

**CITY OF
SULLIVAN**
I N D I A N A

TAKE TIME TO CARE

CITY OF SULLIVAN, INDIANA

TITLE VI PLAN

July 2023

City of Sullivan, Indiana
110 N. Main Street
Sullivan, Indiana 47882
812-268-6077

TITLE VI PLAN

Item Description

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A. POLICY STATEMENT

The city of Sullivan (hereafter referred to as "City") is required to conform to Title VI of the Civil Right Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provided that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color, age, national origin, gender, disability, or income status.

The City assures that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (23 CFR 200.0 Title 49 CFR 21).



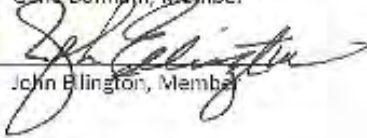
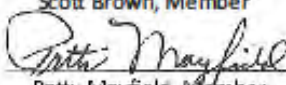
The Civil Right Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S.577] March 22, 1988).

(29 USC§ 749), the City hereby gives assurance that no qualified disabled person shall solely by reason of their 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 Federal financial assistance.

In the event the City distributes federal aid funds to a sub-recipient, the City will include Title VI language in all written agreements and will monitor for compliance. The City's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports, and other responsibilities as required by 23 CFR 200.9 Title 49 CFR 21.

MAYOR

Chris Lamb
7/1/23
Date

CITY COUNCIL

Tom McClanahan, President

Gene Bonham, Member

John Ellington, Member
Scott Brown, Member

Patty Mayfield, Member

A. ORGANIZATION AND STAFFING

CITY HALL

Mayor

Clint Lamb

City Council Members

Gene Bonham
John Ellington
Scott Brown
Patty Mayfield
Tom McClanahan

Clerk Treasurer

Sue Pitts

Deputy Clerk-Treasurer

Lisa McCammon

Cemetery Superintendent

Dick Crooks

Housing Authority

Jean McMahan
Robert H. Medsker
Jim Connor
Chris Hancock
Donna Moody
Linda Powell
Heather Dubree

Utility Clerk

Phyllis Graham

CITY DEPARTMENTS

Building Commissioner

Brian Pound

Fire Department

Fire Chief

Rob Robertson

City Mechanic

Brandon Collins

City Park & Pool

Cody McKinley

Street Department

Chris Levingston

City Utility/Sewer Maintenance

Tony Burkhardt

Civic Center/Community Development

Amber Hunt

CITY BOARDS

Board of Public Works

Clint Lamb
Alan Pierce
Jean McMahan

Park Board

Ellen Tucker
Rachel Reed
Alison Lane
Monty McKinley
Aaron Deckard

Plan Commission

Elanna Luttrell
John Ellington
JD Wilson
Scott Brown
Kristi Burkhardt

Redevelopment Commission

Jim Exline
BJ White
Scott Andritsch
Brian Martindale
Logan Pearson

Board of Zoning Appeals

Erin Sater
Amber Hunt
Lela Street
Steve Tucker
Darlene McKinney

B. AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (23 CFR 200.9 Title 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S.557] March 22, 1988).

According to 23 CFR 200, the City of Sullivan has designated a Title VI Coordinator who is responsible for initiating, monitoring, and ensuring the City's compliance with Title VI requirements as follows:

- Administer, coordinate, and implement the Title VI Program plan, distribute it internally and externally via the website, and provide an annual work plan.
- Ensure that Standard U.S. DOT Title VI Assurances, see Appendix A, are being used in contracts for federal projects.
- Attend Title VI training, provide training for City employees, and keep a training log, see Appendix G.
- Will ensure staff has copies of I Speak Cards See Appendix F.
- Utilize public involvement data, data collected by City staff, and other relevant information to ensure the City upholds its commitment to uphold Title VI.
- Collect Voluntary Title VI Public Involvement Survey. See Appendix E.
- Review written Title VI complaints and ensure every effort is made to resolve complaints informally at the local or regional level.
- Review and update the City's Title VI plan and procedures as required.
- Utilize the Title VI Complaint Log, see Appendix B, to manage complaints received.
- Review the Title VI complaint log with each new complaint and proactively identify potential occurrences.

Title VI Coordinator:
Elanna Luttrell
110 N. Main Street
Sullivan, Indiana 47882
Elanna.Luttrell@cityofsullivan.in.gov

D. FILING A COMPLAINT

A complaint can be filed by any individual who believes that, 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 (LEP) in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, and any other Federal nondiscrimination statute may submit a complaint.

No one may intimidate, threaten, coerce, or engage in discriminatory conduct against anyone because they have acted or participated in an action to secure rights protected by civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint following the procedure below. It is the policy of the City to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt, effective corrective action when a claim is substantiated.

Any individual who feels that they have been discriminated against may initiate contact with the Title VI coordinator; however, they must submit a written complaint. Please use the designated form at the [City of Sullivan Grievance Form](#) (Appendix C). A complaint must include the name, address, and telephone number of the individual making the complaint (Complainant) and a brief description of the alleged discriminatory conduct, including the date of the incident. An individual submitting a complaint may include any relevant evidence, including the names of witnesses and supporting documentation. The complaint should be submitted within **60 days** of the incident. A representative may also submit a complaint on behalf of such a person. If an alternative format is required, please contact the Title VI Coordinator.

Complaints should be directed to:

Title VI Coordinator:
Elanna Luttrell
110 N Main Street
Sullivan, Indiana 47882
Elanna.Luttrell@cityofsullivan.in.gov

Upon receipt of a complaint, the Title VI Coordinator will review the complaint ~~upon receipt~~ to ensure all information is provided, meets the 60 days filing deadline, and falls within the jurisdiction of the City. Within 60 days of receiving the complaint, the Title VI Coordinator will review the situation based on the information provided and issue a written report of its findings to the Complainant. The complaint process is detailed in the next section.

Note: A complainant's identity and complaint details shall be kept confidential except to the extent necessary to investigate.

The City would like to emphasize these procedures do not deny the right of any individual to file a formal complaint with any government agency (listed below) or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Formal complaints can be filed with the following:

**Indiana Department of
Transportation Indianapolis District**

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

Economic Opportunity Division

100 N. Senate Ave., Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

Indiana Civil Rights Commission

100 N. Senate Ave., Room NI03
Indianapolis, IN 46204
Toll-Free: I (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: I (800) 743-3336

E. COMPLAINT PROCESSING

1. Following receipt of the complaint alleging discriminatory actions/behavior, the Title VI Coordinator will send the Complainant a letter acknowledging receipt of the complaint.
2. The Title VI Coordinator will review the complaint upon receipt to ensure that all the information is provided, the complaint meets the 60-day filing deadline and falls within the jurisdiction of the City.

If the complaint warrants further investigation.

- i. The Complainant will be notified in writing by certified mail. This notice will name the investigator and investigating agency and include a complaint consent form. The Complainant must sign and return the Complainant Consent Release Form for the investigation to begin. (Appendix D)
- ii. The investigating party will then research the complaint. The investigated party will not take part in the investigation. Additionally, a copy of the complaint, if warranted, will be forwarded to the City Attorney.
- iii. If, after investigation, the investigating agency determines that the filed complaint alleging a Title VI violation has been substantiated;
 - a. The investigator, the Title VI Coordinator, and appropriate City representatives will discuss recommendation(s) and determine a course of action.

