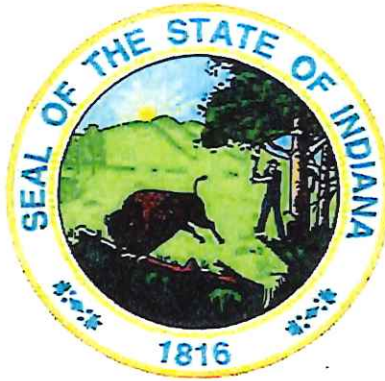




Warren County

TITLE VI IMPLEMENTATION

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INTRODUCTION

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

WARREN COUNTY TITLE VI NON-DISCRIMINATION NOTICE & POLICY

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

It is the policy of Warren 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).

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, subrecipients 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, Warren 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, under any program or activity that receives or benefits from this federal financial assistance.

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

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

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

Jill Wilson, Title VI Coordinator
125 N. Monroe St.
Williamsport, IN 47993
hr@warrencounty.in.gov

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

TITLE VI ASSURANCES & IMPLEMENTATION

Fully executed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered to by Warren County. Warren County has implemented this plan by **Resolution No. 2019-1118**. This plan will be renewed on or before January 31, 2023.

Signed by:

Clay Andrews
Clay Andrews, President

Date:

11/10/2021

The individual above is a duly authorized representative of Warren County.

[See attached Exhibit J]

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

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

The following types of data will be collected by Warren County:

- Complaints received, logged, processed and investigated by Warren 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.
- Warren County collects data related to specific program areas being reviewed this year for disparate / disproportionate impacts or other evidence of potential discrimination or discriminatory outcomes

COMPLAINTS OF DISCRIMINATION

HOW TO FILE A COMPLAINT?

While 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. Warren County does not require a Complainant to use the Warren County complaint form when submitting his or her complaint.

Direct all complaints of discrimination pursuant to Title VI to:

Jill Wilson, Title VI Coordinator
125 N. Monroe St.
Williamsport, IN 47993
hr@warrencounty.in.gov

ELEMENTS OF A COMPLETE COMPLAINT

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

Additionally, a complaint must include the following information:

- The full name, address, and telephone number 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 Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, age or disability) and the date of occurrence.

PROCESSING COMPLAINTS

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

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred and falls within the jurisdiction of the County.
- The Title VI Coordinator will then investigate the complaint. If the complaint is against the County, then the Warren County Board of Commissioners or their designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the County Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The party alleged to have acted in a discriminatory manner will also be notified by certified mail of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator, and the Warren County Board of Commissioners.
- Once the County has investigated the report findings, the County will adopt a final resolution.

- All parties associated with the complaint will be properly notified of the outcome of the County's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal the County's decision. Appeals to the Board Commissioners must be filed within 180 days after the County's final resolution. Unless new facts not previously considered come to light, reconsideration of the County's determination will not be available.
- The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at:
<http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>

ENVIRONMENTAL JUSTICE ANALYSIS & REPORTS

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

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- 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.

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

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

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

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

SUMMARY OF THE FOUR FACTOR ANALYSIS

Factor 1:

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

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

Total population = 8,508

Population by Ethnicity:

Hispanic or Latino = 70 Non-Hispanic or Latino = 8,438

Population by Race:

White = 8,363 African American = 11, Asian = 36, American Indian or Alaska Native = 13, Native Hawaiian and Pacific Islander = 6, Other = 20, Identified by two or more = 59.

The US Census Bureau 2006-2010 American Community Survey 5-Year Estimates under SELECTED SOCIAL CHARACTERISTICS estimates the number of people in Warren County who speak a language other than English to be 84 with those speaking English less than "very well" estimated at 0.5% or approximately 38 individuals who may be considered limited in English proficiency. The margin of error is +/-0.4% so the actual number may fluctuate from 7 to 69 individuals.

Based on actual contact between County Staff and the community there have been very few requests from anyone in the service area asking the County to provide language translation services. Therefore, the LEP population is probably even less than the estimate shown above.

