

City of
Woodburn

Title VI
Program and
Implementation Plan

October 2018

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Title VI Policy Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

The City of Woodburn, Indiana is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency as protected with Title VI (Exhibit 1).

This plan was developed to guide the City of Woodburn, Indiana in its administration and management of Title VI-related activities.

Organization and Staffing

The City Council members of Woodburn, Indiana are responsible for ensuring the implementation of the City's Title VI Program.

The City has appointed Michael Martin to serve as the Title VI Coordinator (Exhibit 2). The Title VI Coordinator is responsible for the overall management of the Title VI Program to ensure compliance with provisions of the City's policy of non-discrimination with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21. The contact information for the Title VI Coordinator is as follows:

Michael Martin
Title VI Coordinator & City Councilman
City of Woodburn
22735 Main Street, P.O. Box 665
Woodburn, IN 46797
260-433-1993 cell, 260-632-5318 City Hall
councilman@cityofwoodburn.org

Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for implementing, monitoring, and ensuring the City's compliance with Title VI regulations and the overall administration of the Title VI Program and Standard U.S. Title VI Assurances (Exhibit 3). This includes the completion of the following activities:

- Program Administration – Administer the Title VI Program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI Program reviews to assess and update administrative procedures, staffing, and resources; provide recommendations as required to the Commissioners.
- Data collection – Review and analyze the statistical data gathering process performed by the Title VI Liaisons (Department Heads) periodically to ensure sufficiency of data for meeting the requirements of the Title VI program administration. Document the analysis for the Federal Highway Administration (FHWA).
- Training Programs – Conduct or facilitate training programs or Title VI current and new regulations for City employees; and facilitate Title VI training for Title VI Liaisons, contractors, and sub-recipients. A summary of training conducted will be reported in the annual update to INDOT.
- Title VI Plan Update – Review and update the Title VI Plan annually as needed or required. Present the updated plan to the Commissioners for approval; submit amended Plan to INDOT as required.
- Reporting – The Title VI coordinator may conduct reviews of the City's Title VI Program to assess for Title VI compliance to assure effectiveness in compliance with Title VI provisions. The Title VI Coordinator and the Title VI Liaisons will coordinate efforts to ensure the requirements of Title VI are met.
- The Title VI Coordinator will prepare an annual summary to report accomplishments and changes to the program during the preceding year. This summary will also include goals and objectives for the upcoming year.
- Public Dissemination – Work with the Title VI Liaisons to develop and disseminate Title VI Program information to the City employees and sub-recipients, including contractors, subcontractors, consultants, sub-consultant and the general public. Public dissemination may include postings of official statements, inclusions of the Title VI language in contracts or other agreements, website postings, and an annual publication of the City's Title VI Policy Statement in the newspaper and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected

community. Ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English. (See Exhibit 4 for the City's Title VI Notice to the Public.)

- Complaints – The Title VI coordinator will ensure the Complaint Procedure for filing, review and investigating Title VI complaints received by City of Woodburn will follow procedural guidelines. Ensure every effort is made to resolve complaints and properly document and maintain a log of all complaints.
- Elimination of Discrimination – Work with the Title VI Liaisons to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in the City's processes.
- Develop and implement City of Woodburn's Limited English Proficiency (LEP) Plan; provide training to the Department Heads on procedure to follow when a person requests an interpreter.
- Establish procedures for reviewing contracts with sub-recipients, special interest programs and activities to include in Title VI assurance.
- Attend Title VI Training as required by INDOT.

Department Head (Title VI Liaison) Responsibilities

The Department Heads are as follows:

Name	Department	Contact #	Email Address
Joe Kelsey	Mayor's Office	260-415-0789	j.kelsey@cityofwoodburn.org
Timothy Cummins	Clerk-Treasurer's Office	260-409-9560	t.cummins@cityofwoodburn.org
Ryan Walls	Streets/Water/Sewer	260-450-2410	r.walls@cityofwoodburn.org
Randall Duhamell	Police Department	260-632-9200	r.duhamell@cityofwoodburn.org

Each Department Head within the City of Woodburn is responsible for the following under Title VI:

- Ensuring all City contract documents contain the appropriate Title VI provisions;
- Consulting with the Commissioners and the Title VI Coordinator when Title VI complaints are received or issues arise;
- Ensure that all people are treated equitably regardless of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency;
- Develop and update internal policies and procedures to ensure Title VI compliance during all phases of projects, activities, etc.;
- Ensure all business pertaining to the selection, negotiation and administration of consultant contracts and agreements is accomplished without discrimination based on race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency;
- Ensure internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference; and

- Provide information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.

