Miami County, Indiana

Title VI Nondiscrimination Implementation Plan & Policy

Approved by Miami County Board of Commissioners
November 7, 2016
Updated January 6, 2020

Table of Contents

1. **Introduction ..... Page 3**
2. **Nondiscrimination Policy Statement ..... Page 3**
3. **Title VI Coordinator..... Page 3**
4. **Title VI Liaisons ..... Page 4**
5. **Complaint Process ..... Page 4**
6. **Public Dissemination ..... Page 6**
7. **Community Involvement & Outreach ..... Page 6**
8. **Data Collection ..... Page 6**
9. **Limited English Proficiency ..... Page 7**
10. **Title VI Assurances ..... Page 7**

APPENDIX A Contractor Assurances

APPENDIX B Deed Clauses

APPENDIX C Deed Clauses

APPENDIX D Title VI Liaisons

APPENDIX E Complaint Form

APPENDIX F Annual Report

APPENDIX G Voluntary Title VI Public Involvement Survey

1. Introduction

This plan is a part of Miami County's continual and ongoing effort to comply with Title VI of the Civil Rights Act of 1964 and all related statutes, regulations, and directives, as required by the Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT). Title VI of the Civil Rights Act of 1964 (Title VI), as amended, prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified and restored the intent of Title VI by specifying that recipients of Federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that received Federal funding.

2. Nondiscrimination Policy Statement

Miami County values each individual's civil rights and wishes to provide equal opportunity and equitable services for the citizens of this county. As a recipient of Federal funds, Miami County will 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 on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status, or limited English proficiency.

3. Title VI Coordinator

Brandy L. Rayn
Miami County Title VI Coordinator
Miami County Courthouse
25 North Broadway
Peru, IN 46970
Office: (765) 472-3901 ext 1242
Fax: (765) 472-1412
E-mail: ADA@miamicountyin.gov
Website: www.Miamicountyin.gov

The Title VI Coordinator will report directly to the Commissioners, and the responsibilities will include, but are not limited to:

- Assisting with the development, administration, and implementation of Miami County's Title VI Plan and Policy
- Developing and maintaining a complaint process and procedure for the investigation of complaints filed under Title VI
- Coordinating Title VI program development with Title VI Liaisons
- Participating in the design, development, and dissemination of Title VI information to the public
- Conducting yearly reviews of the Title VI Plan and Policy; and
- Updating the Title VI plan and preparing reports as needed

4. Title VI Liaisons

This interdisciplinary team (Appendix D) will be composed of department heads from each department in Miami County. They will be responsible for ensuring compliance with Title VI and related nondiscrimination laws and providing input in the development and review of the Title VI implementation plan.

5. Complaint Process

Miami County will promptly investigate and attempt to resolve all complaints of alleged discrimination and will take corrective action upon the finding of a substantiated complaint.

Who May File a Complaint

Any individual who feels that he or she has been subjected to discrimination may file a complaint. A complainant's representative may also file a complaint on behalf of such person. A complainant's identity shall be kept confidential except to the extent necessary to complete the investigation.

How to File a Complaint

A complaint must be made in writing, signed by the complainant, and submitted to the Title VI Coordinator in order to officially begin the complaint investigation process. If the complainant is unable or incapable of providing a written statement, the Title VI Coordinator will interview the complainant and assist in completing a written statement. All complaints regarding Title VI should be directed to:

Brandy L. Rayn
Miami County Title VI Coordinator
Miami County Courthouse
25 North Broadway
Peru, IN 46970
Office: (765) 472-3901 ext 1242
Fax: (765) 472-1412
E-mail: ADA@miamicountyin.gov
Website: www.Miamicountyin.gov

Location/Availability of Complaint Forms

A Miami County Complaint Form (Appendix E) will be made available online via the Miami County Website, or a copy may be obtained by contacting the Title VI Coordinator. Although using the Complaint Form is recommended when filing a complaint, it is not required.

What to Include When Filing a Complaint

Complaints must contain the following and describe as much as possible the facts and circumstances surrounding the alleged discrimination:

- Name of the complainant
- Contact information (address, telephone number, e-mail address)
- Basis for the allegation(s) (i.e. race, color, age, etc.)
- A detailed description of the alleged discrimination (who, how, when, where & why they believe they were discriminated against including the location(s), name(s) and contact information of all witnesses, if applicable)
- Any other information that is deemed significant

The Title VI Coordinator will notify the complainant in writing if the complaint is incomplete and allot 15 calendar days for the complainant to respond and provide the information needed to complete the complaint.