- b. The Title VI Coordinator will notify the Complainant of the outcome and outline the corrective measures. The Complainant may be notified again by the City, state, or federal authorities if an administrative process is initiated, and additional measures are needed.
- iv. If, after investigation, it is determined that the filed complaint alleging a Title VI violation is not substantiated, the Title VI Coordinator shall provide a letter to the Complainant which will;
 - a. Report the determination, and that complaint will be considered closed.
 - b. Advise them of their right to appeal this decision within seven (7) calendar days of receipt of this final written decision from the City. The appeal process will be outlined in the notification letter.
 - c. Remind the Complainant they may file a complaint externally with the Federal/State agencies listed previously.

The letter will also include the statement that the decision was made based on the information provided in the filed complaint and, therefore, the determination can only be reversed if new facts can be provided.

- 3. All complaints and related documentation will be kept on file for five years.

The process for internal complaints is managed as outlined in the City of Sullivan employee handbook.

The preceding complaint resolution procedure will be implemented under 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/cii/about/cor/Pubs/manuals/complain.pdf>

F. ENVIRONMENTAL JUSTICE

Under Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affects human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate based on 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:

1. 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.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

The City of Sullivan is committed to uphold these three environmental justice principles in all work that the City performs.

G. 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. Its purpose is to ensure meaningful access to programs and services to otherwise eligible persons who need to be proficient in English. 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 the City of Sullivan uses to access the LEP populations in the City.

1. The number and proportion of LEP persons eligible to be served and may participate in programs coordinated and provided by the City.
2. The frequency with which LEP individuals participate in City programs, activities, or services.
3. The nature and importance of the City's program, activity, or service.
4. The resources are available to the City and related costs.

In addition, the City of Sullivan has implemented the safe harbor provision whereby it identifies and translates vital documents into any language where the 5% threshold is met whereby 5% or more of the population in the City both:

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

Summary of the Four-Factor Analysis

Factor 1: The number and proportion of LEP persons eligible to be served and may participate in programs coordinated and provided by the City can only be estimated until the number of persons who speak English less than "very well" are documented as needing assistance by City staff.

With this Title VI Plan considered a document that may have regular updates, US Census Bureau information is being used now. If the plan is updated, data collected by City staff will be

incorporated into the updated plan. The total population is provided below to show the City's estimated distribution of race and ethnicity.

CITY OF SULLIVAN POPULATION DISTRIBUTION BY RACE

POPULATION by RACE 2021	Number	Percentage
Estimated 2021 Population	4,238	----
American Indian or Alaskan Native (alone)	0	0%
Asian (alone)	18	.42%
Black (alone)	3	.07%
Native Hawaiian or Other Pacific Islander (alone)	0	0%
White (alone)	3,945	93.1%
Two or More Race Groups	272	6.4%

Source: U.S. Census Bureau, American Community Survey, latest 5-Year Estimates

POPULATION BY RACE & ETHNICITY: SULLIVAN COUNTY, 2021

Hispanic or Latino (can be of any race)		Non-Hispanic or Latino	
Number	Percentage	Number	Percentage
391	1.8%	20,367	98.1%

Source: U.S. Census Bureau, STATS Indiana

POPULATION BY RACE & ETHNICITY: CITY OF SULLIVAN, 2021

Hispanic or Latino (can be of any race)		Non-Hispanic or Latino	
Number	Percentage	Number	Percentage
81	1.79%	4,157	98.1%

The US Census Bureau does not provide ethnic population estimates for the City of Sullivan. Therefore, the County percentages were used to estimate the 2021 Hispanic or Latino population for the City of Sullivan.

According to the US Census Bureau – 2021: ACS 5-Year Estimates – 98% of the population only speaks English, while 1.9% speak a language other than English. It is reported 1.2% of the population speaks Spanish, of which .6% report they speak English less than "very well."

Language Spoken at Home	Estimate	Percentage	The percentage that speaks English is less than "very well."
English	4,154	98.1%	n/a
Spanish	51	1.2%	.6%
Other Indo-European	8	.2%	•
Asian & Pacific Islander	8	.2%	•
Other Languages	17	.4%	•

Source: US Census Bureau; American Community Survey; DPO2 Selected Social Characteristics in the United States

As stated above, Spanish is the most common language spoken besides English (98.1%). No other remaining possible LEP language groups (above 1%) are identified by the census or by the interaction between the City Staff and the Public.

The U.S. Census Bureau has a range of four classifications of how well people speak English ('very well,' 'well,' 'not well,' and 'not at all'). For planning purposes, the City considers people that speak English less than 'very well' as Limited English Proficient (LEP) persons. It is estimated that most minorities in the community speak English well or very well or have translation availability within

their own families or friends. The number of LEP persons living in Sullivan is estimated at most 1.2% of the population, or approximately 51 individuals who may be considered LEP.

Records documented that zero requests have been submitted for the City to provide language translation services over the last 20 years. Therefore, the LEP population is possibly even fewer than the above estimate.

Factor 2: The frequency with which LEP individuals come into contact with City programs, activities, or services. As mentioned, in Factor 1, there have not been any recorded language translation requests for at least the last 20 years, nor have any complaints concerning discrimination regarding the LEP population been received within the same period.

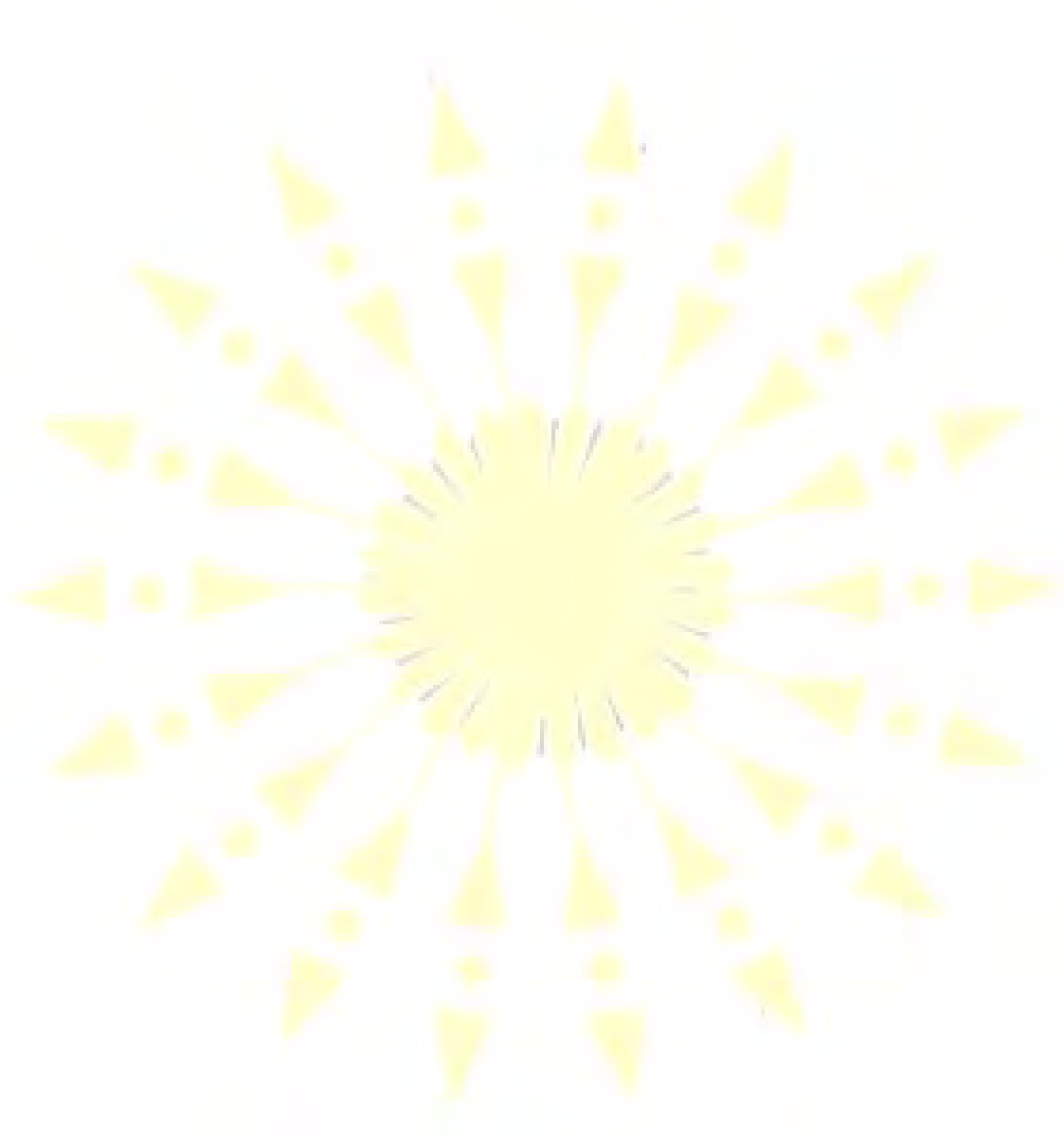
Factor 3: The nature and importance of the program, activity, or service provided by the City. If at any time an LEP individual requests translation services that are considered necessary such that denial or delay of access or services or information could have severe or even life-threatening implications, the City will provide, upon request, services to assist the LEP population, including translation of vital City documents and interpretation services.