Department Head (Title VI Liaison) Reporting

The Department Heads must submit the Title VI Compliance Review Form (Exhibit 5) to the Title VI Coordinator to be used as an assessment tool to determine whether the departments are in compliance with Title VI and to ascertain instances where the Title VI Coordinator may provide training to help the Department Heads achieve its Title VI goals and maintain compliance. The Title VI Coordinator will review the data collection procedures for each department periodically to ensure compliance with the City of Woodburn's Title VI Program requirements. The Department Heads should prepare the report and submit it annually on or around June 30th of each year.

The following information should be included in each annual report submitted:

- Number of federally funded projects awarded during the past year.
- Number of Title VI complaints received during the past year.
- Attendance at public meeting/hearing tracked and broken down by race, gender and disability.
- Statistical data collected on race, gender and disability for communities impacted by construction projects.
- Does your staff understand the Title VI Policy and Procedures set in place for the City?
- Statistical data collected on race, gender and disability for all right-of-way relocates.
- Proof of public dissemination of the Title VI Policy or Policy Statement.
- Information concerning the dissemination of copies of the Civil Rights Act of 1964 non-discrimination statement;
- Information on number of individuals who received Title VI training in each department including attendees, dates and locations.
- Information on number of LEP persons needing assistance including service used and related cost;
- A description of the communication needs of LEP persons;

Training

The Title VI coordinator will make Title VI Program and the LEP Plan training available to employees, contractors, sub-recipients, and the Title VI Liaisons. The training will be documented on the Training Log (Exhibit 6). The training will provide information on Title VI provisions and operation and identifying Title VI issues and resolution of complaints. A summary of the training conducted will be included in the annual summary.

External Complaint Process

The City will promptly investigate all properly submitted complaints of alleged discrimination. The City will also attempt to resolve such complaints and take corrective action upon a finding of a substantiated complaint. Within 60 days of receiving a complete complaint, the City will submit its final investigative report to INDOT. The City's complaint process provides a procedure for appeal of all unsubstantiated claims of discrimination (Exhibit 7).

Complaint Investigation Procedures

The Title VI Coordinator will make a determination to accept, reject or refer to the appropriate federal/state agency a complaint within seven (7) calendar days of its receipt. The City will determine whether the person or entity purportedly engaged in the alleged discriminatory act is a City sub-recipient (the legal entity to which the City made a sub-award and which is accountable to the recipient for the use of the funds provided). If the complaint does not specifically mention that the alleged discriminatory factor is a City sub-recipient, the City may presume so in deciding whether to accept the complaint for further processing.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and its related statues, regulations and directives. These procedures do not affect the right of the Complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant.

The City will make every effort to facilitate a voluntary early resolution of complaints at the lowest level possible. The City may exercise the option of informal resolution at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution of the complaint.

The Title VI Coordinator may refer all complaints against the City to INDOT or the FHWA or the appropriate Federal agency.

Who May File a Complaint?

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

Timeliness of Complaints

For a complaint against the City or a sub-recipient to be considered timely, it must be filed within 60 days after the alleged incident has occurred. The City may waive the 60-day time limit for good cause at its discretion.

The file date of a complaint is the earlier of the postmark or date received by the City.

The City will determine on a case-by-case basis whether to waive the time limit for good cause. Good cause for a waiver shall include, but is not limited to, the following instances:

- **Lack of Knowledge**

The City may waive the time limit in situations where the person on whose behalf the complaint was filed did not know of and could not have reasonably known of the violation during the 60-day time limit. The complainant must file his or her complaint within 60 days of becoming knowledgeable of the violation.

- **Incapacitation**

The City may also waive the time limit in situations where the person on whose behalf of the complaint was filed was incapacitated because of illness or other documentation of the purported incapacitation. The complainant must file his or her complaint within 60 days after the period of incapacitation ends.