Factor 2: The frequency with which LEP individuals come into contact with the program, activity or service:

Due to the infrequent requests for translation services, there appears to be a minimal need for translation services from the County. This may be attributed to the high percentage of younger people (22% for ages up to 17) who are available as family members for translation services.

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

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

Factor 4: The resources available to the County and costs:

SUMMARY OF LEP ACCOMMODATION PLAN

- Warren County strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to County services.
- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to County Staff where County Staff may then access a translation service as determined by the County.
- Warren 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 gender, ethnicity, race, age, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the County may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The County reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the County's Title VI plan and procedures as required.
- Staff for the County will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

TITLE VI TRAINING

EMPLOYER/EMPLOYEE DISSEMINATION & TRAINING

At the time of Hire (and annually to all employees if applicable): Title VI policy education and literature will be provided to all Warren County employees. Warren County employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature at new employee orientation. Employees will be provided with updated education and literature as the Board of Commissioners of Warren County deems necessary.

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

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

PUBLIC INVOLVEMENT

DATA COLLECTION

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

Warren County shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnicity, race, age, income and if they are disabled. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request will be made for the attendees to complete the voluntary survey. Completed surveys will be retained by the Title VI Coordinator for three (3) years.

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

COMMUNITY INVOLVEMENT & OUTREACH

Warren 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.

Warren County shall host meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on Warren County's website's main page. All Warren 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 within forty-eight (48) hours in advance.

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

REVIEW OF PROGRAM AREA

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

ANNUAL WORK PLAN

Accomplishments	Completion Date
INPUT ACCOMPLISHMENTS HERE	INPUT COMPLETION DATE HERE

Goals	Target Completion Date
INPUT GOALS HERE	INPUT TARGET COMPLETION DATE HERE

APPENDICES

- A. Assurances
- B. Complaint Policy
- C. Complaint Log
- D. External Complaint Procedure/Form
- E. Public Involvement Survey
- F. I Speak Cards
- G. Training Materials
- H. Reports and Outcomes of Data
Collected
- I. Annual Goals and Accomplishments
- J. Organizational Chart

APPENDIX A: ASSURANCES

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances
DOT Order No. 1050.2A

Warren County, Indiana (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

Statutory/Regulatory 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);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21, including any amendments thereto (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the 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, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal Aid Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 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 Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

" Warren County, Indiana in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract 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 race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will 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 will 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 will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or 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 will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, 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 Acts, 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 Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Warren County, Indiana also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Aid Highway Program access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Aid Highway Program. You must keep records, reports, and submit the material for review upon request to Federal Aid Highway Program, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Warren County, Indiana 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 recipients by the U.S. Department of Transportation under the *Federal Aid Highway Program*. This ASSURANCE is binding on Indiana other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Recipient Warren County, Indiana

by Clay Andrews
Clay Andrews

Warren County Commissioner President
(Signature of Authorized Official)

DATED 9/21/2026

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) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, 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 will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient Warren County, Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient Warren County, Indiana, Indiana Department of Transportation or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the Recipient Warren County, Indiana will impose such contract sanctions as it or Indiana Department of Transportation, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. canceling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient Warren 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 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 Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will 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:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that Warren County, Indiana will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code the Regulations for the Administration of *Federal Aid Highway Program*, and the policies and procedures prescribed by the *Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the County of Warren, Indiana *all the right, title and interest of the U.S. 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 Warren 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 will be binding on the Warren County, Indiana its successors and assigns.

Warren County, Indiana in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will 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 with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that Warren County, Indiana will 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, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. 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 make clear the purpose of Title VI.)

APPENDIX C

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

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

A. The (grantee, 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 U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, 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, Warren County, Indiana will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, 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, Warren County, Indiana will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Warren County, Indiana 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 clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Warren County, Indiana pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, 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 race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as 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, Warren County, Indiana will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Warren County, Indiana will there upon revert to and vest in and become the absolute property of Warren County, Indiana 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 USC § 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 prohibit 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 C.F.R. 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 ensures Non-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);
- 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 may submit a complaint. A complaint may also be submitted by a representative on behalf of such a person.