Factor 4: The resources are available to the City and related costs. The City of Sullivan is a relatively small community with limited resources. Considering the modest LEP population, a complex plan to accommodate LEP persons is impractical. However, the City will provide essential services upon request, as discussed in Factor 3 above.

Summary of LEP Accommodation Plan

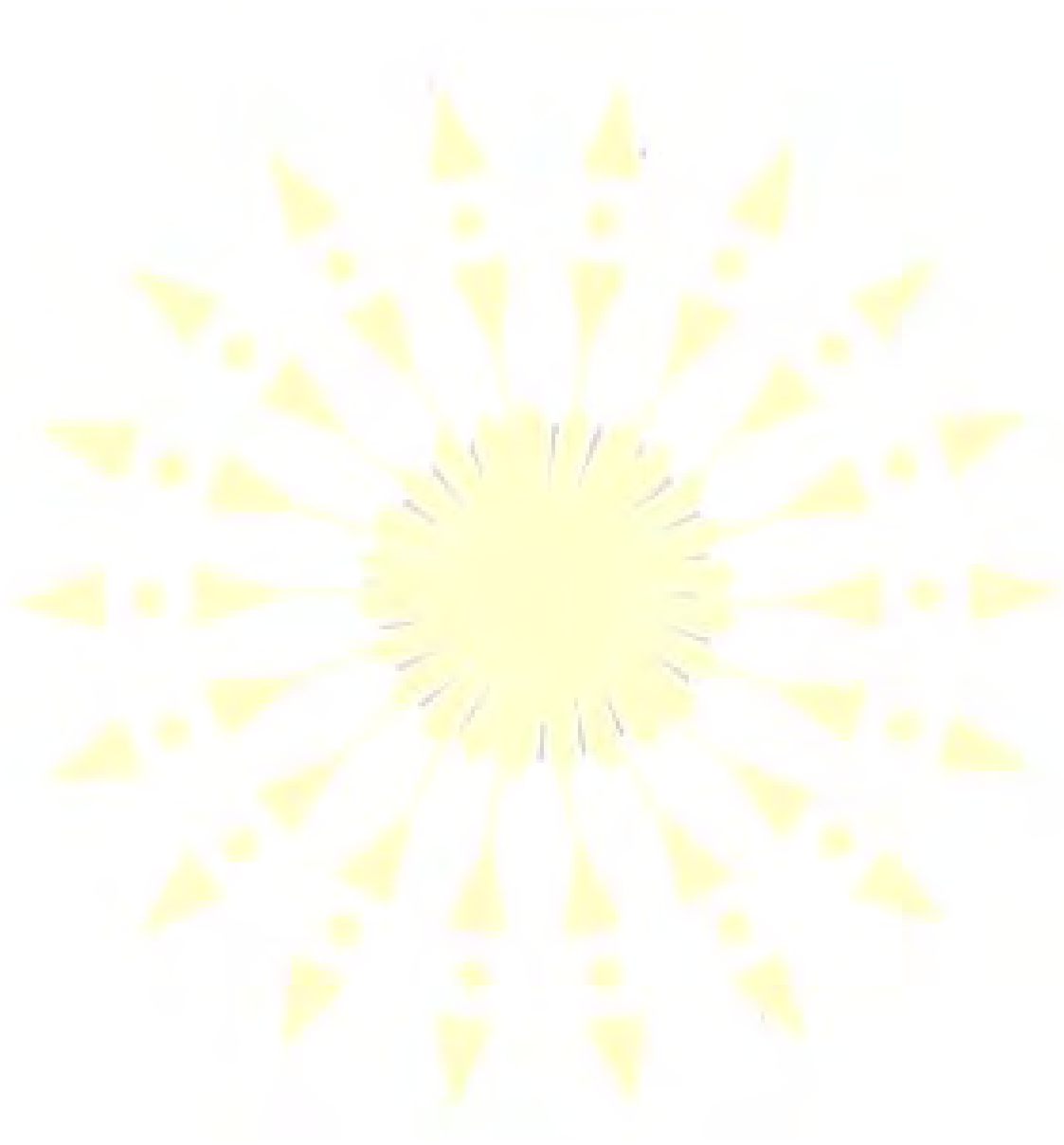
- The City of Sullivan strives to serve its population to the best of its ability. The City will provide, upon request, services to assist the LEP population, including translation of vital documents and interpretation services deemed necessary to provide meaningful access to City services.
- Voluntary census involvement I Speak Card (Appendix F) is available on the City's webpage and at City Hall at 32 North Court Street. (Available at departments that provide public services) This card allows LEP individuals to communicate their preferred language to staff. In contrast, City staff may then access a language translation service to accommodate the needs of the LEP person. The translation service called INDY Translations, phone number 1-800-695-8772, or other translation services available will be utilized by City Staff.
- As a recipient of federal funds, the City of Sullivan is required to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23CFR §200.9(b)(4)). The City of Sullivan utilizes a Voluntary Public Involvement Survey (Appendix E) to collect information regarding persons involved in projects, activities, services, and programs. Respondents will remain anonymous while voluntarily answering questions regarding their gender, ethnicity, race, age, sex, disability status, and household income. This survey is offered/presented at all public hearings and meetings. This form will be used to monitor compliance with Title VI. If surveys collected over time show a change in LEP populations, the City may consider changes to its LEP policy. Completed surveys shall be retained for five years.
- The City's appointed Title VI Coordinator will review written Title VI complaints. The coordinator will work with the City to ensure every effort is made to resolve complaints informally at the local or regional level. Additionally, the coordinator will review and update the City's Title VI plan and procedures as required.

