

**A RESOLUTION ADOPTING A TITLE VI OF THE CIVIL RIGHTS ACT
OF 1964 PLAN FOR THE CITY OF ANGOLA**

WHEREAS, the Federal Government enacted Title VI of the Civil Rights Act of 1964, as amended, to prevent discrimination on the grounds of race, color, sex, age, disability or national origin and to ensure that individuals are not excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, sex, age, disability or national origin;

WHEREAS, throughout the years, additional regulations, statutes, directives, cases and executive orders have been passed which expand the breadth of Title VI; and

WHEREAS, it is a requirement of the Indiana Department of Transportation and the US Department of Transportation that communities receiving Federal financial assistance adopt a Title VI Plan;

NOW THEREFORE, BE IT RESOLVED by the Common Council for the City of Angola that it hereby adopts the *CITY OF ANGOLA, INDIANA TITLE VI IMPLEMENTATION PLAN* and orders that the plan be posted on the City of Angola website where it can be available for public review and comments.

PASSED AND ADOPTED by the Common Council of the City of Angola, Steuben County, Indiana this 18th day of April 2016


Richard M. Hickman, Mayor

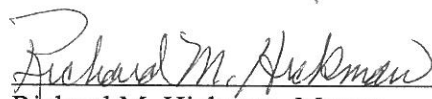
Attest:


Debra A. Twitchell, Clerk-Treasurer

This resolution presented by me, the Clerk-Treasurer of the City of Angola, Indiana to the Mayor at the hour of 7:55 a.m./p.m. this 18th day of April 2016.


Debra A. Twitchell, Clerk-Treasurer

This resolution signed and approved by me, the Mayor of the City of Angola, Indiana this 18th day of April 2016.


Richard M. Hickman, Mayor

**CITY OF ANGOLA, INDIANA
TITLE VI IMPLEMENTATION PLAN**

INTRODUCTION

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

The City of Angola will implement compliance with Title VI 49 CFR 21, 23 CFR Part 200, and related statutes and regulations to ensure that no person is excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the Indiana Department of Transportation (INDOT) and/or the Federal Highway Administration (FHWA) on the grounds of race, color, national origin, sex, age, disability, low income status, sexual orientation or limited English proficiency.

PART A – POLICY STATEMENT

I. General Commitment to Non-Discrimination

The City of Angola, Indiana prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the individual person's race, color, national origin, sex, age, disability, low income status, sexual orientation or limited English proficiency. The City of Angola, Indiana affirms its commitment to providing meaningful opportunities and access to municipal facilities, programs, activities and services in an effort to comply with all laws including: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended.

The City of Angola, Indiana will post a Title VI Notice to the Public at each facility that receives and/or provides programs, goods, &/or services to the public.

II. Persons with Disabilities

The City of Angola, Indiana is committed to including qualified individuals with disabilities in municipal services, programs and activities. For further information, please see the City of Angola, Indiana's ADA Transition Plan on the City's website. (<http://www.angolain.org>)

III. Limited English Speaking (LEP) Persons

The City of Angola, Indiana is committed to providing persons with Limited English Proficiency (LEP) meaningful access and equal opportunity to participate in our services, activities and programs. The City of Angola, Indiana will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in City services, activities, programs and other benefits.

Which documents must be translated, when oral translation is necessary, and whether such services must be immediately available depend on many factors. As a result, the City of Angola, Indiana is committed to following the United States Department of Justice (USDOJ) guidance on making such determinations, which includes determining:

- 1) Number or Proportion of LEP Individuals
- 2) Frequency of Contact with the Program
- 3) Nature and Importance of the Program
- 4) Resources Available to the City of Angola, Indiana

This will be monitored and accomplished through the use of *Language Identification Flashcards* made available through the *United States Census 2010*, additionally LEP and other disadvantaged encounters will be tracked by city personnel through the use of *Encounter Forms* placed at the front desk of each department. Each department head will determine how this policy is incorporated in their

individual department and its needs.