It is the policy of Warren 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 oral complaint. The complaint may be communicated to any supervisor or to the Warren County Auditor. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found on the Warren County website or at 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 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:

Jill Wilson, Title VI Coordinator
125 N. Monroe St.
Williamsport, IN 47993
hr@warrencounty.in.gov

Within 60 days of the receipt of the complaint the County will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the 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.

Complaints may also be filed with the following government agencies:

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

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

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

APPENDIX C: COMPLAINT LOG

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 Warren 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 Warren 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 the Warren County. Additionally, you have the right to seek private counsel.

Warren 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.**

External Complaint Form

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

[illegible]

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

APPENDIX 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 CFR §200.9(b)(4)). Warren 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 Warren 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 County's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Jill Wilson, Title VI Coordinator
125 N. Monroe St., Williamsport, IN 47993, hr@warrencounty.in.gov.

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

Date:			
Project Name:			
Proposed Project Location:			
Gender: ☐ Female ☐ Male		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:		Disability:	
☐ 1-21	☐ 22-40	☐ Yes	
☐ 41-65	☐ 65+	☐ No	
Household Income:			
☐ \$0-\$12,000	☐ \$12,001-\$24,000	☐ \$24,001-\$36,000	
☐ \$36,001-\$48,000	☐ \$48,001-\$60,000	☐ \$60,001+	
Jill Wilson, Title VI Coordinator 125 N. Monroe St. Williamsport, IN 47993 hr@warrencounty.in.gov			

APPENDIX F: ISpeak Card

LANGUAGE IDENTIFICATION FLASHCARD

- | | | |
|--------------------------|--|------------------------|
| ☐ | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| ☐ | Խոսողո՞ւմ ե՞սք և՞չո՞ւմ կապարեք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian |
| ☐ | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| ☐ | ឈ្មួញក្នុងប្រអប់នេះ ប្រើអក្សរ ច្រើនយាយភាសា 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 διαβάσετε ή μιλάτε Ελληνικά.	15. Greek
☐	Make kazye 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 beszél 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 ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	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 квадратикъ 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
☐	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	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: Training Materials

Warren County Nondiscrimination & Accessibility Programs

Jill Wilson INDOT Title VI & ADA Program Manager
765-764-5880

hr@warrencounty.in.gov



Overview

In this module you will learn:

- Which laws & regulations govern Accessibility & Nondiscrimination
- How these regulations relate to Warren County programs
- How we integrate these requirements into our business practices, and
- How they are enforced



- Recipients of Federal Funds have both a **contractual and legal obligation** to comply with Title VI, including:
 - Limited English Proficiency (LEP) Requirements
 - Environmental Justice (EJ) Requirements
 - Disability.
- Compliance includes monitoring internal programs as well as monitoring subrecipients of Federal Funds when we provides those funds to third parties.
- Recipients of Federal Funds must comply with Section 504 & not discrimination on the basis of disability while Public Entities must comply with the ADA. We are both!
- As a recipient of federal funds, we must comply with Title VI regardless of whether or not federal funds are used.
- **Assurances** must be included in every subcontract and appropriate appendices included in deeds, leases, etc.
- All programs & facilities must be accessible.
- Noncompliance may result in loss of funding and legal action.



Title VI of the Civil Rights Act of 1964

“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.” (42 U.S.C. 2000d)



Purpose of Title VI

- To eliminate discrimination in federally funded programs and activities.
- To ensure equitable distribution of public funds for public benefit.

EVERYONE PAYS = EVERYONE PLAYS

Title VI is for everyone



Civil Rights Restoration Act of 1987

- Clarified and restored the intent of Title VI.
- The scope of Title VI includes ALL programs and activities of Federal-aid recipients and contractors regardless if the programs are federally funded or not.