Location/Availability of Complaint Forms

The Complaint Form is available online via the City website. Additionally, persons may contact the Title VI Coordinator to request a copy of the complaint form via email, facsimile or United States mail. The City's Title VI Coordinator shall provide copies of its complaint form in alternative formats upon request.

How to File a Complaint

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

Direct Title VI complaints to:

Michael Martin

Title VI Coordinator & City Councilman

City of Woodburn

22735 Main Street, P.O. Box 665

Woodburn, IN 46797

260-433-1993 cell, 260-632-5318 City Hall, councilman@cityofwoodburn.org

Elements of a Complete Complaint

A complete complaint is written and signed. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review and signature before processing. The Title VI Complaint of Discrimination form is available for download from the City's website at: www.cityofwoodburn.org. Additionally, a complete complaint is filed within 60 calendar days of the alleged discriminatory act(s) and includes at minimum the following information:

- The full name and address of the Complainant;
- The full name and address of the Respondent, the individual, agency, department or program that allegedly discriminated against Complainant; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency) and the date of occurrence.

The following items are not acceptable as a complete complaint unless accompanied by a signed cover letter that specifically requests the City take action concerning the allegations:

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

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

Processing Complaints

The Title VI Coordinator will process all complaints. The Title VI Coordinator is responsible for:

- Maintaining a log of all complaints. The Title VI Coordinator will note the complaint in the log (Exhibit 8) by sequential case number based on the year, month and order in which the City received the complaint. For example, if the City received its first complaint on March 4, 2011, the case number would be 2011-03-04.

- Acknowledging receipt of the complaint and informing the Complainant of the action taken or proposed action to be taken to process the complaint in the form of an acknowledgement letter. The acknowledgement letter shall include a restatement of the complaint, brief statement of the City's jurisdiction over the sub-recipient if the complaint is regarding a sub-recipient, and contact information for the investigator assigned to conduct the investigation.
- Providing written notice of the complaint to INDOT within 10 working days of receipt of the complaint.
- Forwarding a notice via certified mail to the Respondent informing them of the allegations, requesting a position statement and providing the name and telephone number of the Title VI Program staff person assigned to investigate the complaint.
- Informing the Complainant that he or she has a right: (1) to have a witness or representative present during any interviews and (2) to submit any documentation he or she perceives as relevant to proving the allegations contained in the complaint.
- Providing the Respondent an opportunity to respond to all aspects of the Complainant's allegations.
- Determining which witnesses will be contacted and interviewed.
- Contacting the Complainant at the conclusion of the investigation to provide the Complainant an opportunity to provide additional information before the City prepares its final report to be forwarded to INDOT.
- Writing a confidential investigative report (IR) and forwarding a copy of the same to INDOT. The report shall not be disclosed to the Complainant or Respondent. The report shall include the following:
 - A summary of the written complaint;
 - A brief description of the standard of review/methodology used to investigate the complaint;
 - Summarized statements taken from witnesses;
 - Findings of fact and an analysis of the evidence gathered. The analysis should address each allegation in the complaint and Respondent's position;
 - A determination, based on the preponderance of evidence presented, of whether the complaint is substantiated or unsubstantiated; and
 - Proposed corrective action for substantiated cases.
- Drafting a Letter of Findings (LOF) and mailing the LOF to INDOT, Respondent and Complainant (by certified mail) within 60 calendar days of the date the complaint was received by the City. The LOF will include the following:
 - A summary of the written complaint;

- A brief description of the standard of review/methodology used to investigate the complaint;
- Findings of fact and an analysis of the evidence gathered. The analysis should address each allegation in the complaint and Respondent's position;
- A determination, based on the preponderance of evidence presented, of whether the complaint is substantiated or unsubstantiated;
- Proposed corrective action for substantiated cases; and
- A notice of the right to appeal to the FHWA with an outline of the procedures for appeal.

Corrective Action

If the City recommends corrective action, the City will give the Respondent 30 calendar days to inform the City of the actions taken for compliance. The Title VI Coordinator shall monitor Respondent's corrective action compliance. Corrective action may include actions that the Respondent will complete at a future date after the initial 30 days and must include projected time in which the Respondent will complete the action. If the Respondent has not taken the recommended corrective action within the 30-day period allowed, the City will find the Respondent to be in noncompliance with Title VI and its implementing regulations. Noncompliance not corrected by informal means as described above may be subject to sanctions as per 49 CFR § 21.13.