IV. Contacting the City of Angola, Indiana

~~Individuals with requests for services, questions or complaints concerning the City of Angola, Indiana Non-Discrimination Policy on "Public Access to Facilities, Programs, Activities, & Services Policy"~~ should contact the City of Angola's Title VI Coordinator. The Title VI Coordinator for the City of Angola, Indiana is:

Human Resources Administrator
City of Angola
Angola City Hall
210 N. Public Square
Angola, IN 46703
260-624-2696
hr@angolain.org

PART B – NON DISCRIMINATION STANDARD OPERATING PROCEDURES

I. Elimination of Discrimination

The City of Angola, Indiana will continue to work to identify and eliminate discrimination on race, color, national origin, sex, age, disability, low-income status, sexual orientation or limited English proficiency. If discrimination is found to exist, the City of Angola, Indiana will implement appropriate policies, procedures or programs to eliminate the discrimination. Programs and procedures, include, but are not limited to: Limited English Proficiency access plan; extend contracting and subcontracting activities to Disadvantaged Business Enterprises (DBE) and non-DBE minority and female owned business; and monitoring contractors and consultants for Title VI compliance.

II. Public Outreach

The City of Angola, Indiana is committed to providing the general public with information on the non-discrimination protections provided by Title VI, Section 504 and the ADA. The City of Angola, Indiana will pursue all available opportunities to educate the public on issues relating to discrimination under Title VI, Section 504 and the ADA. Public outreach may include, but is not limited to, posting the City of Angola, Indiana's non-discrimination policy in public locations, including the City of Angola, Indiana's non-discrimination policy in public notices as appropriate, and posting the City of Angola, Indiana's non-discrimination policy on the City of Angola, Indiana website. (<http://www.angolain.org>)

III. Limited English Proficiency

The City of Angola, Indiana will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

For any program or project receiving federal funds the City of Angola, Indiana will conduct a four part analysis to determine what, if any, limited English proficiency services will be required.

The four factors to be considered in determining the need and type of language assistance services are:

1. Number or Proportion of LEP Individuals
2. Frequency of Contact with the Program
3. Nature and Importance of the Program
4. Resources Available to the City of Angola, Indiana

If a review of the first two factors shows that less than five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, no language assistance measures will be developed for that program or project. This will be determined through *United States Census Bureau* data as well as a review of *Encounter Forms* completed by city personnel.

However, in an effort to ensure that persons with Limited English Proficiency have meaningful access and equal opportunity, the

City of Angola, Indiana will accommodate any and all requests for oral or written translation services.

~~If more the five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, the City of Angola, Indiana will review the nature and importance of the program or project to determine what language assistance measures should be developed for the program or project. The resources available to the City of Angola, Indiana should be considered in determining the appropriate language assistance measures. Language assistance measures may include, but are not limited to, oral translation services, including the use of a telephone interpreter line, and written translation services.~~

III. Monitoring Contractors and Consultants

The City of Angola, Indiana will ensure that all federally funded contracts contain required Title VI assurances prohibiting discrimination in violation the City of Angola, Indiana's policy on non-discrimination. The City of Angola, Indiana will monitor consultants and contractors for compliance with the City of Angola, Indiana's non-discrimination policy. The City of Angola, Indiana will promptly investigate any alleged claim of discrimination and will work with the consultant or contractor to obtain voluntary compliance with the City of Angola, Indiana's non-discrimination policy.

PART C – COMPLAINT PROCEDURE

Any person who believes that he or she, on the basis of race, color, national origin, gender, age, disability, religion, low income status, or Limited English Proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. The City of Angola, Indiana assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Complaint forms may be found on the City of Angola, Indiana's website (<http://www.angolain.org>). Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within one hundred eighty (180) days of the date of the alleged discrimination. Complaint form should be directed to:

Human Resources Administrator
City of Angola
Angola City Hall
210 N. Public Square
Angola, IN 46703
260-624-2696
hr@angolain.org

Within sixty days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Office of the Mayor, within 15 calendar days after receipt of the appeal of the Title VI Coordinator's report, the Mayor or his/her designee will meet with the

complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Office of the Mayor will respond in writing, will explain the position of the Mayor and offer a final resolution of the complaint.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination. Complaints may also be filed with the following governmental agencies:

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

Indianapolis District EEOC Office
101 West Ohio Street, Suite 1900
Indianapolis, IN 46204
Phone (800) 66-4000
Fax (317) 226-7953
TTY 1 (800) 669-6820

Indiana Civil Rights Commission
100 North Senate Ave, Room N103
Indianapolis, IN 46204
Phone (317) 232-2600
Fax (317) 232-6560
Hearing Impaired (800) 743-3336

Federal Highway Administration
Indiana Division Office
Civil Rights Program Manager
Federal Building, Room 254
575 North Pennsylvania Street
Indianapolis, IN 46204-1576
Phone (317) 226-7475
Fax (317) 226-7341