Our Title VI Responsibilities:

- Designate a Title VI Manager
- Ensure Programmatic Implementation @ INDOT
- Develop, Post & Implement a Title VI Policy
- Implement a Complaint Policy
 - Maintain a Complaint Log
- Evaluate the following for discrimination:
 - Programs / Facilities
 - Activities



Title VI Responsibilities:

- Adhere to the signed Assurances of Nondiscrimination & include the appropriate appendices where applicable
- Disseminate Title VI information to beneficiaries & stakeholders: Include Title VI in your Public Involvement Plan
- Monitor our Subrecipients for Compliance
- Develop, Post & Implement our annual program documents:
 - Title VI Implementation Plan, and
 - Annual Goals & Accomplishments Report



Warren County Title VI & ADA Coordinator:

NAME (ADA/TITLE VI Coordinator)

Jill Wilson

ADA/Title VI

125 N Monroe St, Ste 7

Williamsport, IN 47991

765-764-5880

hr@warrencounty.in.gov

ADA/Title VI Plans & Materials

- www.warrencounty.in.gov
- Departments tab- Americans Disabilities Act/HR



Our Title VI Mission Statement

We, the county of Warren will implement compliance with Title VI of the Civil Rights Act of 1964 (Title VI); 49 CFR § 26; and 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 on the grounds of race, color, national origin, or any other prohibited basis.



Our Complaint Policy

We have a complaint policy: www.warrencounty.in.gov

County Government tab – American with Disabilities Act

Grievance Form:

Email – hr@warrencounty.in.gov

Mail – 125 N Monroe St, Ste 7

[Williamsport, IN 47993](#)

In Person drop-off – Auditor Office address listed above

Call for additional services- 765-764-5880

- Complaints must be reduced to writing.
- Confidentiality
- No retaliation



Assurances of Nondiscrimination:

As a condition of receiving Federal Funds all recipients and subrecipient must sign Assurances of Nondiscrimination.

- Create a contractual obligation
- Require programmatic compliance: DO's & Don't's
- Contain appendices that MUST be included in certain kinds of agreements so that the contractual obligation follows the money to further subrecipients.

Our Title VI Assurances: www.warrencounty.in.gov



Programmatic Implementation: Requirements

- a communication network of trained agency representatives in different divisions, program areas, agencies, etc. such that adequate awareness & data collection & analysis can occur. This can be scaled to fit our community.

Our Trained Staff Network includes the following individuals:

