

Title VI Implementation Plan Huntington County, Indiana



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Prepared by:
Huntington County Title VI Committee

Huntington County Title VI Implementation Plan

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Huntington County Title VI Implementation Plan

I. Introduction

This plan is part of Huntington County's continual and ongoing effort to comply with civil rights regulations. This document communicates the County's intent to proactively meet and exceed minimum compliance requirements established under Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR § 26, and the related anti-discrimination statutes and regulations. Huntington County strives to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program.

II. Huntington County Title VI Mission Statement

Huntington County will implement compliance with Title VI 49 CFR § 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, or national origin.

III. Huntington County Non-Discrimination Statement

Huntington County values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, Huntington County is required to conform to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, sexual orientation, gender identity, age, sex, disability, national origin, low income status or limited English proficiency.

IV. Title VI Assurances

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

V. Title VI Organization and General Compliance Responsibilities

A. General

The following is a list of general Title VI Coordinator and Liaison team responsibilities that are applicable to all program areas. The County Commissioners are responsible for ensuring that these elements of the plan are appropriately implemented and maintained; Title VI Coordinators and Liaisons are responsible for implementing and maintaining these elements in their assigned areas of responsibility, as appropriate.

Program areas are as follows:

- **Data Collection:** Huntington County will monitor data sources for updated statistical data on race, color, national origin, language spoken at home, income, age and other socioeconomic indicators within the County. Census data and American Survey data.
- **Review of Title VI Program and Program data:** At a minimum, Huntington County will review the Title VI Program to assure compliance with the law and any associated regulatory requirements. In addition, Huntington County will review its

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operational guidelines, documents and publications as appropriate, including those for contractors, to ensure that Title VI language and provisions are incorporated.

- **Dissemination of Information Related to the Title VI Program:** Information on the Commissioners' Title VI program is to be disseminated to employees, contractors, as well as to the public. The Title VI program documentation will be available for review at the Commissioners' Office and is posted on the website at huntington.in.us.
- **Complaints:** Any individual may exercise his or her right to file a complaint with Huntington County, or have a legal representative file a claim on their behalf, if that person believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination on the grounds of race, color, national origin, income, sex or disability in any program administered by Huntington County and/or its sub-recipients, consultants or contractors. Huntington County's complaint procedure is outlined in Appendix B.

B. Title VI/ADA Liaisons

This interdisciplinary team is composed of department heads from each department in Huntington County.

They are responsible for the following:

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

C. Coordinator & Liaison Contact Information

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

DEPARTMENT	CONTACT	PHONE	EMAIL
Title VI Coordinator	Stefanie Barrioz, HR Director	260-355-2329	Stefanie.Barrioz@huntington.in.us
ADA Co-Coordinator	Stefanie Barrioz, HR Director	260-355-2329	Stefanie.Barrioz@huntington.in.us
ADA Co-Coordinator	Bridgett Burkhardt, Highway Superintendent	260-358-4881	Bridgett.Burkhardt@huntington.in.us
Assessor	Jill Zorger	260-358-4800	Jill.Zorger@huntington.in.us
Auditor	Jill Landrum	260-358-4804	Jill.Landrum@huntington.in.us
Building/Plan Commission	Kim Hostetler, Director	260-358-4840	Kim.Hostetler @huntington.in.us
Circuit Court	Judge Davin Smith	260-358-4814	Davin.Smith@huntington.in.us
Clerk	Shelley Septer	260-358-4817	Shelley.Septer@huntington.in.us
Communications / 911	Tim Allen	260-356-8316	Tim.Allen@huntington.in.us

