

2025 Title VI Implementation Plan

City of Indianapolis, Indiana
Department of Public Works (DPW)

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I. Introduction

This Title VI Implementation Plan is a part of DPW's continual and ongoing effort to comply with civil rights regulations. The document reflects DPW's intent 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. DPW seeks to provide continued transparency, clarity and technical guidance for both internal and external constituents regarding its Title VI policy and program.

II. DPW's Title VI Mission Statement

It is the mission of the DPW to comply with Title VI, 49 CFR § 26 and its related statutes and regulations to ensure that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any programs, provision of services, or activities on the basis of race, color, national origin, sex, age, disability/handicap, income status, gender identity, or sexual orientation.

III. DPW's Non-Discrimination Statement

DPW values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, DPW is required to conform to Title VI and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the grounds race, color, national origin, sex, age, disability/handicap, income status, gender identity, or sexual orientation.

In accordance with these values, the DPW has named a Title VI Coordinator and ADA coordinator.

The current coordinator is:

Rachel Kratky McBride
Project Manager
ADA & Title VI Coordinator
200 E Washington St.
Indianapolis, IN 46204
Phone 317-327-4000
E-mail ODA@indy.gov


IV. Title VI Assurances

It is DPW's desires to stay in compliance with the INDOT annual pre-award certification process for the Local Public Agency (LPA) and all other grant opportunities. As such, the following assurances are given in regards to compliance with Title VI and ADA requirements:

- Title VI Coordinator and ADA Coordinator are to ensure department-wide compliance with Title VI and ADA compliance.
- DPW's Title VI Implementation Plan and ADA Transition Plan will be reviewed and updated annually;
- DPW will use the corresponding adopted grievance policy to remedy all non-compliance issues or complaints filed under Title VI and the ADA;
- DPW will develop and implement Limited English Proficiency (LEP) Plan;
- DPW will develop a Title VI training program with department managers;
- DPW will participate in the dissemination of Title VI information to the public; and
- DPW will ensure meaningful access to services and programs to all individuals regardless race, color, national origin, sex, age, disability/handicap, income status, gender identity, or sexual orientation.
- DPW shall have all required U.S. DOT assurances as they relate to Title VI of the Civil Rights Act of 1964 in all of its contracts, including procurement.

Accepted this 30th day of September, 2024.

Department of Public Works

By:  _____
Brandon Herget, Director

By: /s/ Brian Cavanaugh _____
Brian Cavanaugh, General Counsel

V. Public Involvement and Outreach

DPW's Title VI/ADA Coordinator shall periodically update the Title VI/ADA web-page as needed and provide technical assistance via the website as appropriate.

Pursuant to 23 CFR 200.9(b) (4), DPW shall collect and analyze statistical information regarding demographics to monitor and ensure nondiscrimination in all of its programs and activities. DPW may use a voluntary public involvement survey to collect information regarding persons affected by proposed DPW projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their, race, color, national origin, sex, age, disability status, household income or limited English proficiency.

DPW may make a voluntary public involvement survey available at all public hearings and meetings. DPW retains completed surveys for three years from the date of the meeting and/or completion of the related project if applicable.

VI. Review Process

The review process will consist of annual plan audit and review by the Title VI and ADA Coordinator. The Coordinator will review of Title VI and ADA transition plans, training logs, non-compliance issues and complaints from the year. Following the review, the coordinator will draft an annual work plan that lists corrective action for deficiencies, updates or changes to the plans, goals and a list of accomplishments. The coordinator may also contact outside state and federal agencies to report preliminary findings, conclusions and recommendation.

VII. External Complaint Process

The Office of Equal Opportunity (OEO) will promptly investigate all properly submitted complaints of alleged discrimination. OEO and DPW will also attempt to resolve such complaints and take corrective action upon a finding of a substantiated complaint. Please see the associated grievance procedure for more detailed information. A Sample External Complaint of Discrimination Form is attached in the appendix. A Complaint Log is also attached in the appendix, which is used to record all complaints.

