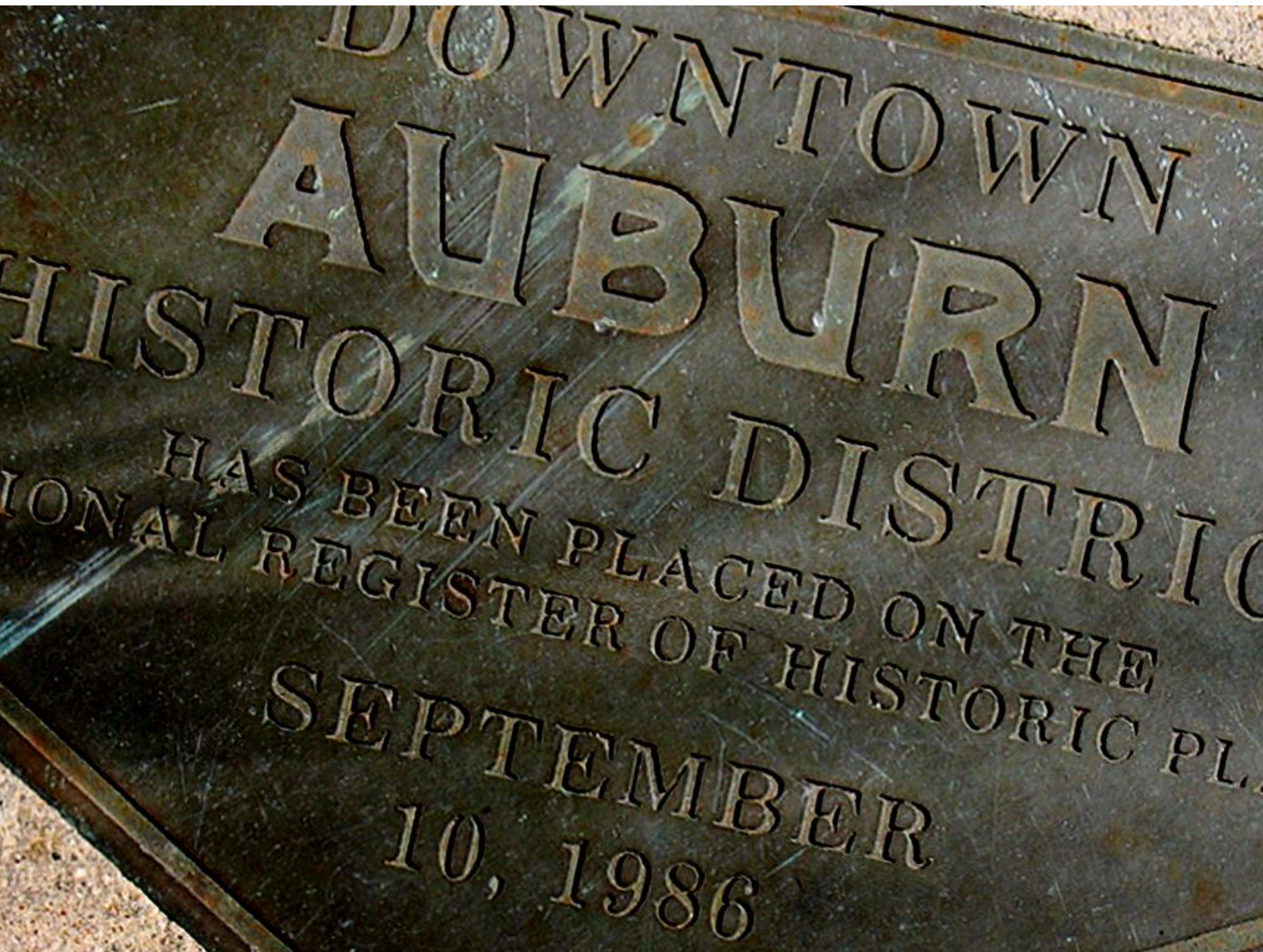




Code of Ordinances
CITY OF AUBURN





Title VI Implementation
Plan

CHAPTER
101

AUBURN



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101.001 GLOSSARY OF COMMON TERMS

- “Beneficiary or recipient”
means the individual or organization for which federal funds are intended.
- “Implementation plan”
means the Title VI implementation plan developed and maintained by City of Auburn to ensure compliance with 42 U.S.C. §2000d et seq.
- “Title VI Compliance Officer”
means City of Auburn employee designated by the Responsible Official to coordinate all Title VI activities of City of Auburn.
- “Responsible Official”
means the person identified in Section 101.004.