- The City of Sullivan's staff will be provided training on the requirements for providing meaningful access to services for LEP persons. All new employees will receive the same training as part of the new hire process.
- Considering the City's relatively small size, the estimated small number of LEP individuals, and limited financial resources, training may be limited to web access resources and review of this document and its attachments.



APPENDIX A

Standard U.S. DOT Title VI Assurances



Standard U.S. DOT Title VI Assurances

The City of Sullivan, Indiana, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority 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, or national origin in consideration for an award.

The City of Sullivan, 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. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes - Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race color, or national origin, sex (23 USC 324), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or 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 Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(I) and Title 23 Code of Federal Regulations, section 200.9(a) (I) 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 21.23(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 all Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements:
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 affecting 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 Federal Aid Transportation Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under Federal Aid Transportation Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give a 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, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Dated

7/11/23

By

City of Sullivan, Indiana


Clint Lamb, Mayor

1. Standard U.S. DOT Title VI Assurances to be inserted in all Federal Aid Contracts

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, 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.
- (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, or national origin.
- (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 the (Recipient) or the (Name of Appropriate 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 (Recipient), or the (Name of Appropriate Administration) as appropriate and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the (Recipient) shall impose such contract sanctions as it or the (Name of Appropriate Administration) 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 subcontractor procurement as the (Recipient) or the (Name of Appropriate 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 (Recipient) to enter into such litigation to protect the interests of the (Recipient), and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

2. Standard U.S. DOT Title VI Assurances to 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 Sullivan, Indiana will accept Title to the lands and maintain the project constructed thereon, in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of the Federal Aid Transportation Program and the policies and procedures prescribed by INDOT or FHWA of the Department of Transportation 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 Sullivan, 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 City of Sullivan, 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 Sullivan, Indiana, its successors and assigns.

The City of Sullivan, 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 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 Sullivan, 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, Sub-Title 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.

3. Standard U.S. DOT Title VI Assurances to be included in all deeds, licenses, leases, permits, or similar instruments entered into by the City of Sullivan, 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 Sullivan, 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, the City of Sullivan, 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 the City of Sullivan, Indiana, and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the City of Sullivan, 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, Sub-Title 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.

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

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

That in the event of breach of any of the above nondiscrimination covenants, City of Sullivan, 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] *

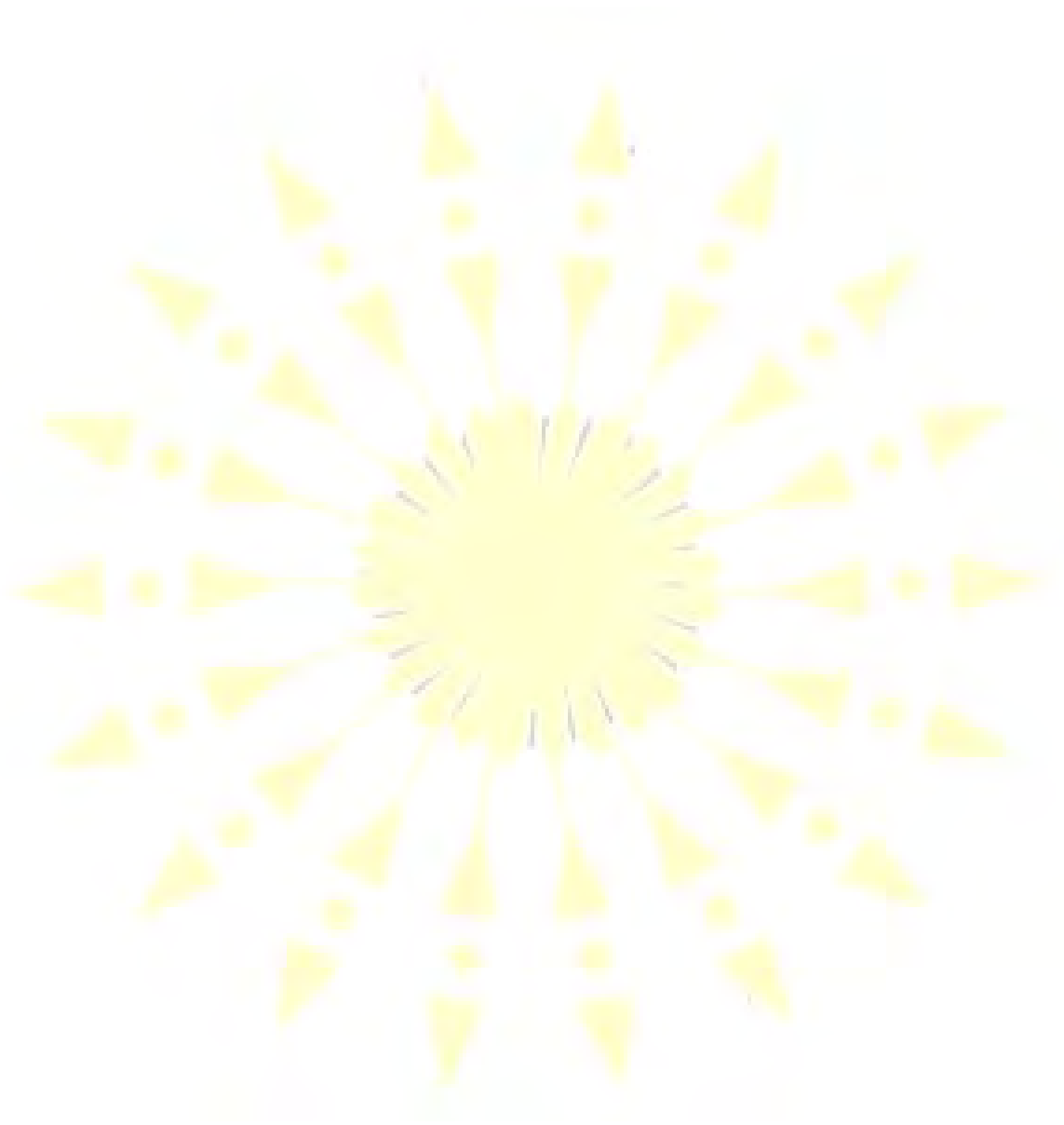
That in the event of breach of any of the above nondiscrimination covenants, City of Sullivan, Indiana shall have the right to reenter said land and facilities there-on, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of City of Sullivan,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