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	Director		
Community Corrections	Leslie Rentschler, Director	260-359-3640	leslie.rentschler@huntington.in.us
Emergency Management	Bob Jeffers, Director	260-358-4870	robert.jeffers@huntington.in.us
GIS	Dathen Strine, GIS Technician	260-358-4824	dathen.strine@huntington.in.us
Health	Brian Trueblood	260-358-4831	Brian.Trueblood@huntington.in.us
Highway	Bridgett Burkhart, Superintendent	260-358-4881	Bridgett.Burkhart@huntington.in.us
IT	Joakim Abrahamsson, Director	260-358-4824	Joakim.Abrahamsson@huntington.in.us
Magistrate	Judge Amy Richison	260-358-4852	Amy.Richison @huntington.in.us
Probation	Heather Malone, Chief Probation Officer	260-358-4841	heather.malone@huntington.in.us
Prosecuting Attorney	Jeremy Nix	260-358-4846	Jeremy.Nix@huntington.in.us
Child Support	Jasmine Jones Office Manager	260-358-4883	Jasmine.Jones@huntington.in.us
Purdue Extension	Ed Farris, Director	260-358-4826	emfarris@purdue.edu
Recorder	Vicki Pearson	260-358-4848	Vicki.Pearson@huntington.in.us
Sheriff	Christian Newton	260-356-2520	Chris.Newton@huntington.in.us
Superior Court	Judge Jennifer Newton	260-358-4852	jennifer.newton@huntington.in.us
Surveyor	Jerry Meehan	260-358-4856	Jerry.Meehan@huntington.in.us
Treasurer	Brenda Hamilton	260-358-4860	Brenda.Hamilton@huntington.in.us
Veteran's Affairs	Tim Eckert, Veteran's Service Officer	260-358-4863	tim.eckert@huntington.in.us

E. Communications and Public Involvement

The goal of Huntington County communications process and Public Involvement Program is to ensure early and continuous public notification about, and participation in, major actions and decisions by the Huntington County Commissioners. In seeking public comment and review, Huntington County makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these and other protected classes. Huntington County utilizes a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, a process for written comments, public meetings after effective notice, settings for open discussion, communication programs, information services, and consideration of and response to public comments.

1. Meetings Open to the Public

All Huntington County Board and Committee meetings are open to the public to attend. Meeting dates and times are posted well in advance on the website. Meeting notices and agendas are emailed to all interested parties upon proper request.

2. Public Information Meetings and Public Hearings

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Huntington County schedules public information meetings for specific programs and projects. A distribution list with potential interested parties is maintained and utilized to notify area residents and stakeholders of scheduled meetings.

In an effort to receive public comment from and educating those already interested and involved, Huntington County will take the following steps:

- Plan meeting locations carefully – Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act (ADA). If a targeted population is located in a certain geographic area, then the meeting location should be in that area for their convenience.
- Seek help from community leaders and organizations – To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups should be consulted about how to most effectively reach their membership. Relationships with these groups should be maintained for future partnerships in the planning process.
- Use alternative news organizations – In addition to mainstream media organizations, advertisements and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations.
- Provide services for disabled and LEP persons – Upon advance notice Huntington County will provide deaf interpreters, translators and modified documents for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations.
- Sensitive to diverse populations – At public meetings, staff should attempt to communicate as effectively as possible. Technical jargon should be avoided.

Projects sponsors also hold public information meetings and public hearings for specific programs and projects. Press releases, public notices and email notices are used to notify interested parties.

3. Information Assistance

The Huntington County Commissioners' staff responds to requests for information pertaining to County activities and programs from interested citizens and groups. Assistance is provided to interested individuals and groups upon request.

4. Web Site-Access to World Wide Web

Huntington County maintains an extensive website at www.huntington.in.us that provides information on the County's activities. Documents are posted on the site and available for viewing. The site includes information on the County's responsibilities, programs, publications; contact information; a calendar of events and meetings; and other publications.

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5. News Media and Media Releases

Media releases are routinely sent to all local media outlets, which include daily and weekly newspapers, TV stations, and/or radio stations. They are also directly e-mailed or faxed to individual reporters and other contacts throughout the area. The media is contacted when new programs, projects and policies are ready for public input. Staff distributes background information or press releases and is available for media interviews. News media are notified of scheduled Board and Committee meetings.

6. Opportunities for Public Comment

The County offers several different ways for people to comment on activities, programs and decisions made at related Boards and Committees. Comments are accepted at any time via phone, fax, e-mail, US mail, and in person at the Commissioners' Offices, or at any Board, Committee or general Public Information Meeting. All Board and Committee meetings are open to the public to attend.

Formal public comment and review periods are used to solicit comments on major planning and programming activities, major transportation improvement projects and changes to important County Commissioner policies. Legal notices are published in the major newspapers announcing comment periods and direct mailings are sent to all interested parties. Comments can be made in person at the corresponding meeting, by e-mail, by US mail, fax, or telephone.