101.002 OVERVIEW

Title VI of the Civil Rights Act of 1964 as codified in 42 U.S.C. 2000d states: provides as follow:

“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 subjected to discrimination under any program or activity receiving federal financial assistance.”

The City of Auburn is a local Indiana Government entity operating under the rules of the Indiana General Assembly and among other things provides services as authorized by statute. The City of Auburn, Indiana, receives funds from taxes, fees, grants, and donations. All revenues are accounted for in accordance with Indiana law. Federal and state grant funds shall only be used in a manner consistent with the grant purpose. All financial records are audited annually by the Indiana State Board of Accounts.

The City, through its Implementation Plan, provides for compliance with Title VI of the Civil Rights Act of 1964. The City will have copies of this Title VI Implementation Plan available at its office during normal business hours. The City will periodically publish statements concerning Title VI in materials available to the public and to prospective beneficiaries.

101.003 SCOPE OF TITLE VI APPLICABILITY TO PROGRAMS AND ACTIVITIES

The City of Auburn affords all individuals the opportunity to benefit from civil rights programs administered by the City of Auburn. The City of Auburn in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d) shall:

- A. Maintain a Title VI Implementation Plan. If required by Title VI or regulations promulgated thereunder, the implementation plan shall:
 1. Be developed with the participation of protected beneficiaries; and
 2. Include Title VI implementation plans of any sub-recipients of federal funds through state agencies;
- B. Submit a copy of the implementation plan to the all appropriate federal and state officials as required from time to time; and
- C. Submit annual Title VI compliance reports and any implementation plan updates to the appropriate and required agencies on a regular basis.

Title VI applies to discriminatory acts based on race, color, or national origin and specifically prohibits the exclusion of individuals or groups from participation in, or enjoying the benefits of, federal programs.



The policy of the City of Auburn, Indiana is to implement in all city business and interactions the following laws, rules, policies, and plans of the United States Federal Government as follows:

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq);
- Sec. 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324);
- Age Discrimination Act of 1975;
- Section 504 of the Rehabilitation Act of 1973;
- Americans with Disabilities Act of 1990;
- Civil Rights Restoration Act of 1987;
- 49 Code of Federal Regulations Part 21;
- 23 Code of Federal Regulations Part 200;
- United States Department Of Transportation Order 1050.2;
- Executive Order #12898 (Environmental Justice);
- Executive Order #13160 (Education Training Programs);
- Executive Order #13166 (Limited-English-Proficiency);
- All other federal laws, mandates and directives that require compliance with the Civil Rights Act or any other related matter.

101.004 RESPONSIBLE OFFICIAL

The Mayor of the City of Auburn, Indiana or his / her designee has overall responsibility for implementation, compliance and reporting with respect to Title VI. Inquiries related to these activities should be directed to:

Mayor City of Auburn, Indiana
City Hall
210 E. Ninth St.
Auburn, IN 46706
260/925-5430

101.005 STATEMENT OF ASSURANCES

The City of Auburn, its staff, any sub-recipients of federal funds under grants administered by the City of Auburn, and all other parties involved with such grants shall remain in compliance with all provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d).

- A. Each sub-recipient of federal funds under grants administered by the City of Auburn shall have agreed in writing to adopt the City of Auburn’s Title VI polices and plan, or
- B. If the sub-recipient’s Title VI plan differs from the City of Auburn’s plan, the sub-recipient’s Title VI plan shall be available for review from the Responsible Official.

101.006 PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI

- A. U.S. Housing and Urban Development’s Community Development Block Grant (CDBG) program. Funds are designated for the following program areas:
 - Housing
 - Community Projects
 - Public Services



- Public Facilities
- Economic Development
- Community Emergency Relief Fund

The U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) program for the City of Auburn to provide assistance to communities for use in revitalizing neighborhoods,

- B. The Land and Water Conservation Fund (LWCF) provides federal grant funds to protect important natural areas, to acquire land for outdoor recreation and to develop or renovate public outdoor recreation facilities such as campgrounds, picnic areas, sports & playfields, swimming facilities, boating facilities, fishing facilities, trails, natural areas, and passive parks.
- C. The Recreational Trails Program provides grant funds to develop and renovate recreation trails for both motorized and non-motorized use. It does not fund equipment such as mowers or gators.
- D. The Department of Transportation, pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, as said Regulations may be amended from time to time.
- E. Any and all other State or Federal programs that require compliance under Title VI of the Civil Rights Act of 1964 or any other applicable state or federal law, mandate or order.