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



APPENDIX B

Title VI Complaint Log

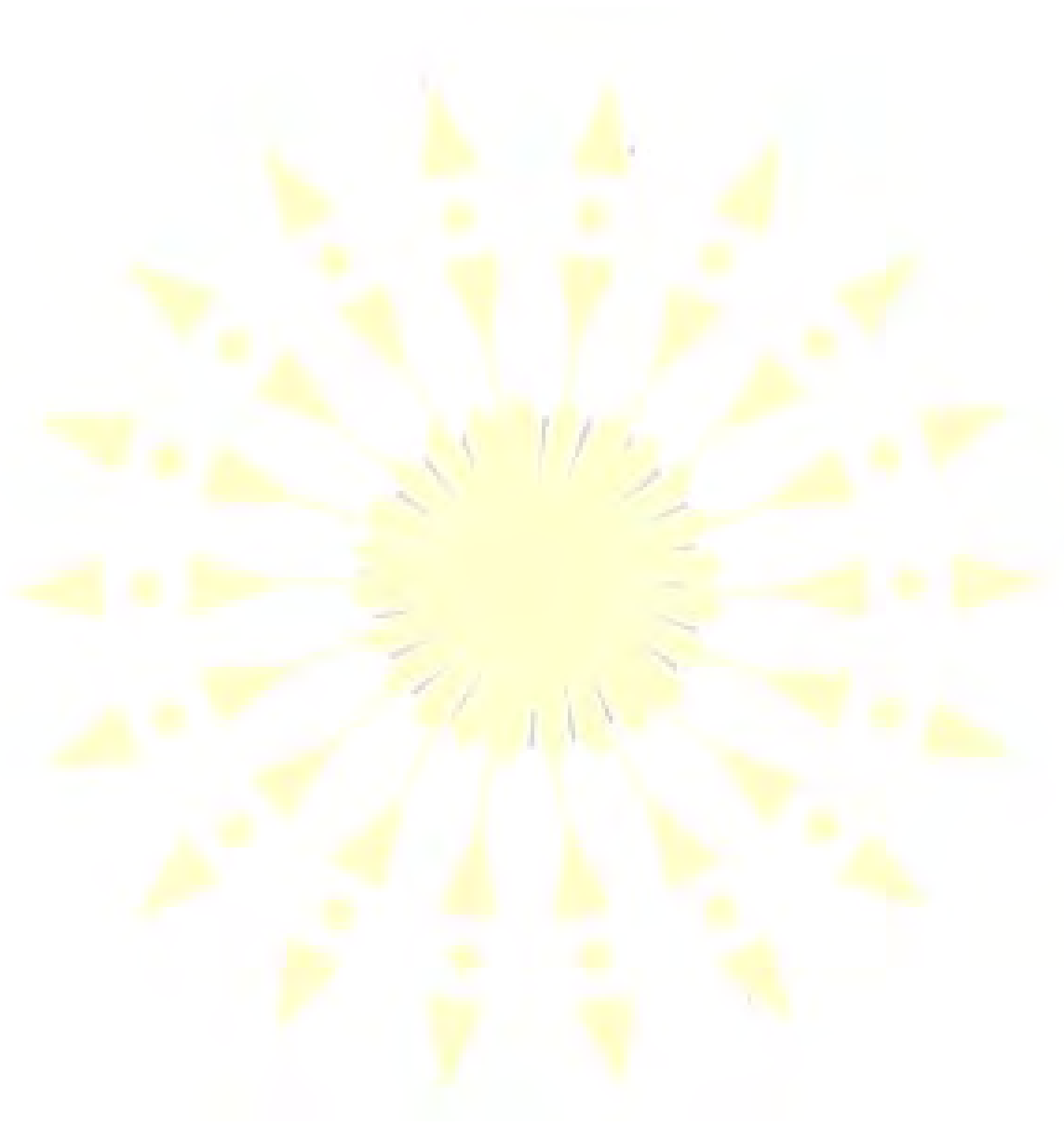


City of Sullivan Title VI Complaint Log

[illegible]

APPENDIX C

CITY OF SULLIVAN GRIEVANCE FORM





INSTRUCTIONS: CITY OF SULLIVAN GRIEVANCE FORM

This form aims to help anyone filing a discrimination complaint with the City of Sullivan. You are required to use this form. All bold items must be completed for your complaint to be investigated.

Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations (Title VI) prohibit discrimination based on 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, or Federal Transit Administration. These prohibitions extend to the City of Sullivan as a sub-recipient of federal financial assistance.

Assistance will be provided upon request if you are an individual with a disability or have limited English proficiency and may also request alternative formats. You also have the right to file a complaint with other state or federal agencies that provide federal financial assistance to the City of Sullivan. Additionally, you have the right to seek private counsel.

The City of Sullivan is prohibited from retaliating against any individual because they 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 records. Please do not send your original documents, as they will not be returned. Mail the original complaint form and any copies of documents or records relevant to your complaint to the address below. Complaints of discrimination must be filed within 60 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 60 days ago, please explain your delay in filing this complaint.

To file a complaint, please visit this website, or scan the QR code below:

The [City of Sullivan Grievance Form](https://forms.office.com/r/hfnmia720j)
<https://forms.office.com/r/hfnmia720j>



City of Sullivan Grievance Form



* Required

Complainant Information

1. Full Name *

Enter your answer

2. Full Address *

Enter your answer

3. Email address *

Enter your answer

4. Contact number *

Enter your answer

City of Sullivan Grievance Form



A complaint may also be submitted by a representative on behalf of the complainant.

5. Is someone filling this out on your behalf?

☐ Yes

☐ No

6. If someone is filling this out on your behalf, please provide their name and best contact information.

Enter your answer

* Required

Details of Complaint

*Complaints must be filed within 60 days. If it has occurred more than 60 days ago, please explain your delay in filing.

7. Reason for delay in filing after 60 days.

Enter your answer

8. Date of Incident *

Please input date (M/d/yyyy)



9. Provide a description of the incident. *

Please include the department(s), individual(s) names, and as much detail as possible.

Enter your answer

10. Select category(ies) of discrimination *

- ☐ Age
- ☐ Color
- ☐ Disability
- ☐ Gender Identity
- ☐ National Origin
- ☐ Race
- ☐ Religious Affiliation
- ☐ Sexual Orientation
- ☐ Other

11. Was this incident witnessed by others? *

- ☐ Yes
- ☐ No
- ☐ Maybe

12. Please provide witness information. *

Please include name and contact, or identifiable information if available.

Enter your answer

13. By typing my name below, I understand and agree that this is a form of electronic signature.
*

Enter your answer

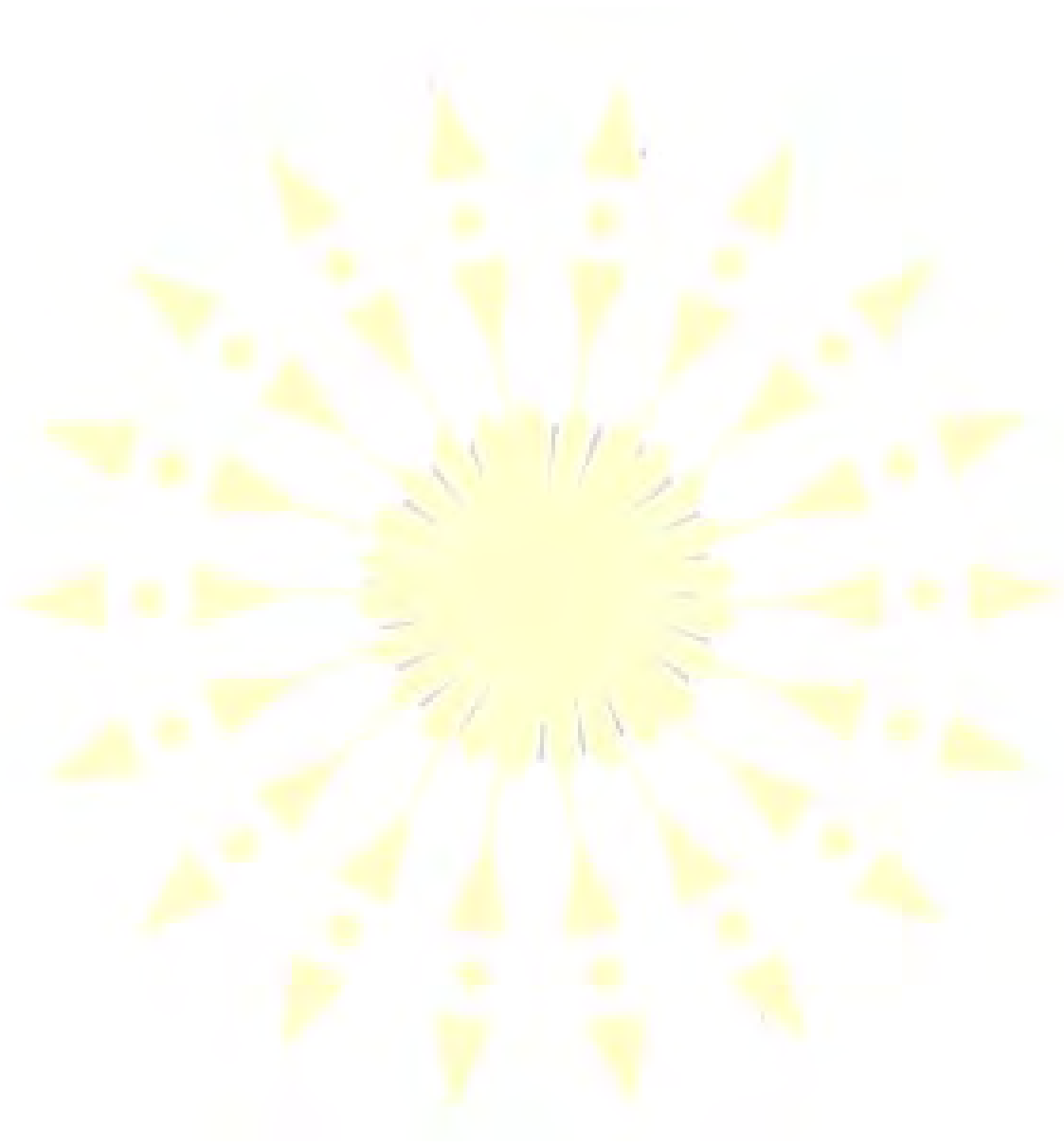
You can print a copy of your answer after you submit