Accessibility Coalition

President of Commissioners- Clay Andrews

Jill Wilson, Warren County Human Resources

President of Council- Ethan Foxworthy

Russell Haddock, Warren County Custodian

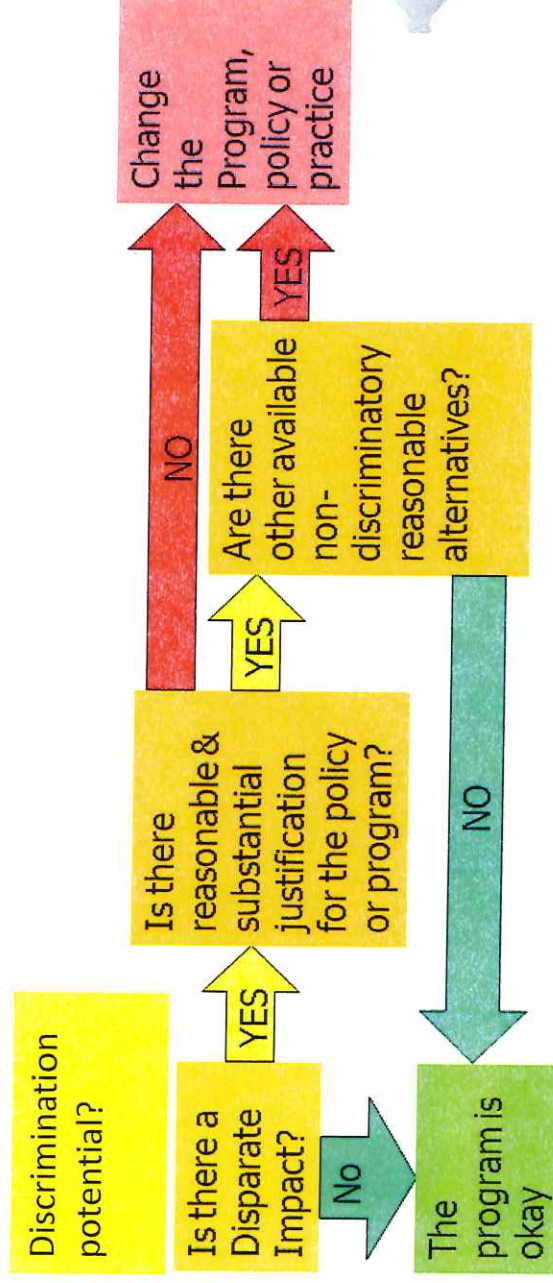
Highway Admin- Jennifer Hobbaugh



Program Evaluation:

Recommendations:

- Conduct a **discrimination analysis** whenever data collected reveals the potential for discrimination.
- The following chart indicates how a disparate impact analysis may be conducted.
- This is a legal analysis and should be done with the participation of counsel.



Title VI Prohibits

Denying an individual any service, financial aid, or other benefit because of race, color or national origin.
Providing a different service or benefit or providing these in a different manner from those provided to others under the program.
Segregation or separate treatment in any manner related to receiving program services or benefits.
Requiring different standards or conditions as prerequisites for serving individuals.
Discriminatory activity in a facility built in whole or part with Federal funds.
Locating facilities in any way that would limit or impede access to a Federally funded service or benefit.

Intentional Discrimination/ Disparate Treatment

Engaging in treating persons differently because of their race, color, national origin, sex, disability, or another protected basis.
Does not require evidence of “bad faith, ill will or any evil motive.”
Where direct evidence is unavailable, may be shown with demonstration that similarly situated persons received benefit or more favorable treatment.

Retaliation

Occurs when a recipient or another person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because a person made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under Title VI.

Limited English Proficiency (LEP)

Executive Order 13166 requires federal-aid recipients to take reasonable steps to ensure meaningful access to their services to **Limited English Proficiency persons**.

4 factor analysis:

- > number LEP persons encountered, > need for assistance
- Frequency of contact with LEP persons
- Importance of program or service provided (warning signs)
- Available resources- Language Line and Ispeak Cards

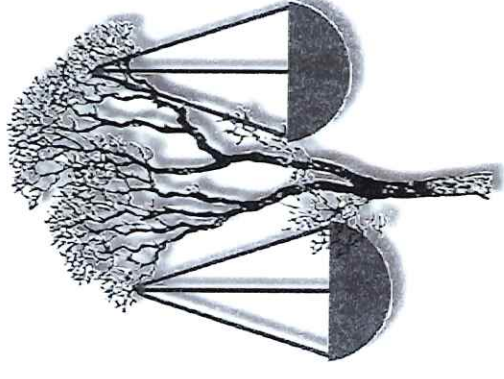


Executive Order 12898
Requires all federal
agencies to make
Environmental Justice
("EJ") part of their mission
by identifying and
addressing the effects of
all programs, policies, and
activities on **minority and
low-income populations.**



- **EJ applies to all transportation decisions, including:**

- Policy making
- System planning
- MPO and statewide planning
- **Preliminary review under NEPA**
- Preliminary design
- Final design engineering
- Right-of-way
- Construction
- Operations and maintenance



