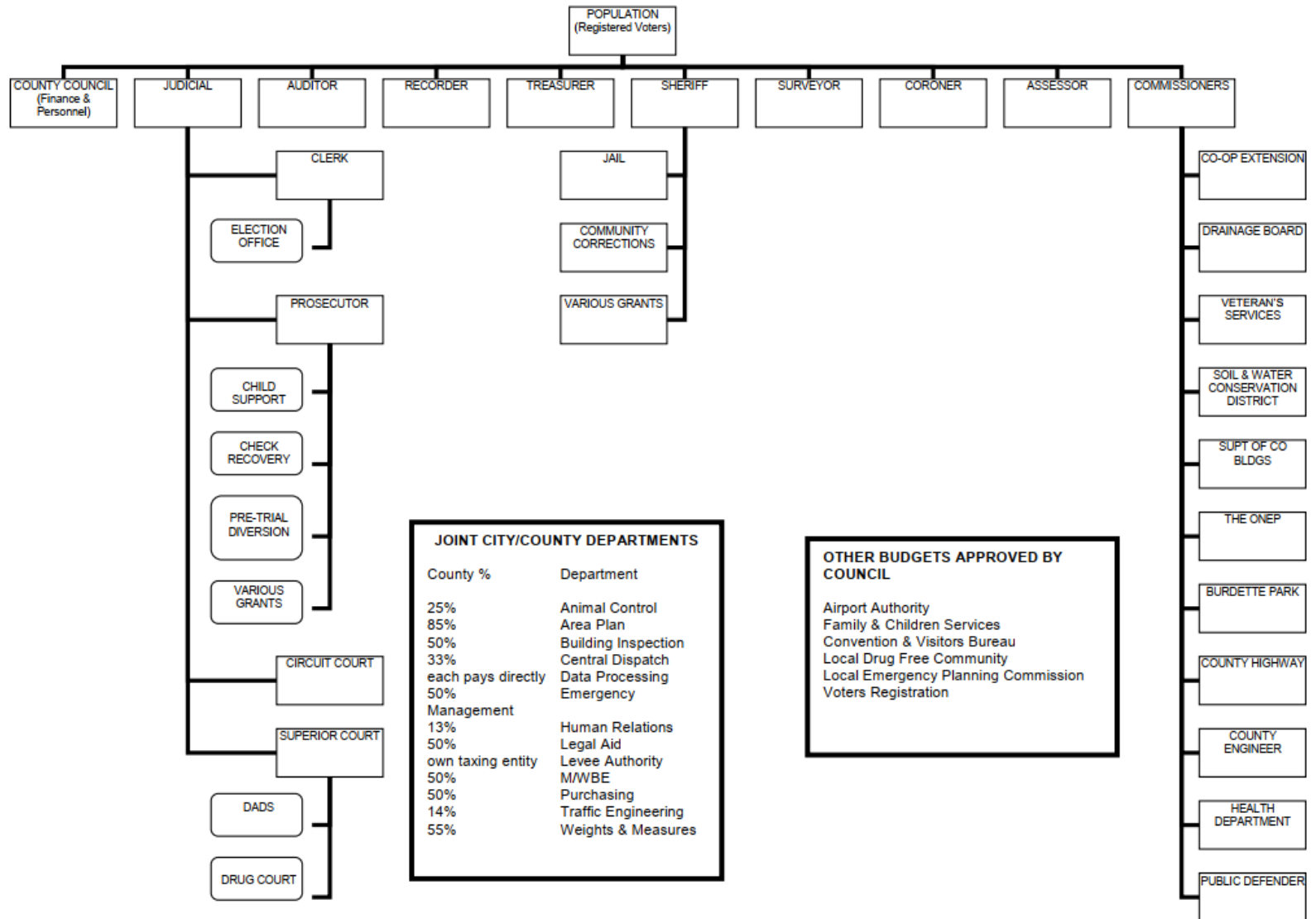
☐	Cocher ici si vous lisez ou parlez le français.	13. French
☐	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
☐	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
☐	Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
☐	अगर आप हिन्दी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

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

APPENDIX G

VANDERBURGH COUNTY ORGANIZATIONAL CHART

Vanderburgh County Organizational Chart



JOINT CITY/COUNTY DEPARTMENTS

County %	Department
25%	Animal Control
85%	Area Plan
50%	Building Inspection
33%	Central Dispatch
each pays directly	Data Processing
50%	Emergency Management
13%	Human Relations
50%	Legal Aid
own taxing entity	Levee Authority
50%	M/WBE
50%	Purchasing
14%	Traffic Engineering
55%	Weights & Measures

OTHER BUDGETS APPROVED BY COUNCIL

Airport Authority
Family & Children Services
Convention & Visitors Bureau
Local Drug Free Community
Local Emergency Planning Commission
Voters Registration