101.007 COMPLAINT PROCEDURES

A. Complaint Procedures

1. How a complaint shall be filed.

Complaints in relation to alleged discrimination under Title VI of the Civil Rights Act of 1964 may be filed using the forms provided by the City of Auburn, Indiana. If an individual refuses to submit a written complaint, the compliance officer, or designee of the compliance officer shall record the information orally from the individual and shall provide a copy to the individual with a request that the information be confirmed by the complainant.

A complaint may be filed by anyone who believes that the City of Auburn has discriminated against a participant, beneficiary, or a class of beneficiaries on the basis of any protected Class under Title VI of the Civil Rights Acts of 1964.

Complaints must be filed within one hundred eighty (180) days of the activity which prompts the filing of the complaint.

2. Where to file a complaint

Complaints in relation to alleged discrimination under Title VI of the Civil Rights Act of 1964 may be filed with City of Auburn’s Title VI compliance officer at:

City Hall
210 E. Ninth St.
Auburn, IN 46706
260/925-5430

3. Time frame within which the complaint shall be processed



Upon receipt of a written complaint, the compliance officer shall review the complaint and shall file, within seven (7) days, a concise statement with the Responsible Official regarding the nature of the complaint and the steps to be taken to investigate or resolve the complaint.

4. Withdrawal of a complaint

A complainant may withdraw a complaint at any time before final action by filing with the compliance officer a written statement of his or her desire to withdraw the complaint.

B. Investigations, Report of Findings, Hearings and Appeals

1. Investigations

Upon receipt of the complaint by an individual or at the time the compliance officer becomes independently aware of actions, which may constitute a violation of Title VI, the compliance officer shall take necessary action within thirty (30) days to investigate and recommend specific actions to resolve the complaint. A report shall be filed by the compliance officer with the Responsible Official within that period.

2. Report of Findings

The complainant shall be notified in writing of the results of the investigation and any actions taken.

The City of Auburn shall attempt to maintain the confidentiality of the complaint and the name of the complainant.

The complainant shall be notified in writing, within thirty (30) days of the resolution of the complaint, by the Responsible Official or the Title VI compliance officer of the resolution of a complaint. A statement of corrective action shall include specific statements of actions to be taken or prohibited actions and shall include a timetable for implementation.

3. Hearings and Appeals

A complainant may file a written appeal from the Responsible Official's resolution of the complaint within thirty (30) days of the receipt of the written notice of resolution. Appeals shall be directed to the Mayor of City of Auburn and shall be set forth in writing. The complainant shall be notified of the final resolution of the complaint within sixty (60) days of the Mayor's receipt of the appeal.

A complainant filing a written appeal may request an in-person hearing before the Mayor or the Mayor's designee. Such request shall be set forth in writing and shall be submitted contemporaneously with the written appeal. The complainant shall be notified of the date, time and place of the hearing within 15 days of the City of Auburn's receipt of the request.

101.008 COMPLIANCE

A. The City of Auburn shall make every effort to regulate, monitor, review, and report on the federal programs to assure compliance.

B. Upon a finding by the City of Auburn of noncompliance, the City of Auburn shall take the following actions with regard to:

1. Processing

The compliance officer shall immediately notify the Responsible Official in writing of the violations held to constitute noncompliance with Title VI and of the steps necessary to correct these violations.

2. Reporting



The compliance officer shall notify the sub-recipient or employee found to be in noncompliance, in writing within 30 days of the compliance officer's report of noncompliance, of the violations and corrective measures necessary to remedy the violations.

3. Resolution

The City of Auburn shall attempt to secure voluntary compliance with Title VI. In the event that efforts to secure voluntary compliance are not secured within a reasonable period of time, the compliance officer will notify the Responsible Official, in writing, of the recommended corrective action.

4. Enforcement / Corrective actions

The Responsible Official shall implement corrective actions within thirty (30) days of receipt and acceptance of the notification of recommended corrective action.

Employees or grant sub-recipients who refuse to voluntarily comply with Title VI or to take corrective actions required by the City of Auburn shall face disciplinary action, or in the case of grant sub-recipients, may face termination or suspension of the contractual relationship with the City of Auburn.

5. Monitoring of programs

The City of Auburn shall undertake to periodically monitor all programs funded through federal assistance for those sub-recipients who have been found by the City of Auburn to be in non-compliance with Title VI.

101.009 TRAINING

The Title VI implementation plan will be made available via City of Auburn website. Sub-recipients of grants will be notified of the Title VI implementation plan and complaint procedures at the time of any grant award.