F. Technical Assessment of Environmental Justice

The concept of environmental justice refers to a process of identifying and avoiding disproportionate adverse impacts on minority and low-income individuals and communities. The provisions of Title VI of the Civil Rights Act of 1964, Executive Order 12898 on Environmental Justice, and other statutes, orders, policies, and guidelines affect planning and project decisions undertaken by Huntington County, State Departments of Transportation (DOT), and other transportation providers. Executive Order 12898 on Environmental Justice amplifies the provisions of Title VI of the 1964 Civil Rights Act that states "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 subjected to discrimination under any program or activity receiving Federal financial assistance." There are three fundamental principals at the core of environmental justice: 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 to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In reality, the circumstances of policy and project implementation, and the degree of negative impacts that form the basis for EJ challenges can be quite subtle. A more complete understanding requires the investigation and evaluation of "disparate impact" circumstances: "to prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations." This kind of impact can include failure to take action, as well as the relative degree or effects of a neutral action, regardless of the

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initial intentions or motivations. To implement environmental justice concerns, agencies must enhance their public involvement programs to "ensure the full and fair participation by all potentially affected communities in the transportation decision making process." Environmental justice also applies at the project level and has been institutionalized as part of the environmental assessment and impact statement process governed by the National Environmental Policy Act (NEPA) of 1969. Demographic analysis of the geographic area affected by a proposed project needs to be undertaken to determine the socioeconomic and racial composition of the neighborhood or area, and whether there will be direct or disparate impacts on the defined groups. Mitigation or avoidance actions can then be proposed to ameliorate any potential negative impacts.

These demographic groups are:

- Black - a person having origins in any of the black racial groups of Africa
- Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
- American Indian and Alaskan Native - a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition
- Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Low-Income - a person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines

The minority and low-income population are mapped by census tract based on whether they meet or exceed the regional average (the national guidelines from the Department of Health and Human Services are used for those in poverty). The majority of the maps created, thus far, for the analyses are based on the minority populations and low-income households for each tract (e.g., a census tract that meets or exceeds the regional average percentage of Hispanics or low-income households is considered to contain an EJ population).

G. Human Resources, Education and Training

Human Resources

Huntington County is an Equal Opportunity Employer (EOE). Accordingly, we promote equal opportunity in areas of recruitment, employment, training, development, transfer, and promotion. Our employment practices are without regard to race, color, religion, creed, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

Education and Training

Minorities, women, veterans, individuals with a disability, and other individuals are protected by Title VI and federal and state anti-discrimination laws are provided with

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equal opportunity and fair treatment in all employment-related decisions, including opportunities for education and training.

Operational Guidelines

- In an effort to continuously improve Huntington County's overall compliance posture, nondiscrimination training will be coordinated with INDOT, FTA and FHWA and made available to staff on an ongoing basis to ensure up-to-date knowledge of Title VI and other nondiscrimination statutes.
- All employees are encouraged to participate in professional development and training.
- All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and National Transit Institute (NTI). Under the category of education and training, Title VI responsibilities include:
 - Assisting in the distribution of information to staff on training programs regarding Title VI and related statutes;
 - Ensure equal access to, and participation in, applicable courses for qualified staff; and;
 - Track staff participation in Title VI and Environmental Justice courses.

VI. Title VI Compliance Review Process

Once formally adopted, Huntington County will provide an internal assessment of its Title VI compliance efforts.

VII. External Complaint Process

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

A. Complaint Investigation Procedures

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

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and its related statutes, regulations and directives; the Americans with Disability Act of 1990, as amended; and Section 504 of the Vocational Rehabilitation Act of 1973. These procedures do not affect the right of the Complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

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These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant.

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

B. Who May File a Complaint

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

C. Timeliness of Complaints

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

D. Location/Availability of Complaint Forms

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

E. How to File a Complaint

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

Direct Title VI and ADA Complaints to:

Stefanie Barrioz

HR Director

Title VI Coordinator / ADA Co-Coordinator

201 N Jefferson St., Room 103A

Huntington, IN 46750

Stefanie.Barrioz@huntington.in.us

(260) 355-2329

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F. Elements of a Complete Complaint

A complete complaint is written and signed. Verbal complaints must be reduced to writing and provided to the complainant for confirmation, review, and signature before processing. The complaint form is available in the appendix of this report and on the county website. Additionally, a complete complaint is filed within 180 calendar days of the alleged discriminatory act(s) and includes at minimum the following information:

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

The following items are not acceptable as a complete complaint:

- Anonymous complaints
- Inquiries seeking advice or information
- Newspaper articles
- Courtesy copies of court pleadings
- Courtesy copies of complaints addressed to other agencies
- Courtesy copies of internal grievances
- Oral complaints

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

G. Processing Complaints

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

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

H. Corrective Action

If Huntington County recommends corrective action, the County will give the respondent 30 calendar days to inform the County of the actions taken for compliance. The Title VI or ADA coordinator shall monitor the respondent's corrective action compliance. Corrective action may include actions that the respondent will complete at a future date of the initial 30 days and must include project time in which the respondent will complete the action. If the respondent has not taken the recommended corrective action within the 30-day period

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allowed, Huntington County will for the respondent to be in noncompliance with Title VI and its implementing regulations. Noncompliance not corrected by informal means as described above may be subject to sanctions as per 49 CFR § 21.13.