Complaint Investigation Procedures

A complaint is considered complete when all necessary information is provided in writing and is signed. Within thirty (30) calendar days after receipt of a completed complaint, the Title VI Coordinator will arrange to speak or meet with the complainant to discuss the complaint and the possible resolutions if applicable.

If Miami County does not have sufficient jurisdiction to investigate the complaint, the Title VI Coordinator will refer the complaint to the appropriate local, state or federal agency holding such jurisdiction. In such cases, the Title VI Coordinator will notify the complainant in writing that the complaint is outside the County's jurisdiction and where the complaint has been referred for further handling.

The Title VI Coordinator will then conduct a complete and thorough investigation of complaints inside Miami County's jurisdiction, and based upon the information obtained, will render a final written response letter to the complainant or the complainant's representative by registered mail or hand delivery within sixty (60) calendar days. The final written response will include a description of the complaint, a summary of the investigation and the findings of such, summaries of all individuals interviewed, and if appropriate, recommendations and resolutions. All written complaints, investigations and responses will be retained for at least three (3) years in the county's annual report (Appendix F).

If a complainant is dissatisfied with the final resolution of the complaint, he or she has the right to contact the Department of Justice, Civil Rights Division, at (888) 736-5551.

6. Public Dissemination

Title VI information shall be displayed in Miami County buildings and all places in which public meetings are held. The name and contact information of the Miami County Title VI Coordinator will be displayed on the Title VI information.

The Miami County Title VI Plan & Policy will be made available on the Miami County website. Copies of the plan will also be provided upon request. Individuals with limited English proficiency may request a translated copy of the plan upon request. Any questions or comments regarding this plan should be directed to the Title VI Coordinator.

7. Community Involvement & Outreach

Miami 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.

The Miami County Board of Commissioners and County Council meetings are open to the public, as well as various other County meetings. Any meetings open to the public will be published on Miami County website's main page and distributed to local media outlets. All 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 at least forty-eight (48) hours in advance.

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

8. Data Collection

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

Miami County shall utilize a voluntary Title VI public involvement survey (Appendix G) that will be made available at public hearings and meetings. The survey will allow respondents to remain anonymous and will ask questions regarding their gender, ethnicity, race, age, income, and if they are disabled. The facilitator of these 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.

9. Limited English Proficiency

Title VI of the Civil Rights Act of 1964, as amended, states that no person shall be subjected to discrimination on the basis of race, color or national origin. Presidential Executive Order No. 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that individuals treated differently based upon their inability to speak, read, write or understand English is a type of national origin discrimination. Presidential Executive Order No. 13166 defines limited English proficiency persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

The U.S. Department of Transportation has a four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a program, activity or service.
2. The frequency with which LEP persons come in contact with programs, activities or services.
3. The nature and importance of programs, activities or services provided to the LEP population.
4. The resources available and overall cost to provide LEP assistance.

Using 2010-2014 American Community Survey 5-Year Estimates, it has been estimated that 4.8% of Miami County's population, age five (5) years and older, speak a language other than English. Therefore, it is estimated that 95.2% of Miami County's population, age five (5) years and older, speak only English. Of the 4.8% population that speak a language other than English, approximately 11.0% of that population [0.5% of Miami County's population] indicated that they speak English less than "very well." Therefore, it is estimated that 89.0% of the population who speak a language other than English speak English very well. Miami County will periodically review Census data, and should the need occur to develop and implement a Limited English Proficiency Plan, Miami County will utilize the DOT's four-factor analysis.

10. Title VI Assurances

These are standard U.S. Department of Transportation 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.

Miami County, Indiana

Standard U.S. D O T Title VI Assurances

Miami 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 and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 200d-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, (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the Unites States shall, on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the **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 subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances 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) 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 the **Federal Aid Transportation Program** and, in adapted form in all proposals for negotiated agreements:

Miami 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 of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation 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 race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency 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 agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the **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 the **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/she 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 Department of Transportation under the **Federal Aid Transportation Program** and is binding on it, other recipients, sub-grantees, **c**ontractors, subcontractors, transferees, successors in interest and other participants in the **Federal Aid Transportation Program**. The persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

BOARD OF COMMISSIONERS OF MIAMI COUNTY, INDIANA:

Josh Francis

Josh Francis, Chairman

Larry West

Larry West, Vice-Chairman

Jerry L Hamman

Jerry L. Hamman, Member

11/21/16

Date

ATTEST: Jane Lilley

Jane Lilley, County Auditor

APPENDIX A

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

(1) **Compliance with Regulations**: The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, 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 race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment**: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency.