Back

Submit

APPENDIX D

Complainant Consent Release Form





COMPLAINANT CONSENT RELEASE FORM

Name: _____

Telephone: _____

Address: _____

Case Number(s) (if known): _____

As a complainant, I understand that during an investigation, it may become necessary for The City of Sullivan to reveal my identity to individuals outside of the City of Sullivan Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for the City of Sullivan to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by the City of Sullivan.

Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED, and sign below. (Please mark one)

☐ CONSENT

I have read and understand the above information and authorize the City of Sullivan to disclose my identity to individuals as needed during the investigation to verify information or gather facts and evidence relevant to the investigation of my complaint. I authorize the City of Sullivan to receive, review, and discuss material and information about me relevant to the investigation of my complaint.

I understand the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.

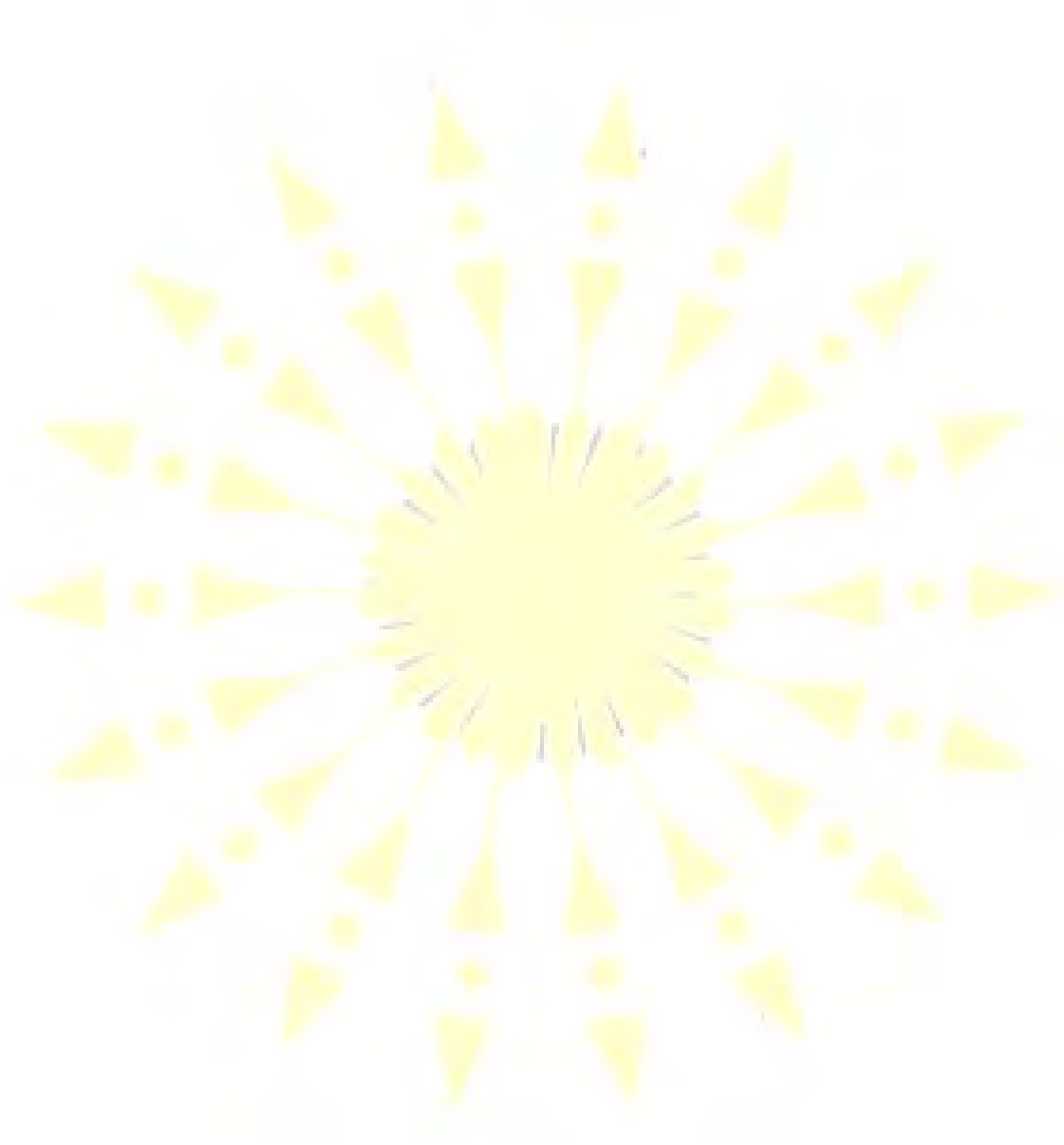
☐ CONSENT DENIED

I have read and understand the above information and do not want the City of Sullivan to disclose my identity to any individual during the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of my complaint without the City of Sullivan deciding in my case.

Signature: _____ Date: _____

APPENDIX E

Voluntary Title VI Public Involvement Survey



Voluntary Title VI Public Involvement Survey

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (23 CFR 200.9 Title 49 CFR 21).

You are not required to complete this survey. Submittal of this information is voluntary. This form helps the City of Sullivan obtain and retain state and federal assistance. It will use to monitor its programs and activities for compliance with Title VI.

Please return the survey to the designated location.