I. Pre-Investigative/Administrative Closures

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

- Complaints that fail to state a claim or provide any substantial or coherent claim
- Complaints that are outside the scope of Huntington County's Title VI jurisdiction
- Untimely complaints filed more than 180 days after the alleged discriminatory acts
- Complaints voluntarily withdrawn by the complainant
- Complaints in which the investigation has been impaired by the County's ability to locate the complainant
- Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found factually or legally unsubstantiated by Huntington County
- Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the County
- Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice, or County policy determinations
- Complaints filed for complainants or parties who refuse to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation
- Complaints transferred to another agency for investigation; and
- Complaints where the death of a complainant makes it impossible to investigate the allegations fully Huntington County shall notify complainant in writing when a determination is made to administratively close a case without further investigation. The notification shall include an explanation of the basis for administrative close.

J. Confidentiality

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

K. Records

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

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L. Summary of Complaints Received

No complaints have been filed within the reporting period.

VIII. Manuals, Directives, and Guidance

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

Huntington County Title VI Policy Statement

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

Huntington County Title VI Mission Statement

Huntington County will implement compliance with Title VI 49 CFR § 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, or national origin.

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

IX. Limited English Proficiency

On August 11, 2000, President William J. Clinton signed an executive order, *Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency*, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

Huntington County strives to serve its population to the best of its ability. According to the U.S. Census Bureau, the percentage of LEP population in Huntington County recorded during the time period of 2019 is approximately 2.2 percent. To accommodate these individuals, Huntington County provides, upon request, services to assist the LEP population including translation of vital documents, interpretation services, and alternative public outreach media. Progress is still being made to fully serve the entire Huntington County community.

X. Accomplishments

This section shall be updated annually to provide an update on the status of the previous year's work plan.

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XIII. Appendix

- A. Title VI Complaint Log**
- B. Title VI Complaint Procedure**
- C. Complaint of Discrimination Instructions**
- D. Complaint of Discrimination Form**
- E. Complaint Consent Release Form**
- F. Voluntary Title VI Public Involvement Survey**
- G. Title VI Assurances**
- H. Limited English Proficiency (LEP) Internal Survey**
- I. Document Translation Request Form**
- J. Limited English Proficiency (LEP) Report**
- K. Language Identification Flashcards**
- L. County Organizational Chart**
- M. Annual Work Plan**

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Appendix B: Title VI Complaint Procedure

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

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

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any department head or to the County Title VI or ADA Coordinator. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found on the County website or in the County Courthouse. 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 of harm. An individual submitting a complaint alleging discrimination may include any relevant evidence, including the names of witnesses and supporting documentation.

Direct Title VI Complaints to:

Title VI Coordinator / Co-ADA Coordinator Stefanie Barrioz
201 N. Jefferson St., Room 103A Huntington, IN 46750
Stefanie.Barrioz@huntington.in.us - (260) 355-2329

Within 60 days of receipt of the complaint the County will investigate 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.

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.

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Appendix C: Complaint of Discrimination Instructions

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with Huntington 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. All bold items must be completed for your complaint to be investigated. 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 Huntington 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. Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

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

Huntington 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 below.

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

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

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Appendix D: Complaint of Discrimination Form

Name of complainant		Date (month day year)	
COMPLAINANT INFORMATION			
Name (first, middle, last)			
Address (number and street, city, state, ZIP code)			
Home telephone number () -	Work telephone number () -	Cellular telephone number () -	
PERSON / DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU			
Name (first, middle, last)		Title	
Name of department			
Address (number and street, city, state, ZIP code)			
Home telephone number () -	Work telephone number () -	Cellular telephone number () -	
When was the last alleged discriminatory act? (month, day, year)			
Complaints of discrimination must be filed within 180 days 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"/> Disability	<input type="checkbox"/> Color	<input type="checkbox"/> Ancestry
<input type="checkbox"/> Age	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Gender	<input type="checkbox"/> Religious
<input type="checkbox"/> Affiliation	<input type="checkbox"/> National Origin		