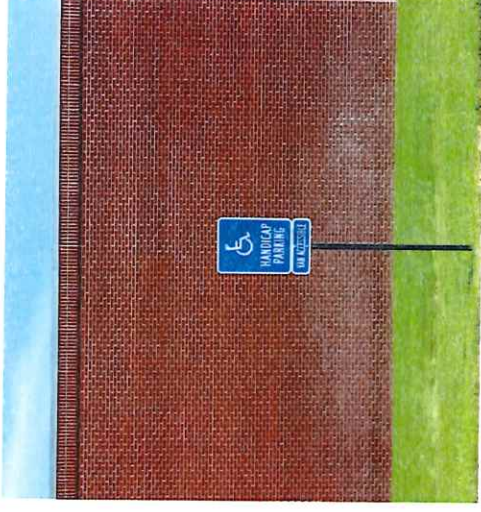
EJ Requirements

- Make a meaningful effort to involve minorities and low income populations in the decision making process.
- Evaluate the nature, extent and incidence of probable, favorable and adverse human health or environmental impacts on protected populations.
- Incorporate EJ considerations throughout the project development process.



Americans with Disabilities Act

- Applies to all **public entities**
- Requires provision of program access and effective communication
- Includes public transportation
- Enforced by U.S. Dept. of Justice



- Equal opportunity
- Full participation
- Independence
- Economic self-sufficiency



Section 504 of the Rehabilitation Act of 1973:

“No qualified handicapped person shall, solely, by reason of his handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under **any program or activities that receives or benefits from Federal financial assistance.**”



ADA & Our Community

- Programs & Facilities must be accessible
 - ADA Transition Plan: www.warrencounty.in.gov
 - Discuss how you use and update your transition plan
- Complaint & nondiscrimination policies
- Public Involvement
 - How do you obtain public involvement



Consequences of Noncompliance

- Withholding of payments on the contract until the sub recipient complies, and
- Cancellation, termination or suspension of the contract in whole or in part, or
- Other authorized action including provisions under state and local law (e.g. referral to FHWA or the U.S. Department of Justice)



Learn to:

- Identify areas where we should take a closer look for the appearance of discrimination
- Be able to identify potential discriminatory outcomes in you work area

Be familiar with our community-wide policies related to:

- Disabilities - accessible facilities and programs
- Complaints of Discrimination
- Language Services Requests
- Environmental Justice



APPENDIX H: Reports and Outcomes

Warren County Limited English Proficiency

Warren County must comply with Title VI of the Civil Rights Act of 1964 (Title VI); 49 CFR § 26; and 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 on the grounds of race, color, national origin, or any other prohibited basis.

An “LEP individual” is defined as “an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.”

Four Factor Analysis

Factor 1: The number and proportion of LEP persons eligible to be served by the County can only be estimated until the actual number of persons who can speak English less than “very well” are documented as needing assistance by County Staff.

The US Census Bureau 2024 American Community Survey 5-Year Estimates the number of people in Warren County who speak a language other than English to be 172, with those speaking English less than “very well” estimated at 0.5% or approximately 38 individuals who may be considered limited in English proficiency.

Approximately 97.9% of Warren County population speak only English, 0.6% speak Spanish, 0.4% German or Other West Germanic Languages, 0.8% speak Other Indo-European languages, 0.2% French Haitian or Canjun, and .1% Speak Other Asian and Pacific Island

Warren County has not implemented the provisions 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 the County

Does not Speak English well AND

Primarily Speaks another specific language as identified in current census data or other publically available records.

	Warren County, Indiana
Label	Estimate
Total:	8,074
Speak only English	7,902
Spanish:	45
Speak English "very well"	34
Speak English less than "very well"	11
French, Haitian, or Cajun:	11
Speak English "very well"	11
Speak English less than "very well"	0
German or other West Germanic languages:	31
Speak English "very well"	15
Speak English less than "very well"	16
Russian, Polish, or other Slavic languages:	18
Speak English "very well"	18
Speak English less than "very well"	0
Other Indo-European languages:	62
Speak English "very well"	51
Speak English less than "very well"	11
Other Asian and Pacific Island languages:	5
Speak English "very well"	5
Speak English less than "very well"	0

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Factor 2: The frequency with which LEP individuals come into contact with the program, activity or service:

Due to the infrequent requests for translation services, there appears to be minimal need for language services from Warren County.