Pre-Investigative/Administrative Closures

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

- Complaints that fail to state a claim or provide any substantial or coherent claim;
- Complaints that are outside the scope of the City's Title VI jurisdiction;
- Untimely complaints filed more than 60 days after the alleged discriminatory acts;
- Complaints voluntarily withdrawn by the Complainant;
- Complaints in which the investigation has been impaired by the City's inability to locate the Complainant;
- Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found factually or legally unsubstantiated by the City;

- Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the City;
- Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice or the City policy determinations;
- Complaints filed for complainants or parties who refuse to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation. In such circumstances, the Complainant should be contacted and advised that their lack of cooperation has hindered the investigation. Furthermore, the Complainant must be advised that continued failure to cooperate may result in an administrative closure of the complaint without further investigation;
- Complaints transferred to another agency for investigation; and
- Complaints where the death of a Complainant makes it impossible to investigate the allegations fully or the death of the Complainant forecloses the possibility of relief because the complaint involved potential relief solely for the Complainant or injured party.

The City shall notify Complainants in writing via certified mail when a determination is made to administratively close a case without further investigation. The notification shall include an explanation of the basis for the administrative closure.

Appeals Procedures

The Complainant has the right to appeal to INDOT any determination that results in an unsubstantiated claim. The City will convey to the Complainant the procedures for filing the appeal to INDOT along with the Letter of Findings. The procedure for filing an appeal with INDOT is:

- Complainant must submit the appeal in writing to the Title VI Coordinator within 14 calendar days of receipt of the City's Letter of Findings.
- Complainant must cite in the appeal the specific portion(s) of the finding with which the Complainant disagrees and the reason(s) for the disagreement.
- The City will forward the appeal and the record within seven (7) calendar days to INDOT for review.
- INDOT has 30 calendar days after the receipt of the appeal to complete its review.
- Written findings of INDOT are then sent to the Complainant and the City Commissioners.

Confidentiality

In accordance with DOT Order 1000.12, the City shall keep all complainants' identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the Complainant's identity to the Respondent or a third party the investigator must first obtain Complainant's written permission. Furthermore, the City shall obtain a Complainant's written consent before providing a copy of the complaint to the Respondent or a third party.

Records

The Title VI Coordinator shall maintain all records of an investigation in a confidential area for three (3) years after the completion of the investigation.

Summary of Complaints Received

- As of April 30, 2018 there were no requests for language services.

Public Participation and Outreach

The City's Title VI Coordinator will update the Title VI webpage as needed.

City of Woodburn, Indiana will make available a Voluntary Title VI Public Involvement Survey (Exhibit 9) available at all public meetings and hearings. The Presiding Officer is responsible for making an announcement at the beginning and at the end of the meeting or hearing informing the attendees of the purpose of the survey and request the attendees to complete the survey.

The completed surveys will be retained for three (3) years from the date of the meeting or hearing.

Title VI Civil Rights Compliance Reviews

City of Woodburn, Indiana performs annual reviews to determine overall compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination against person(s) race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency in programs or activities, receiving Federal financial assistance. City of Woodburn performs annual reviews through interviews and document reviews within each department. (See Exhibit 5 Compliance Review Form).

Limited English Proficiency (LEP) Plan

This Limited English Proficiency Plan has been prepared to address City of Woodburn, Indiana responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, U.S.C. 2010, and its implement regulations provide that no person shall be subjected to discrimination on the basis of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency under any program or activity that receives federal financial assistance.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipient clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all City of Woodburn departments and divisions receiving federal grant funds.

In developing the plan while determining the City of Woodburn's extent of obligation to provide LEP services, the City of Woodburn undertook the U. S. Department of Transportation's four-factor analysis which considers the following factors:

1. The number or proportion of LEP person in the service area who may be served or are likely to encounter a City program, activity, or service.