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Describe the alleged act(s) of discrimination. *(use additional pages, if necessary)*

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Provide the names of any individuals with additional information regarding your complaint:		
Name of witness 1 (<i>first, middle, last</i>)	Title	
Name of company		
Address (<i>number and street, city, state, ZIP code</i>)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complain of discrimination:		
Name of witness 2 (<i>first, middle, last</i>)	Title	
Name of company		
Address (<i>number and street, city, state, ZIP code</i>)		
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 (<i>first, middle, last</i>)	Title	
Name of company		
Address (<i>number and street, city, state, ZIP code</i>)		
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:		

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Appendix E: Complaint Consent Release Form

Name (<i>first, middle, last</i>)	Telephone number () -
Address (<i>number and street, city, state, ZIP code</i>)	
Case number(s) (if known)	
<p>As a complainant, I understand that during an investigation it may become necessary for Huntington County to reveal my identity to individuals outside of Huntington County Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for Huntington County to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by Huntington County.</p>	
<p><i>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</i></p> <p><input type="checkbox"/> CONSENT</p> <p>I have read and understand the above information and authorize Huntington County to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize Huntington County to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p><input type="checkbox"/> CONSENT DENIED</p> <p>I have read and understand the above information and do not want Huntington County to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without Huntington County making a determination in my case.</p>	
Signature	Date (<i>month, day, year</i>)

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Appendix F: Voluntary Title VI Public Involvement Survey

Title VI Coordinator / Co-ADA Coordinator

Stefanie Barrioz, HR Director

201 N. Jefferson St., Room 103A

Huntington, IN 46750

Stefanie.Barrioz@huntington.in.us

(260) 355-2329

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)). Huntington 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 Huntington 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 Huntington County's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Erika Devine, ADA Co-Coordinator / Title VI Coordinator.

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: (month, day, year)	
Project Name:	
Proposed Project Location:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Ethnicity:	<input type="checkbox"/> Hispanic <input type="checkbox"/> Latino <input type="checkbox"/> Not Hispanic or Latino
Race: (Check one or more)	<input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Asian Native <input type="checkbox"/> Black or African-American <input type="checkbox"/> Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiracial
Age:	<input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40 <input type="checkbox"/> 41-65 <input type="checkbox"/> 65+
Disability:	<input type="checkbox"/> Yes <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+

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Appendix G: Standard US DOT Title VI Assurances

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

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

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

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

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the 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 a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases permits, licenses, and similar

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agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Transportation Program and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under Federal Aid Transportation 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, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

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

Stefanie Barrioz
HR Director
Title VI/ADA Co-Coordinator
Huntington County
201 N Jefferson St
Huntington, IN 46750
260-355-2329
260-359-3638 FAX
Stefanie.Barrioz@huntington.in.us

Huntington County, Indiana
Recipient

By: _____
Tom Wall, President
Huntington County Commissioners

Dated: _____

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Appendix A

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

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, and the Federal Highway Administration (hereinafter "FHWA"), Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of religion, race, color, or national origin, sex, sexual orientation, gender identity, age and disability/handicap and low income in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement 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 ground of religion, race, color, or national origin, sex, sexual orientation, gender identity, age and disability/handicap and low income.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Huntington County, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Huntington County, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration 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 the contract, Huntington County, Indiana, with Indiana Department of Transportation and/or the Federal Highway Administration concurrence, shall impose such contract sanctions determined to be appropriate, including, but not limited to:

- (a.) Withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b.) Cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions:

The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as Huntington County, Indiana, Indiana Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request Huntington County, Indiana to enter into such litigation to protect the interests of Huntington County, Indiana and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix B

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

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(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that Huntington County, Indiana will accept Title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations the Regulations for the Administration of Federal-Aid Transportation Program and the policies and procedures prescribed by INDOT or FHWA and, 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 Huntington County, Indiana all the right, Title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

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

Huntington County, Indiana, in consideration or 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, and disability/handicap and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [.]and)*(2) that Huntington County, Indiana shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended [.] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assign as such interest existed prior to this instruction.*

Appendix C

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

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

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

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

[Include in deed.]*

That in the event of breach of any of the above nondiscrimination covenants, Huntington County, Indiana shall have the right to reenter 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 Huntington County, Indiana and its assigns.

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

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended.