Warren County has no formal or informal requests, complaints, or grievances to date reported to Title VI Coordinator.

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

Warren County will continue to monitor our population's demographics through assessments and documentation to ensure that we are adequately tracking LEP representation in our county. Personnel will also work to identify encounters with LEP individuals with the public by

- Assuming LEP if communication seems impaired
- Responding to individual requests for language/translation assistance services;
- Documenting LEP encounters
- Relying on self-identification by the non-English speaker or LEP individual;
- Using "I Speak" language identification cards

Factor 4: The resources available to the County and costs

Warren County will provide language services at no cost to LEP person, upon request in person or on the phone to best provide access to Warren County services, through using "I Speak" language identification cards and Language Line Solutions.

Warren County will publish statement "translators can be provided free of charge to the individuals with limited English proficiency" on agendas.

Title VI public involvement voluntary surveys will be made available at all public hearings meetings, and on the website.

Warren County website is equipped with a translation tool.

Warren County Language Access

In compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, has established the following measures to ensure that individuals with limited English proficiency (LEP) may access all resources and services provided by the County.

An “LEP individual” is defined as “an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.”

The purpose of this plan is to establish strategies for interacting with and providing services to LEP individuals in order to ensure equity and inclusion.

Warren County must comply with Title VI of the Civil Rights Act of 1964 (Title VI); 49 CFR § 26; and 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 on the grounds of race, color, national origin, or any other prohibited basis.

The Title VI Coordinator will be responsible for overseeing the implementation of this plan. Personnel will report to Department Heads/Elected Officials and will need to coordinate with Title VI coordinator in order to carry out this plan.

Warren County will continue to monitor our population’s demographics through yearly assessments and documentation to ensure that we are adequately tracking LEP representation in our county. Personnel will also work to identify encounters with LEP individuals with the public by

- Assuming LEP if communication seems impaired
- Responding to individual requests for language/translation assistance services;
- Relying on self-identification by the non-English speaker or LEP individual;
- Using “I Speak” language identification cards

All encounters and requests for LEP services must be documented on forms and reported to Title VI Coordinator to best assess services needed in Warren County for further evaluation of Warren County services, programs, and activities.

Jill Wilson

Warren County Title VI/ADA Coordinator

765-764-5880

hr@warrencounty.in.gov

Language Assistance Services

LEP individuals may interact with our staff in a number of ways

- County telephone calls;
- County Programs/Activities;
- Public meetings and hearings;
- Public website;
- Written materials or complaints;

Oral Language Assistance

Oral language assistance may be necessitated by encounters with LEP individuals either over the phone, in person, or at public hearings. When one of these encounters occurs, staff members will carry out the following protocol:

For communication over the phone:

The staff member will first make an effort to identify the primary language of the individual.

Staff may ask “What is your preferred Language”

Use I Speak cards to determine language and dialect

If the language is undetermined language line solutions will be able to assist

Ask caller to “Please Hold for Interpreter”

Use the Conference Feature on phone and dial language line solutions

For communication in person: The staff member will first make an effort to identify the primary language of the individual, using an “I Speak” language card, then contact Language Line Solutions for interpreter

For public hearings: An approved interpreter will be provided for the language upon request with appropriate notice (48 hours) over the phone by Warren County with Language Line Solutions

Translation Services: Will be provided upon request in an efficient manner by request

Guidelines for working with formal interpreter services

- Explain to the interpreter the purpose of the communication and the information
- Briefly explain to the interpreter technical terms that may come up
- Avoid the use of acronyms, double negatives, and contractions;
- Speak in short sentences that contain one idea at a time;
- Talk to the applicant and not to the interpreter;
- Enunciate clearly and wait for the interpreter to finish before continuing to the next idea.