The City of Auburn may periodically hold Title VI training seminars for its employees, particularly for those individuals responsible for monitoring sub-recipients for Title VI compliance.

101.010 GOALS AND EVALUATION PROCEDURES

The City of Auburn endeavors to reevaluate its Title VI goals on an annual basis, as part of the process of reviewing the agency's Title VI plan. The City of Auburn shall, each year, set forth City of Auburn's current goals and the process for evaluating and revising those goals.

A. Goals

1. Report compliance activities in a timely manner.
2. Respond to and investigate all complaints within the timeframe and in accordance with the procedures outlined in Section 101.007.
3. Give employees the opportunity to rate the plan to determine if the plan is adequate to address their needs and the requirements of Title VI.

B. Evaluation of Goals

1. The Advisory Committee (comprised of the Grants Manager and two (2) other employees) shall, at each meeting, review the agency's goals and its progress towards these goals, and evaluate the effectiveness of the plan's provisions as they relate to these goals.
2. The Advisory Committee shall, at each meeting, establish a timeline for achievement of goals, and implement a process for monitoring the progress towards these goals.



3. The Advisory Committee shall, at each meeting, promulgate a written report of the agency's progress towards the identified goals.
4. The Advisory Committee shall, at each meeting, discuss and evaluate whether any corrective procedures are necessary to bring City of Auburn closer to its goals.

101.011 PUBLIC NOTIFICATION

Three (3) groups of people will receive notification of the City of Auburn's Title VI plan, complaint forms, nondiscrimination policy, and programs and services: 1) City of Auburn employees will have access to the implementation plan and the complaint procedures on the city website; 2) federal grants applicants and sub-recipients of federal grants who will be notified of Title VI requirements at the time of application and at the time of any grant award; and 3) members of the general public who request information via phone, fax, or email.

The City of Auburn's Title VI Plan is available for review at the city office. Title VI application forms and checklists for sub-recipients are also available at the city office.

101.012 RECORDKEEPING AND REPORTING

A. Complaints

1. The compliance officer will maintain a log of all complaints filed with City of Auburn.
2. Grant personnel will certify annually that all sub-recipients have been notified of the Title VI implementation plan and complaint procedures.
3. The compliance officer will maintain copies of complaint forms and will ensure that they are available for use.

B. Reporting

1. Changes in the Title VI implementation plan will be provided to employees and sub-recipients as changes are made.
2. Changes in the Title VI implementation will be forwarded to the State Auditor as changes are made.
3. Grant personnel will maintain records of all sub-recipients in order that the City of Auburn can determine if eligible parties are participating in the grants.

C. Changes

Any changes made of this plan are incorporated herein as part of City of Auburn's recordkeeping and reporting procedures.

D. Participation data:

Because the City of Auburn acts as an administrator or a pass-through source for sub-recipients of federal funds, the agency is unable to provide data showing the extent to which members of protected parties are participating in the Title VI programs and activities.

The City of Auburn endeavors to ensure that each sub-recipient of federal funds is in full compliance with Title VI, and that each such entity ensures equal participation in programs funded by federal monies to protected parties.

101.013 MINORITY REPRESENTATION

The City of Auburn shall attempt to identify and employ qualified minority applicants. Where minority representation in particular areas of the agency is low, the City of Auburn endeavors to fill vacant positions with qualified minorities. Whenever a planning or advisory body, such as a board or committee, is an



integral part of City of Auburn's programs, City of Auburn shall take such steps as are necessary to ensure that minorities are notified of the existence of such bodies and are provided equal opportunity to participate as members. Where members of a board or committee are appointed by the City of Auburn and where minorities comprise at least 5% of the affected area or the surrounding community, the facility or agency will make efforts to appoint a minority representative to serve on the board or committee.

The City of Auburn has also created a Title VI advisory committee to review and make recommendations regarding this implementation plan and to identify areas where improvement is needed. The advisory committee is currently comprised of at least three (3) people. The advisory committee shall meet at least once each year.

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:

- A. **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.
- B. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall 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 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.
- C. **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, or national origin.
- D. **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 the City of Auburn, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the City of Auburn, Indiana, the Indiana Department of Transportation or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the City of Auburn, Indiana shall impose such contract sanctions as it or the Indiana Department of Transportation and/or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - 4. Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - 5. Cancellation, termination or suspension of the contract, in whole or in part.