The City of Woodburn has a population of 1,520 based on the 2010 U.S. Census. The total population for the City of Woodburn 5 years of age and older is 1,386 based on the 2012-2016 5 Year American Community Survey. The 2012-2016 5 Year American Community Survey determined that 3 (0.2% of the City's population) persons in the City of Woodburn have limited English proficiency; that is, they speak English "less than well". The Other Indo-European was the largest non-English speaking language group. Based on the 2012-2016 5 Year American Community Survey there were 3 (12.5% of the City's population) respondents age 5 and older identified as speaking the Other Indo-European language that spoke English "not well" or "not at all".

2. The frequency with which LEP individuals come in contact with a City program, activity, or service.

The City of Woodburn will be implementing the LEP Plan on October 1, 2019 therefore the City will assess the frequency at which employees have or could have contact with LEP persons over the next year.

3. The nature and importance of the program, activity, or service provided by the City to LEP community.

The majority of the population, 97.6% in the City of Woodburn speak only English. Based on the 2012-2016 5 Year American Community Survey the largest geographic concentration of any one type of LEP individuals within the City of Woodburn's service area is Other Indo-European languages.

4. The resources available to the City and overall cost to provide LEP assistance.

This will be a goal in the upcoming year for the City of Woodburn to investigate and select a resource for interpreting and document translation service that best serves the needs of the City of Woodburn.

Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to the City of Woodburn's programs and activities. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language. The City of Woodburn will determine when interpretation and/or translation are needed and are reasonable. How the City of Woodburn staff may identify if an interpreter is needed or if an LEP person needs language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events (Exhibit 10)
- Have Language Identification Flashcards (Exhibit 11) available at City events near the registration table and at customer service areas easily accessible to the staff. Individuals self-identifying as persons not proficient in English may not be able to be accommodated with translation assistance at the time, but it will assist in identifying language assistance needs for future events.

Language Assistance Measures

Although there is a very low percentage in the City of Woodburn of LEP individuals, that is, persons who speak English "not well" or "not at all", the City of Woodburn will strive to offer language assistance using the following measures:

- If an individual asks for language assistance and the City of Woodburn determines that the individual is an LEP person and if language assistance is necessary to provide meaningful access. The City of Woodburn has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.

- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and access the language interpreting service provided to the staff.
- The City of Woodburn will periodically assess the need for language assistance based on requests for interpreters and/or translation.

Summary of Language Services requests 2017

- As of December 31, 2017 there were no requests for language services.

Title VI Goals

2019 Goals	Goal Date	Completion Date
Place the Title VI Implementation Plan and all Title VI forms on the Woodburn website	1/15/2019	
Train the Title VI Liaisons on the Title VI Program and LEP Plan	1/31/2019	
Incorporate a language service for all Departments to utilize for LEP persons	2/28/2019	
Identify sub-recipients	2/28/2019	
Provide Title VI training and/or information to the sub-recipients	4/30/2019	
Publish Title VI Statement annually in the local newspaper(s)	1/31/2019	
Review all programs for Title VI implications	3/31/2019	
Update Title VI plan as needed	10/31/2019	
Identify 2020 Goals	10/31/2019	
Identify 2019 Accomplishments	1/31/2020	

Title VI Reporting/Accomplishments

1. Completion of the Title VI Implementation Plan
2. Update of the ADA Transition Plan

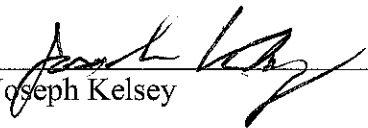
EXHIBIT 1

Nondiscrimination Statement of Policy

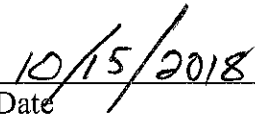
The City of Woodburn's Nondiscrimination Statement of Policy

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

Mayor of the City of Woodburn:



Joseph Kelsey



Date

EXHIBIT 2

Resolution for Title VI Coordinator

RESOLUTION 18-233

A RESOLUTION OF THE CITY OF WOODBURN, INDIANA COMMON COUNCIL APPOINTING THE TITLE VI COORDINATOR

WHEREAS, the Federal government enacted Title VI of the Civil Rights Act of 1964 (Title VI) to prevent discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS in compliance with Title VI, the City of Woodburn will name a Title VI Coordinator; and

WHEREAS the City of Woodburn will publish notice of its Title VI Coordinator's name, office address, and telephone number along with its Title VI Nondiscrimination Policy on its website;

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Woodburn as follows:

Councilman Mike Martin is designated as the Title VI Coordinator for the City of Woodburn.