Guidelines for informal interpreter services

LEP individuals may bring another individual to provide interpretation who has not been approved for formal interpretation services by the agency. During these encounters, staff will:

- Inform the LEP individual that free language assistance services are provided;
- Use a formal interpreter instead of the informal interpreter, especially if the subject matter of the encounter may be prone to conflicts of interest;
- Avoid the use of minors as informal interpreters unless there is an extreme and immediate need.

Public Outreach:

Non Discrimination Notice Title VI is posted on bulletin board, website, and Courthouse public entrance

Warren County has Title VI public involvement survey available at all public hearings and meetings.

Agendas shall include “translators can be provided free of charge to the individuals with limited English proficiency”

Title VI information is available on the website – www.warrencounty.in.gov

Complaint Process:

Title VI Complaints must be filed within 180 days of alleged discrimination

The complaint must be both written and signed to be complete

Alternative means will be made available upon request, but still require a signature

Forms are available on website www.warrencounty.in.gov American Disability Act HR or in person

Training; New employees will receive training at hire and current employees will review yearly

Limited English Proficiency (LEP) Request Form

Warren County strives to provide meaningful access to services for all LEP individuals at no cost. An "LEP individual" is defined as "an individual who does not speak English as their primary language and/or have a limited ability to read, speak, write, or understand English."

Name _____

Address _____

Email

Address _____ Phone _____

Primary Language ☐ Spanish ☐ German ☐ French ☐ Italian ☐ Polish

Other Primary Language _____

☐ Interpretation Service

Service/ Program/Activity _____

Date of Service _____

☐ Translation Service

Document(s) Title(s) _____

Language Requested _____

I hereby request the service(s) above because English is not my primary language or have limited ability to read, speak, or understand the English language.

Signature _____ Date _____

Email this form once completed to hr@warrencounty.in.gov

Jill Wilson Warren County Title VI/ADA Coordinator

If you need assistance, please call 765-764-5880

Warren County Personnel received this request on _____

Name/Title: _____

Service Provided _____ Date _____

Warren County Limited English Proficiency Encounter Form

Date of Encounter _____

Location _____ Department _____

Personnel Name _____

Type of Encounter ☐ In person ☐ Phone ☐ Written

Description _____

Communication was ☐ Somewhat possible ☐ Not Possible at all

Did the LEP individual bring someone to translate ☐ yes ☐ no

Warren County Services provided/requested

☐ Interpretation Service ☐ Translation Service

Language _____

Interpreter Name _____ Id _____

Document _____

Comments: _____

Email this form once completed to hr@warrencounty.in.gov

Jill Wilson Warren County Title VI/ADA Coordinator

If you need assistance, please call 765-764-5880

Warren County is an Equal Opportunity Employer

APPENDIX I: Annual Goals and Accomplishments



Warren County

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2026 Accomplishments

- Continued ongoing yearly training with staff Title VI/ADA requirements
- Continue to monitor departmental needs
- Continued implementing better practices with New Hire onboard training for Title VI/ADA
- Continue to Review and update Title VI/ADA Plan
- Website has been updated with Accessibility for Language Translation
- Maintain website for Title VI/ADA plans and materials including training, grievance, and notices
- Language Assistance contract continues with Language Line
- Warren County has no logged complaints, but still continuing efforts to best serve community
- Equal Opportunity It's the Law Posters posted in buildings and on website
- Non Discrimination Notices posted in buildings and on website
- Published Non Discrimination Notices
- Handbook updated with nondiscrimination/ADA

2027 Goals

- Continue to work with staff gathering information about any departmental needs
- Find Additional staff training that will further education
- Continue yearly website audit
- Complete ADA/Title VI Coordinator training/ participate in additional roundtable discussions
- Update Title VI & ADA Plans
- Target more Public outreach and data collection

APPENDIX J: Organizational Chart

Warren County, Indiana

Organizational Chart

Complaints and Staffing