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

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

APPENDIX B

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

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the City of Auburn, Indiana will accept Title to the lands and maintain the project constructed thereon, in accordance with INDOT or FHWA, the Regulations for the Administration of Federal Aid Transportation Program and the policies and procedures prescribed by the Indiana Department of Transportation and/or the Federal Highway Administration 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 U.S.C. .2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Auburn, Indiana all the right, Title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

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

The City of Auburn, Indiana, in consideration or the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of 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 the City of Auburn, Indiana shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, 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.*

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the City of Auburn, Indiana pursuant to the provisions of Assurance 6(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with 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, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, 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, City of Auburn, Indiana shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]*

That in the event of breach of any of the above nondiscrimination covenants, City of Auburn, Indiana shall have the right to reenter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of City of Auburn, Indiana and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by City of Auburn, Indiana pursuant to the provisions of Assurance 6(b).

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



APPENDIX E: COMPLAINT PROCEDURE AUBURN, INDIANA

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

It is the policy of Auburn Indiana 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 intimidated, threaten, coerce or engage in other discriminatory conduct anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any department head or to the County Title VI or ADA Coordinator. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found on the count website or in the community Center. Individuals are not required to use the County's complaint form. If necessary, the county will help an individual reduce his or her complaint to writing for his or her signature.

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

Direct Title VI / ADA Complaints to:
Human Resources Director
210 E. Ninth St.
Auburn, IN 46706
(260) 925-5430
humanresources@ci.auburn.in.us

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



APPENDIX F: EXTERNAL COMPLAINT OF DISCRIMINATION

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with Auburn Indiana. 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 regulation (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 Auburn Indiana 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. Complaint 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 Auburn Indiana. Additionally, you have the right to seek private counsel.

Auburn, Indiana 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.**



**Your complaint cannot be processed without your signature.

| COMPLAINT 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) |

| PERSON/AGENCY/COMPANY YOU BELIEVE DISCRIMINATED AGAINST YOU | | |
|--|---|---|
| Name (first, middle, and last) | Title | |
| Name of company | | |
| Address (number and street, city, state and ZIP code) | | |
| Home telephone number () - | Work telephone number () - | Cellular telephone number () - |
| When was the last alleged discriminatory act? (month, day, year) _____ | | |

| |
|--|
| 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. |
| |
| |
| |
| |



REPORT OF INVESTIGATION City of Auburn, Indiana

I, _____, representing the City of Auburn, have investigated the complaint filed on _____, 20__ by _____ alleging that discrimination occurred which was in violation of the provisions of Title VI of the Federal Civil Rights Act.

The results of the investigation were as follows:

- ____ A. The agency or person was found to be in violation of Title VI.
- ____ B. The agency or person was not found to be in violation of Title VI.
- ____ C. The complainant withdrew the complaint.

A copy of the investigation report is attached.

Withdrawal of Complaint (if applicable) _____

If the agency or person was found to be in violation of Title VI, a brief description of the remedial action taken to assure future compliance follows:

Printed Name of Investigator: _____

Signature: _____

Date: _____



APPENDIX G: VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY CITY OF AUBURN, INDIANA

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CRF §200.9(b)(4)). The City of Auburn 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 the City of Auburn, Indiana 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 City of Auburn’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact the Human Resources Department of the City of Auburn, Indiana.

City of Auburn
210 E Ninth Street
PO Box 506
Auburn, Indiana 46706
humanresources@ci.auburn.in.us

You may return the survey by mail or e-mail to the address above

Form with fields: Project Name, Date (month/day/year), Proposed Project Name, Gender (Female/Male), Ethnicity (Hispanic/Not Hispanic), Race (American Indian, Asian, Native Hawaiian, White, Multiracial, Black/African American), Age (1-21, 22-40, 41-65, 65+).



| | | |
|--------------------------|--|--|
| Disability: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Household Income: | <input type="checkbox"/> \$0 - \$12,000 | <input type="checkbox"/> \$12,001 - \$24,000 |
| | <input type="checkbox"/> \$24,001 - \$36,000 | <input type="checkbox"/> \$36,001 - \$48,000 |
| | <input type="checkbox"/> \$48,001 - \$60,000 | <input type="checkbox"/> \$60,000+ |



APPENDIX H: 2004 CENSUS TEST LANGUAGE IDENTIFICATION FLASHCARD CITY OF AUBURN, INDIANA

| 2004 Census Test | United States Census 2010 LANGUAGE IDENTIFICATION FLASHCARD |
|--|--|
| <input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> Խոսողո՞ւմ ե՞նք նշո՞ւմ կատարե՞ք այս զտուժուժում, եթե կտտում կամ կարդո՞ւմ եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> ឈ្មួញក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

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

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