The City of Woodburn Grievance Procedure is adopted for addressing complaints alleging discrimination under Title VI in the provision of services, activities, programs or benefits by the City of Woodburn with complaints to be directed to the Title VI Coordinator.

For notice purposes, the City of Woodburn will post the contact information regarding the Title VI Coordinator and the City of Woodburn's Title VI Nondiscrimination Policy on its website and at such other locations as may be determined from time to time.

Adopted and Resolved this 15th day of October, 2018.

<SIGNATURES ON NEXT PAGE>


COMMON COUNCIL OF THE CITY OF WOODBURN, INDIANA

By:  YEA NAY ABS
Daniel Watts, Councilman

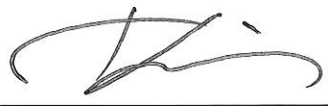
By:  YEA NAY ABS
Mike Voirol, Councilman

By:  YEA NAY ABS
Dean Gerig, Councilman

By:  YEA NAY ABS
John Renner, Councilman

By:  YEA NAY ABS
Michael Martin, Councilman

ATTEST:

By: 
Timothy Cummins, Clerk-Treasurer

The foregoing resolution passed by the Council is signed and approved () / not approved () by me on the same date.

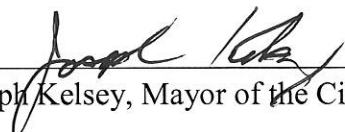
By: 
Joseph Kelsey, Mayor of the City of Woodburn

EXHIBIT 3

Standard U.S. DOT Title VI Assurances

The City of Woodburn, Indiana

Standard U.S. DOT Title VI Assurances

The City of Woodburn, Indiana values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, the City of Woodburn, Indiana conforms to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the City of Woodburn, Indiana on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. The City of Woodburn, Indiana further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of the City of Woodburn, Indiana to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; Federal Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No.92-318, 86 Stat.235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq.*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259,102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Executive Order No. 12898, 59 Federal Register 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Executive Order No. 13166, 65 Federal Register 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259,102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such program and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the City of Woodburn, Indiana hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

The City of Woodburn, Indiana also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition the City of Woodburn, Indiana will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). The City of Woodburn, Indiana will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals and directives.

Whenever the City of Woodburn, Indiana utilizes federal-aid funds for any subrecipient, contractor or consultant, the City of Woodburn, Indiana will include Title VI language in all written agreements.

The following individual has been identified by the City of Woodburn, Indiana Title VI and ADA Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Michael Martin
Title VI Coordinator & City Councilman
The City of Woodburn
22735 Main Street, P.O. Box 665
Woodburn, IN 46797
260-433-1993 cell
260-632-5318 City Hall
councilman@cityofwoodburn.org

The City of Woodburn, Indiana
Recipient

By: 
Michael Martin, Title VI Coordinator & City Councilman

Dated: 10-24-18

The City of Woodburn, Indiana

Title VI Assurances

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

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

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

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

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Transportation Program and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under Federal Aid Transportation Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

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

Michael Martin
Title VI Coordinator & City Councilman
The City of Woodburn
22735 Main Street, P.O. Box 665
Woodburn, IN 46797
260-433-1993 cell
260-632-5318 City Hall
councilman@cityofwoodburn.org

The City of Woodburn, Indiana
Recipient

By: 
Michael Martin, Title VI Coordinator & City Councilman

Dated: 10-24-18

Appendix A

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

1. Compliance with Regulations

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

2. Nondiscrimination

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

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

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of religion, race, color, or national origin, sex, sexual orientation, gender identity, age and disability/handicap and low income.

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Woodburn, 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 Woodburn, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of the contract, the City of Woodburn, Indiana, with Indiana Department of Transportation and/or the Federal Highway Administration concurrence, shall impose such contract sanctions determined to be appropriate, including, but not limited to:

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

6. Incorporation of Provisions:

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

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

Appendix B

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

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the City of Woodburn, Indiana will accept Title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations the Regulations for the Administration of Federal-Aid Transportation Program and the policies and procedures prescribed by INDOT or FHWA and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Woodburn, 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 Woodburn, 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 Woodburn, Indiana, its successors, and assigns.