(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 *Miami County* or the *Indiana Department of Transportation (INDOT)* or the *Federal Highway Administration (FHWA)* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to *Miami County*, or *INDOT* or the *FHWA* as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance**: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, *Miami County* shall impose such contract sanctions as it or *INDOT* or *FHWA* may determine to be appropriate, including, but not limited to:

(a). withholding of payments to the contractor under the contract until the contractor complies, and/or

(b). cancellation, termination or suspension of the contract, in whole or in part.

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

The contractor shall take such action with respect to any subcontract or procurement as *Miami County* or *INDOT* or *FHWA* 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 contract may request *Miami County* to enter into such litigation to protect the interests of *Miami County* and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Acknowledgement:

_____
(Name of Contractor)

_____
(signed)

APPENDIX B

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 for the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that *Miami County* 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 (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 USC 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto *Miami County* 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 *Miami County* 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 *Miami County*, its successors and assigns.

Miami County, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency, 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 *Miami County* 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, 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 reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction. *

---

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

APPENDIX C

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

The (grantee, licensee, lessee, permitee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land'] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permitee, 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, 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, *Miami County* shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deed.]*

That in the event of breach of any of the above nondiscrimination covenants, *Miami County* 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 *Miami County* and its assigns.

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

The (grantee, licensee, lessee, permitee, 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 grounds of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency shall 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, disability, sex, sexual orientation, gender identity,

religion, age, low income status or limited English proficiency shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permitee, 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, 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, *Miami County* shall have the right to terminate the [license, lease, permit, etc.] and to reenter 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, *Miami County* shall have the right to reenter 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 *Miami County* and its assigns.

---

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

APPENDIX D

MIAMI COUNTY TITLE VI LIAISON TEAM

This team will be composed of department heads from each department in Miami County. Team members will be responsible for ensuring compliance with Title VI and related nondiscrimination laws.

Assessor
Auditor
Board of Commissioners, Drainage Board, Animal Shelter, Weights and Measures
Building Commission and Planning Department
CASA
Cemetery Board
Central Dispatch (911)
Circuit Court
Clerk of Courts
Superior Court I
Superior Court II
Community Corrections
County Council
Economic Development
Emergency Management
Extension Office
Health Department [County Nurse, Registrar - Birth & Death Records, Environmental Health, Public Health Preparedness]
Highway Department
Probation
Prosecutor
Public Defender
Recorder
Sheriff Department
Soil and Water Conservation
Solid Waste
Surveyor
Township Trustees
Treasurer
Veteran's Services
Victim's Advocate

APPENDIX E

TITLE VI COMPLAINT FORM
Miami County, Indiana

Complainant's Name: _____ Date: _____

Address: _____

City, State, & Zip Code: _____

Phone Number: _____ Email Address: _____

Person discriminated against: (if someone other than the complainant)

Name: _____ Phone Number: _____

Address: _____

City, State, & Zip Code: _____

Please indicate why you believe the discrimination occurred:

___ Race ___ Color ___ Age

___ Sex ___ Sexual orientation ___ Gender identity

___ Disability ___ National origin ___ Religion

___ Income status ___ Limited English proficiency ___ Other (Please explain below)

_____

What was the date of the alleged discrimination?: _____

Where did the alleged discrimination take place?: _____

Please describe the alleged discrimination. Be as specific as possible in explaining what happened and whom you believe was responsible. (*Attach additional pages if needed*)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please list any and all witnesses' names, phone numbers and email addresses:

_____

_____

_____

_____

_____

_____

_____

_____

_____

What type of remedy would you suggest?

_____

_____

_____

_____

_____

_____

_____

Have you ever filed a complaint with any other federal, state or local agency; or with any federal or state court? ___ Yes ___ No

If yes, which court or agency?_____

Please attach any documents or other information that you believe is relevant to your complaint. Please sign, date and send your complaint to:

Brandy Rayn, Miami County Title VI Coordinator
Miami County Courthouse
25 North Broadway
Peru, IN 46970

Printed name:_____

Signature: _____ Date: _____

ANNUAL REPORT

2019

Sidewalk on the NE corner of Mexico Road and Bridge Street in Mexico has been replaced and has removed curb barriers.

Forward notice of available ADAinfocus webinar: “The Intersection of ADA, FMLA, and Workers' Compensation: A Comprehensive Review with Best Practices for Human Resource Professionals” to Department Heads of Miami County, January 16, 2019.

Distribute to AllUsers@miamicountyin.gov on January 1, 2019, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities” Etiquette training: **No Need to be Awkward.**

Forward notice of available ADAinfocus webinar: “**ADA Lessons from Case Law Part 2: Effective Communication in Criminal Justice”** to Miami County Sheriff, January 2, 2019.