Date: _____

Event: _____

Location: _____

Gender: _____

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: ☐ American Indian or Alaskan Native ☐ Native Hawaiian or Other Pacific Islander

☐ Black or African American ☐ Asian ☐ White ☐ Multiracial

Age: _____

Disability: ☐ Yes ☐ No

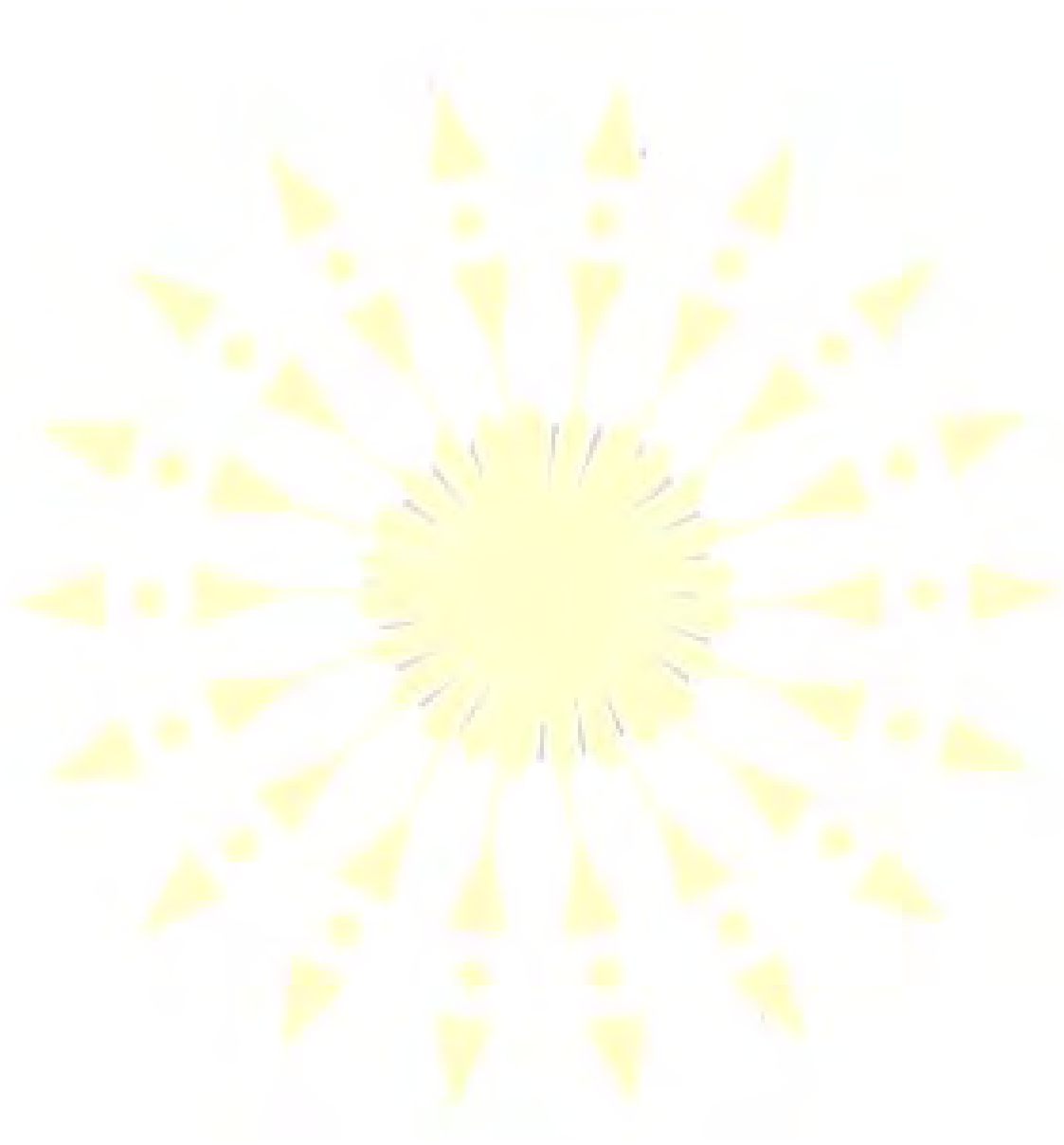
Household Income: _____

For additional information, please contact:

Title VI Coordinator:
Elanna Luttrell
110 N Main Street
Sullivan, Indiana 47882
Elanna.Luttrell@cityofsullivan.in.gov

APPENDIX F

U.S. Census Bureau I Speak Cards



A

AMHARIC

እኔ አማርኛ መናገር

ARABIC

أنا أتحدث اللغة العربية

ARMENIAN

Ես խոսում եմ հայերեն ես

B

BENGALI

আমী বাংলা কথা বোলতে পারী

BOSNIAN

Ja govorim bosanski

BULGARIAN

Аз говоря български

BURMESE

ကျွန်တော်/ကျွန်မ မြန်မာလို ပြောတတ်ပါတယ်

C

CAMBODIAN

ខ្ញុំនិយាយភាសាខ្មែរ

CANTONESE

我講廣東話 traditional

我讲广东话 simplified

CATALAN

Parlo català

CHIN

Lai Tong ka ton—Falam chin

Lai Holh Ka thiam—Hakha chin

Zo bya ka thya—Zo tung Chin

CROATIAN

Govorim hrvatski

CZECH

Mluvím česky

D

DANISH

Jeg taler dansk

DARI

من دری حرف می زنم

DUTCH

Ik spreek Nederlands

E

ESTONIAN

Ma räägin eesti keelt

F

FARSI

من فارسی صحبت می کنم.

FINNISH

Puhun suomea

FRENCH

Je parle français

G

GERMAN

Ich spreche Deutsch

GREEK

Μιλάω στα ελληνικά

GUJARATI

હું ગુજરાતી બોલું છું

H

HAITIAN CREOLE

M pale kreyòl ayisyen

HEBREW

אני מדבר עברית masculine

אני מדברת עברית feminine

HINDI

मैं हिंदी बोलता हूँ ।

HMONG

Kuv hais lus Hmoob

HUNGARIAN

Beszélek magyarul

I

ICELANDIC

Èg tala íslensku

ILOCANO

Agsaonak ti Ilokano

INDONESIAN

saya bisa berbahasa Indonesia

ITALIAN

Parlo italiano

J

JAPANESE

私は日本語を話す

K

KACKCHIQUEL

Quin chagüic' ká chábal' ruin' rí
tzújon cakchiquel

KAREN

ယကတိကညီကို

KIRUNDI

Ndavuga Ikirundi
Nvuga Ikirundi

KOREAN

나는 한국어로 이야기

KURDISH

man Kurdii zaanim

KURMANCI

man Kurmaanji zaanim

L

LAOTIAN

ຂ້າພະເຈົ້າເວົ້າພາສາລາວ

LATVIAN

Es runāju latviski

LITHUANIAN

Aš kalbu lietuviškai

M

MANDARIN

我講國語 traditional
我讲国语/普通话 simplified

MAM

Bán chiyola tuj kíyol mam

MON

මම හිමි කරගත්තේ

N

NEPALI

म नेपाली बोलुन

NORWEGIAN

Jeg snakker norsk

P

PERSIAN

من فارسی صحبت می کنم.