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

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

Appendix C

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

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

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

That in the event of breach of any of the above nondiscrimination covenants, the City of Woodburn, 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 Woodburn, 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 Woodburn, Indiana and its assigns.

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

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

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

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

[Include in deeds]*

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

EXHIBIT 4

Title VI Notice to the Public

City of Woodburn, Indiana Title VI Notice to the Public

The City of Woodburn, Indiana hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the related statues and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency be excluded from the participation in, be denied the benefits of or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which Woodburn, Indiana receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Woodburn, Indiana. Any such complaint must be filed with the County within sixty (60) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint forms may be obtained from the City's website at www.cityofwoodburn.org or by contacting the Title VI Coordinator & City Councilman, Michael Martin, by phone at 260-433-1993 cell/260-632-5318 City Hall or by email at councilman@cityofwoodburn.org.

EXHIBIT 5

Title VI Compliance Review Form

City of Woodburn, Indiana
Title VI Compliance Review Form

Name of Preparer:	Date:
Department:	Phone Number & Email Address:

Data Collection - Do you have a process to collect the following:

Number of INDOT federally funded projects awarded during the past two years.

Yes No

If yes, provide the number by year for the past two years below:

If no, explain why below:

Number of Title VI complaints received for the past three years.

Yes No

If yes, provide the number received by year for the past three years below:

If no, explain why below:

Attendance at public meetings/hearings tracked and broken down by ethnicity, race, gender and disability.

Yes No

If yes, provide the attendance statistics for last year below:

If no, explain why below:

Statistical data collected on ethnicity, race, gender and disability for communities impacted by construction projects.

Yes No

If yes, provide the data collected below for the past year:

If no, explain why below:

Name of Preparer:	Date:
-------------------	-------

Do you have a Limited English Proficiency (LEP) in place?

Yes No

If yes, provide the number of LEP persons requesting service below:

If no, explain why below:

Policies, Procedures and Processes:

Do you and your staff understand the Title VI Policy and Procedure guidelines set in place for the City?

Yes No

If no, explain why below:

Statistical data collected on ethnicity, race, gender and disability for all right-of-way relocates.

Yes No

If yes, provide the data collected below for the past year:

If no, explain why below:

Do you have proof of public dissemination of the Title VI Policy or Policy Statement?

Yes No

If yes, provide dates and/or copies of the dissemination (i.e. newspaper, website, etc.).

If no, explain why below:

Name of Preparer:	Date:
-------------------	-------

Training:

Have you and your staff received Title VI training (formal or informal)?

Yes No

If no, explain why below:

EXHIBIT 6

Training Log

CITY OF WOODBURN TRAINING LOG

Name	Title	Training Event	Training Received	Date	Provider
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		
			Y / N		

EXHIBIT 7

Title VI External Complaint of Discrimination

EXTERNAL COMPLAINT OF DISCRIMINATION

Michael Martin
Title VI Coordinator &
City Councilman
City of Woodburn
22735 Main Street, PO Box 665
Woodburn, Indiana 46797
260-433-1993 cell, 260-632-5318 City Hall
councilman@cityofwoodburn.org

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with the City of Woodburn, Indiana.

You are not required to use this form. You may write a letter with the same information, sign it and return to the address printed above.

All items in bold must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income, or limited English proficiency (LEP) in connection with programs or activities receiving federal financial assistance from the United States Department of Transportation, Federal Highway Administration and/or Federal Transit Administration. These prohibitions extend to the City of Woodburn, Indiana as a direct recipient of federal financial assistance and to its sub-recipients, consultants, and contractors, whether federally funded or not.

The City of Woodburn, Indiana will provide assistance if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats, such as a computer disk, audiotape or Braille. For TTY customers, dial 711 to reach the Indiana Relay Service.

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

The City of Woodburn, Indiana and its sub-recipients, consultants, and contractors are 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. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address above.

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.

Name of complainant

Date (month, day, year)

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

Lined area for describing the alleged act(s) of discrimination.