County Commissioner and County Council Public meeting notices ADA notice that special needs assistance is available with the proper advance notice.

Community Crossing Matching Grant was received and completed for street resurfacing and curb cut replacement for the following streets in Eagle Pointe: Barksdale, Chanute, Donaldson, Eglin, South Lincoln Warhawk.

Distribute to AllUsers@miamicountyin.gov on November 15, 2019, via email, a handy guide that I could give to friends/coworkers, about ways to best communicate with a person with hearing loss “**Seven things you can do towards making our conversations both effective and enjoyable”**

Auditor Chief Deputy Brandy Rayn recommended by M. Brown to take over the Title 6 Coordinator duties. December 2, 2019

Forward information of available Title VI Information and Resources and Miami County Title VI Plan to Miami County Deputy Auditor, December 10, 2019.

Forward notice of available ADAinfocus webinar: “**The ADA in Jails and Prisons: A Guide to Accommodating Inmates and Visitors with Disabilities”** to Miami County Sheriff, December 25, 2019.

2018

Ordered Disability Awareness Standard Kit from Governor's Council for People with Disabilities for, Disability Awareness Month in March, 2018.

Distribute to AllUsers@miamicountyin.gov on January 25, 2018, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH MENTAL (PSYCHIATRIC) DISABILITIES**

Distribute to AllUsers@miamicountyin.gov on January 25, 2018, via email, the following documents: Miami County ADA Notice, Miami County Grievance Procedure, Miami County ADA complaint-form, Miami County Title VI Appendix G [to be available at public hearings and meetings].

Miami County ADA / Title VI Coordinator participated in the following webinar: "Cancer as a Disability: Your Rights in the Workplace" March 15, 2018, presented by the MID-ATLANTIC ADA CENTER.

Miami County ADA / Title VI Coordinator participated in the following webinar: "5 Things to Know About People Who Are Deaf, Deaf Blind, and or Hard of Hearing" April 12, 2018, presented by the MID-ATLANTIC ADA CENTER.

Distribute to AllUsers@miamicountyin.gov on May 1, 2018, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH EPILEPSY.**

Distribute to DepartmentHeads@miamicountyin.gov on July 17, 2018, via email, Appendix A of the Miami County Title VI Implementation Plan: Contractor Non-discrimination Assurance for inclusion in contracts and agreements.

Distribute to AllUsers@miamicountyin.gov on July 31, 2018, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH MULTIPLE CHEMICAL SENSITIVITY AND RESPIRATORY DISABILITIES.**

Initiate program review by department heads or designated personnel to identify areas with Title VI implications, July 31, 2018.

Forward notice of available webinar: Getting It Right: What Went Wrong for Disability Inclusion in Disaster Responses in 2017-2018 to Director of Miami County Emergency Management Agency (EMA), August 1, 2018.

Promote to AllUsers@miamicountyin.gov on October 1, 2018, via email, October as National Disability Employment Awareness Month.

Forward notice of available ADA Audio Conference : “The Right to Vote and Access for People with Disabilities**”** to Miami County Clerk of the Courts, October 1, 2018.

Forward notice of available Action Guide, “ADA Title II Action Guide for State and Local Governments”, and ADA Update: “A Primer for State and Local Governments (released June 2015)” to Miami County Board of Commissioners (BOC) and Auditor, October 1, 2018.

Forward notice of available ADAinfocus webinar: “**Supporting Individuals with Emotional or Behavior Disorders in Community-Based Programs”** to appropriate Miami County Officials, October 8, 2018

Forward notice of available ADAinfocus webinar: “**Welcoming Veterans with Disabilities into the Workplace”** to Miami County Veteran Service Officer (VSO), October 18, 2018

Forward notice of available ADAinfocus webinar: “**Welcoming Veterans with Disabilities into the Workplace”** to Miami County VSO, October 18, 2018.

Forward notice of available ADAinfocus webinar: “Inclusive Emergency Preparedness for People with Disabilities to Director of Miami County EMA, November 5, 2018.

2017 ACCOMPISHMENTS

Distribute to AllUsers@miamicountyin.gov on Thursday, January 26, via email, Title VI training in Powerpoint and PDF format Included an online the quiz to check the training. http://www.proprofs.com/quiz-school/story.php?title=mtc2mzu1oqdd8f

Distribute to AllUsers@miamicountyin.gov on March 14, 2017 The following files with instruction that the files should be publicly available: Miami County ADA Notice, Miami County Grievance Procedure, and Miami County ADA complaint-form.