POLISH

Mówię po polsku

PORTUGUESE

Eu falo português do Brasil
for Brazil

Eu falo português de Portugal for
Portugal

PUNJABI

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Q'ANJOB'AL

Ayin tí chí walq' anjob' al

QUICHE

In kinch'aw k'uin ch'e quiche

R

ROMANIAN

Vorbesc românește

RUSSIAN

Я говорю по-русски

S

SERBIAN

Ja govorim српски

SIGN LANGUAGE (AMERICAN)



SINHALESE

මම සිංහල කතා කළ හැකිය

SLOVAK

Hovorím po slovensky

SLOVENIAN

Govorim slovensko

SOMALI

Waan ku hadlaya af-Soomaali

SPANISH

Yo hablo español

SWAHILI

Ninaongea Kiswahili

SWEDISH

Ja talar svenska

T**TAGALOG**

Marunong akong man-Tagalog

TAMILநான் தமிழ் பேச
Indiaநான் தமிழ் கதைப்பேன்
Sri Lanka**THAI**

พุดภาษาไทย

TIGRINYA

ትግርኛ እዛረብ

TURKISH

Türkçe konuşurum

U**UKRAINIAN**

Я розмовляю українською мовою

URDU

میں اردو بولتا ہوں

V**VIETNAMESE**

Tôi nói tiếng Việt

W**WELSH**

Dwi'n siarad

X**XHOSA**

Ndithetha isiXhosa

Y**YIDDISH**

איך רעד יידיש

YORUBA

Mo nso Yooba

Z**ZULU**

Ngiyasikhuluma isiZulu

APPENDIX G

City of Sullivan Title VI Certification of Understanding and Plan Policy Staff Training Log





CERTIFICATION OF UNDERSTANDING

Check all applicable statements.

- ☐ I have received and reviewed the City of Sullivan's Title VI training packet.
- ☐ I have received training regarding the Americans with Disabilities Act
Please provide training information

Date _____

Training Title _____

Training Presented by _____

By signing below, I certify that I understand the materials provided, as well as my obligation to ensure the City follows all ADA and Title VI guidelines. I also certify that I will hold myself responsible for personally following ADA and Title VI guidelines.

Signature

Date

Printed Name

Title or Department

Upon completion of training, each employee and elected official will complete the Certification of Understanding Form. These forms will be submitted to the ADA Coordinator and retained to document training.

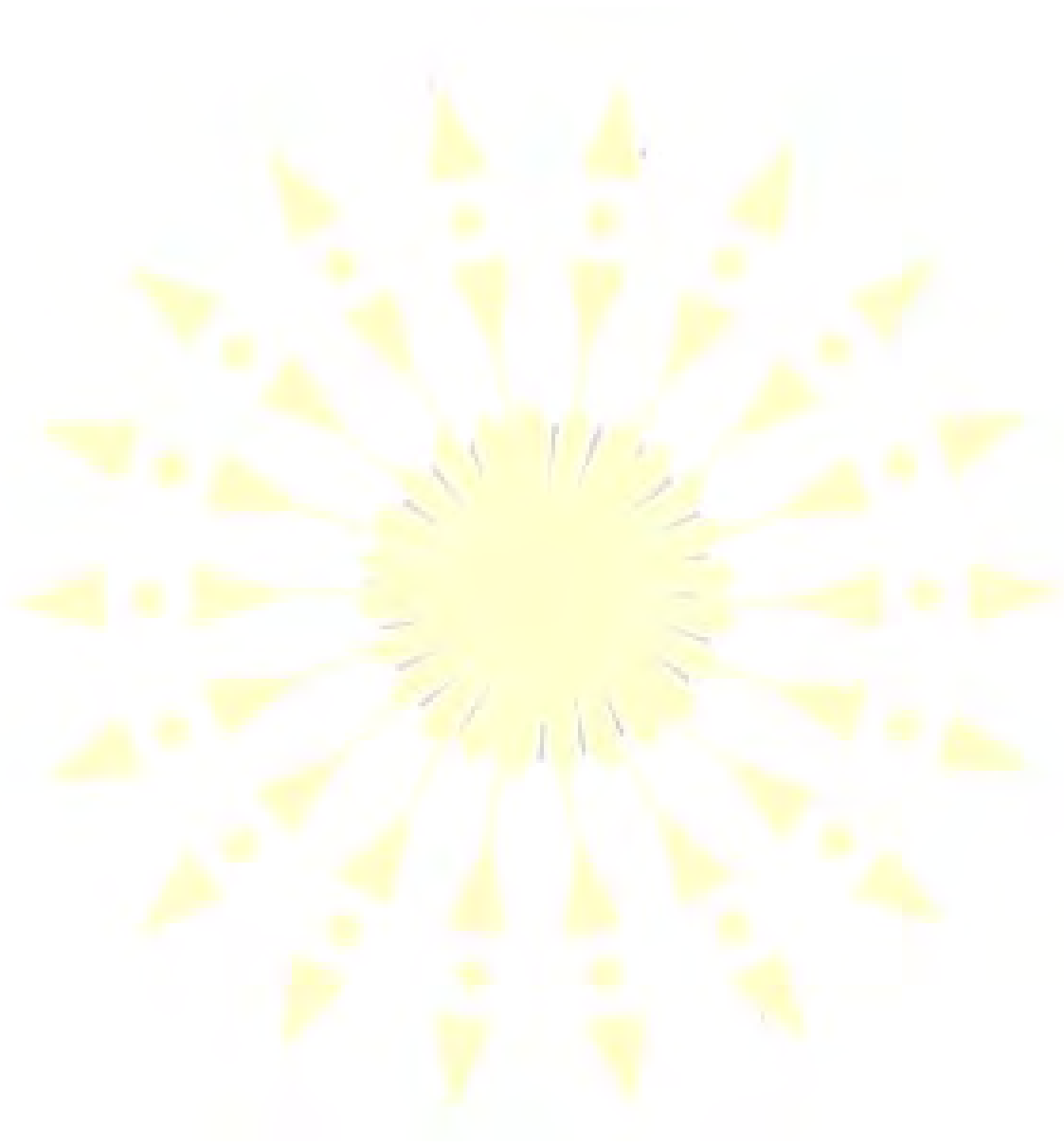
City of Sullivan Staff Training Log

[illegible]

Upon completion of training, each employee and elected official will complete the Certification of Understanding Form. These forms will be submitted to the ADA Coordinator and retained to document training.

APPENDIX H

Request for Reasonable Accommodation Form





City of Sullivan

Request for Reasonable Accommodation Form

The City of Sullivan is committed to ensuring that all its citizens have equal access and opportunities. To fulfill this commitment, the city has implemented a reasonable accommodation form that aims to address the specific needs of individuals requesting special accommodations. This form serves as a platform for citizens to communicate their requirements and preferences, enabling the City to tailor its services and facilities accordingly. Whether it's accessibility modifications, language interpretation services, or their reasonable adjustment, the City of Sullivan will make every effort to accommodate its citizens and promote inclusivity.

Please follow the link or scan the QR code below to access the Request for Reasonable Accommodation Form.

<https://forms.office.com/r/E4urYRFmkt>



City of Sullivan Request for Reasonable Accommodation Form

Instructions: IF you are completing this form for another individual, please submit their contact information and the preferred method of contact. If you are the person who we should contact, please submit your information and your preferred method of contact. Please submit at least 48 hours prior to program.

* Required

Citizen Contact Information

1. Full Name *

Enter your answer

2. Street Address *

Enter your answer

3. Telephone Number *

Enter your answer

4. E-mail Address *

Enter your answer

5. Preferred Method of Contact *

☐ Phone

☐ Email

Accommodation Information

6. Please Identify the City Department or office associated with the program, service, or activity:

Enter your answer

7. Please Specify the program, service or activity you are seeking to participate:

Enter your answer

8. Accommodation you are requesting:

Enter your answer

9. How will this accommodation assist you?

Enter your answer

Back

Submit