Name of complainant	Date (month, day, year)
---------------------	-------------------------

Provide the names of any individual(s) with additional information regarding your complaint:

Name of witness 1 (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 () -
--------------------------------	--------------------------------	------------------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 2 (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 () -
--------------------------------	--------------------------------	------------------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of witness 3 (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 () -
--------------------------------	--------------------------------	------------------------------------

Include a brief description of the relevant information the witness may provide to support your complaint of discrimination.

Name of complainant	Date (month, day, year)
How would you like your complaint to be resolved? <hr/> <hr/>	
Have you filed a complaint alleging the same discrimination with another state or federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following information for each agency:	
Name of agency	Date complaint filed (month, day, year)
Case number assigned to your complaint	Current status of your complaint
How did you learn about your right to file a discrimination complaint with the City of Woodburn, Indiana? <hr/> <hr/>	
Signature	Date signed (month, day, year)

EXHIBIT 8

Title VI Complaint Log

EXHIBIT 9

Voluntary Title VI Public Involvement Survey

October 15, 2018

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 Woodburn 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 Woodburn 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 Woodburn's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Michael Martin, Title VI Coordinator & City Councilman, 22735 Main Street, P.O. Box 665, Woodburn, IN 46797, 260-433-1993 cell/260-632-5318 City Hall or councilman@cityofwoodburn.org.

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address above.

Date (month, day, year)			
Project name			
Proposed project location			
Gender:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race: (Check one or more)			
	<input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		<input type="checkbox"/> White
	<input type="checkbox"/> Black or African-American		<input type="checkbox"/> Multiracial
Age:	<input type="checkbox"/> 1-21	<input type="checkbox"/> 22-40	Disability: <input type="checkbox"/> yes
	<input type="checkbox"/> 41-65	<input type="checkbox"/> 65+	<input type="checkbox"/> no
Household Income:			
	<input type="checkbox"/> 0-\$12,000	<input type="checkbox"/> \$12,001-\$24,000	<input type="checkbox"/> \$24,001-\$36,000
	<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,001-\$60,000	<input type="checkbox"/> \$60,001+

EXHIBIT 10

Limited English Proficiency (LEP) Report

LIMITED ENGLISH PROFICIENCY (LEP) REPORT

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

TRANSMITTAL: Please complete this form and deliver it to the Woodburn Title VI Coordinator
 Michael Martin
 Title VI Coordinator & City Councilman
 22735 Main Street, PO Box 665
 Woodburn, IN 46797
 260-433-1993 cell
 260-632-5318 City Hall
councilman@cityofwoodburn.org

Date of Form Completion:	Woodburn Employee Completing Form:	Woodburn Employee Job Title/Role:	Woodburn Employee Work Phone #:
Date of LEP Issue:	Was there a request for language services? <input type="checkbox"/> YES <input type="checkbox"/> NO	If requested, by whom:	Woodburn Employee email address:
Contact Type: <input type="checkbox"/> Individual face-to-face <input type="checkbox"/> Individual by phone <input type="checkbox"/> Individual in writing <input type="checkbox"/> Agency-sponsored Public Meeting <input type="checkbox"/> Event (describe below) <input type="checkbox"/> Contact by outside organization <input type="checkbox"/> Other (please describe below)		Level of Language Barrier: <input type="checkbox"/> Communication was not possible <input type="checkbox"/> Communication was significantly impaired <input type="checkbox"/> Communication was partially possible <input type="checkbox"/> Communication was possible due to interpretation provide by a non-Woodburn employee sponsored interpreter <i>Was this interpreter a minor?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Communication was possible due to language service provided by interpreter or translator retained by Woodburn or the forum in which the services were required	
_____ Number of people requiring language services:			
Language for which LEP services were required:	How was this determined: <input type="checkbox"/> I speak Cards <input type="checkbox"/> Self-identified <input type="checkbox"/> Other (describe)	Type of services needed: (check all that apply) <input type="checkbox"/> In person interpretation <input type="checkbox"/> Telephone interpretation <input type="checkbox"/> Written material translation <input type="checkbox"/> Other	

EXHIBIT 11

2004 Census Test Language Identification Flashcard

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

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye 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 megérta vagy beszéli 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 ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță 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 квадратик 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