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

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

[Include in deeds]*

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

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

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Appendix H: Limited English Proficiency (LEP) Internal Survey

Purpose:

This survey aims to understand how frequently department heads and their teams encounter language barriers when interacting with the public. Your responses will help guide future language access initiatives.

1. Department Name: _____

2. Your Role/Title: _____

3. How often does your department encounter language barriers when interacting with the public?

Select one:

- ☐ Never
- ☐ Rarely (1–2 times a year)
- ☐ Occasionally (every few months)
- ☐ Frequently (monthly)
- ☐ Very Frequently (weekly or more)

4. Which languages most commonly present a barrier in your department's work with the public?

(Check all that apply)

- ☐ Spanish
- ☐ Chinese (Mandarin/Cantonese)
- ☐ Vietnamese
- ☐ Arabic
- ☐ Russian
- ☐ Somali
- ☐ American Sign Language (ASL)
- ☐ Unknown
- ☐ Other (please specify): _____

5. How does your department currently address language barriers?

(Check all that apply)

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☐ Use of professional interpreters (in-person or phone)

☐ Use of bilingual staff

☐ Use of translation apps (e.g., Google Translate)

☐ Printed materials in multiple languages

☐ We do not have a consistent method

☐ Other (please specify): _____

6. Do you feel your department has adequate resources to manage language barriers?

☐ Yes

☐ Somewhat

☐ No

7. What additional support or resources would help your department better serve non-English-speaking members of the public?

8. How are Language LEP individuals currently Identified within your department?

9. Any other feedback on language access or communication challenges with the public?

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Appendix I: Document Translation Request Form

Huntington County Document Translation Request Form

Requester Information

Name:	
Phone Number:	
Email:	

Document Information

Title/Subject of Document: _____

Document Type (e.g., Public Notice, Legal Record, Policy, Form, Correspondence, Other): _____

Number of Pages: _____

Format (Word, PDF, Scanned, Other): _____

Confidential/Sensitive Content? ☐ Yes ☐ No

Translation Details

Original Language: _____

Target Language(s): _____

Level of Accuracy Required:

- ☐ Certified Translation (official/legal use)
- ☐ General Translation (informational)
- ☐ Summary

Delivery Requirements

Preferred Delivery Format: ☐ Word ☐ PDF ☐ Printed Copy ☐ Other: _____

Desired Completion Date: _____

Delivery Method: ☐ Email ☐ Interoffice Mail ☐ Pick-up

Additional Notes / Instructions

Submit Completed Form to the ADA/Title VI Coordinator
Assigned To: _____ Date Received: _____
Estimated Completion Date: _____ Date Completed: _____

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Appendix J: Limited English Proficiency (LEP) Report

Limited English Proficiency (LEP) Report

Use of this form: This form should be used to record and report communications with or requests for services from individuals and / or entities in need of language services. If there is a language barrier between an employee in an individual or group interaction, please provide as much information regarding the interaction as possible on this form.

Please complete this form and email the Title IV Coordinator

Date of Form Completion: Employee Completing Form: Employee Job Title / Role:

Employee Work Phone: Employee email: Date of LEP Issue:

Was there a request for language services?

☐ Yes ☐ No

If requested, by whom:

Contact type:

☐ Face-to-Face ☐ Phone Call

☐ Public Meeting ☐ Event

☐ Other _____

Level of Language Barrier:

☐ Impossible ☐ Significantly impaired

☐ Partially possible ☐ Interpreter

☐ Other _____

Language for which LEP services were required:

How this determined:

☐ Flashcards ☐ Self-identified ☐ Other

Type of services needed: (check all that apply)

☐ In person interpretation ☐ Telephone interpretation ☐ Written material ☐ Other

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Appendix K: Language Identification Flashcards

<div> <div>2004 Census Test</div> <div>United States Census 2010</div> </div> <div>LANGUAGE IDENTIFICATION FLASHCARD</div>		
<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/>	Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞լք այս քանակություն, կի՞նկ խոսո՞ւմ կա՞մ կարդո՞ւմ ե՞ք հայերեն:	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/>	ឈ្មោះបញ្ជាក់ក្នុងប្រអប់នេះ 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 فارسي بلد هستيد، اين مربع را علامت بزنيد.	12. Farsi

DB-3309

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

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<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 kazyé sa a si ou li oswa ou pale kretyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa werno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຮ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືຢາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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<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 овај квадратикћ уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องดำผ่านแผ่นหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

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Appendix L: Orgainzational Chart Eff 08.21.2025