Distribute to AllUsers@miamicountyin.gov on March 15, 2017 The following files with to review : Miami County Title VI Plan.pdf, Voluntary Title VI Survey Form.pdf [Appendix G], iSpeak Card.pdf, Miami County Employee language Questionaire.docx, and Miami County Limited English Proficiency Report form.doc

Miami County, Indiana Title VI Nondiscrimination Implementation Plan &

Policy was published on the County website on May, 2017.

Kenneth Einselen, County Engineer and INDOT ERC attended INDOT's Second Annual Title VI Summit at the Indiana Government Center South in Indianapolis, Indiana, on May, 2016.

The Title VI Complaint Form was published on the County's website, May 2017.

Select and initiate deployment of "iSpeak cards" to be utilized at all points of public contact in all County Departments [March 15, 2017].

Distribute to AllUsers@miamicountyin.gov on August 23, 2017, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH MOBILITY DISABILITIES**

Add Disability Etiquette to website.

Kenneth Einselen, County Engineer and ADA / Title VI Coordinator participated in the following webinars: "ADA COORDINATORS: ROLES AND RESPONSIBILITIES" Jan 26, 2017 MID-ATLANTIC ADA CENTER; Hearing Loss in the Workplace –Rights and Obligations Aug 9, 2017 MID-ATLANTIC ADA CENTER

Distribute to AllUsers@miamicountyin.gov on September 1, 2017, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH COMMUNICATION DISABILITIES**

Distribute to AllUsers@miamicountyin.gov on October 6, 2017, via email, an excerpt from Etiquette: Tips on Interacting with People with Disabilities" Etiquette training: **PEOPLE WITH HEARING DISABILITIES**

Distribute to AllUsers@miamicountyin.gov on October 16, 2017, via email,

an excerpt from Etiquette: Tips on Interacting with People with Disabilities”
Etiquette training: **PEOPLE WITH VISION DISABILITIES**

2016 ACCOMPISHMENTS

Kenneth Einselen, County Engineer and INDOT ERC attended INDOT's First Annual Title VI Summit at the Indiana Government Center South in Indianapolis, Indiana, on March 18, 2016.

Miami County, Indiana Title VI Nondiscrimination Implementation Plan & Policy was adopted by the Miami County Board of Commissioners in November, 2016.

Establish a static email address for ADA and Title VI Coordinator, ada@miamicountyin.gov, with approval of Miami County Board of Commissioners. October 24, 2016

GOALS

Review all County of Miami Requests for Proposals, Bid solicitations, Contracts, etc., for verification that Title VI language was included in each one.

Review all public meeting notices to include that special needs assistance may be available with the proper advance notice to the County of Miami.

Develop strategies to seek out Minority members to participate in public meetings and events and to serve on Boards and Commissions when vacancies occur.

Develop annual reporting process for the Department Heads.

VOLUNTARY TITLE VI

PUBLIC INVOLVEMENT SURVEY

Brandy L. Rayn
Miami County Title VI Coordinator
Office: (765) 472-3901 ext 1242
Fax: (765) 472-1412
Email: ADA@miamicountyin.gov
Miami County Courthouse
25 North Broadway
Peru, IN 46970
Website: www.Miamicountyin.gov

As a recipient of Federal funds, Miami County is required to develop a procedure for gathering statistical data regarding participants and beneficiaries of its Federal Aid programs and activities (23 CFR §200.9(b) (4)). Miami County is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by Miami County activities.

Submittal of this information is voluntary. You are not required to complete this survey. This form is a public document that Miami County will use to monitor its programs and activities for compliance with Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding Miami County's responsibilities under Title VI of the Civil Rights Act of 1964, please contact the Miami County Title VI Coordinator.

You may return the survey by folding it and placing it in the box provided, or you may mail or fax it to the Title VI Coordinator.

Date (month/day/year):

Meeting:

☐ County Commissioners ☐ County Council ☐ Redevelopment Commission
☐ Plan Commission ☐ Solid Waste ☐ Redevelopment Authority
☐ Health Board ☐ Other: _____

Proposed project location (if available):

Gender: ☐ Female ☐ Male

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino
National Origin: ☐ USA ☐ Other _____

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African-American
☐ Native Hawaiian or Other Pacific Islander ☐ White ☐ Multiracial

Age: ☐ 1-21 ☐ 22-40 ☐ 41-65 ☐ 65+

Disability: ☐ Yes ☐ No

Household income:

☐ 0 - $12,000 ☐ $12,001 - $24,000 ☐ $24,001 - $36,000
☐ $36,001 - $48,000 ☐ $48,001 - $60,000 ☐ $60,001 +