To initiate the grievance process, complaints should be directed to the appropriate office:

Office of Equal Opportunity
200 E Washington St. Ste. 1601
Indianapolis, IN 4620404
Phone 317-327-4055

VIII. Training

The ADA and Title VI Coordinator will annually attend training by either FHWA or INDOT regarding ADA and Title VI Compliance. They will act as the trainer for department head training. Training will be held annually and coincide with the regular department head meeting. Training materials will include this Title VI Implementation Plan, the ADA transition plan and any applicable training materials that are received at INDOT and FHWA conferences and workshops. Department Heads will in turn train their staff and review the ADA and Title VI policies and plans.

IX. Limited English Proficiency

One goal of DPW in implementing and adhering to its Title VI obligations is to improve the accessibility of its programs and activities to eligible Limited English Proficiency (LEP) persons, those persons who have a limited ability to read, write, speak or understand English.

DPW continues to strive to improve its data collection efforts to better track the actual number of LEP individuals encountered in the delivery of services so that DPW may continue to evaluate the effectiveness of its LEP Implementation Plan.

LEP "Speak Cards" from <https://www.lep.gov/ISpeakCards2004.pdf> are attached to this plan as an appendix to be used as a communication tool with LEP persons. Once the LEP person's primary language is identified, DPW will attempt to find an interpreter.

X. 2025 Goals

1. Annual compliance review of Title VI Plan
2. Annual review and update of ADA Transition Plan
3. Increased Title VI Plan Awareness
4. Provide Title VI training to Department Heads
5. Continued Training of Title VI Coordinator
6. Continued Involvement with the Indiana ADA/Title VI Coordinator's Association
7. Overhaul of DPW ODA Website.

2025 Work Plan

1. Schedule Annual Title VI instruction at Department Head Meetings
2. Involvement on Title VI training and updates via the Title VI/ADA Coordinators Associations
3. Public Meeting announcements to include opportunities for special assistance
4. Complete annual compliance review and plan update
5. Increased visibility of Title VI and ADA policies

Appendices

- A. Title VI Grievance Procedure
- B. Complaint Log
- C. Sample External Complaint of Discrimination Form
- D. Complaint Consent Release Form
- E. Voluntary Title VI Public Involvement Survey
- F. LEP "I Speak" Cards
- G. Training Log

Appendix A

Title VI Greivance Procedure

Grievance Procedure under Title VI Non-Discrimination Act

Department of Public Works (DPW)

Introduction

The City-County Council has declared through an adopted ordinance, codified in R.C. Chapter 581, that practice of denying equal opportunities in employment, education, access to and use of public accommodations and acquisition of real estate based on race, color, religion, ancestry, age, national origin, disability, sex, sexual orientation, gender identity, or United States military service veteran status is unlawful in the Consolidated City of Indianapolis and Marion County. R.C. § 581-403.

Procedures for the adjudication of complaints alleging discriminatory practices relating to the acquisition of real estate (including leasing), employment, public education and public accommodations are established in Chapter 581. R.C. §§ 581-401 et seq. The City's Office of Equal Opportunity ("OEO") is established under R.C. § 581-201, and is empowered to carry out the public policy of non-discrimination within the territorial boundaries of the City/County. The City's Equal Opportunity Advisory Board (the "Board") is established under R.C. § 581-301 to adjudicate claims of discrimination under Chapter 581.

In addition to the formal complaint procedures of Chapter 581, DPW, through the City's Office of Disability Affairs, provides an informal process for attempting to resolve allegations of discriminatory practices relating to program areas, services, operations, facilities and public accommodations of DPW and other City agencies.

These informal and formal procedures are outlined below.

Optional Informal Resolution of Discrimination Allegations Against City Agencies

Any person who believes that he/she has been the subject of discrimination (the "complainant") relating to program areas, services, operations, facilities or public accommodations of DPW or other City agencies (the "respondent agency") may first meet with the DPW Title VI Program Manager to determine if the complainant's grievance can be resolved through reasonably prompt action on the behalf of the respondent agency.

Within 60 days of meeting with the complainant, the Title VI Program Manager will conduct an investigation and meet with the appropriate staff of the respondent agency, including senior management of the agency if necessary, to determine whether action can be taken to resolve the complainant's grievance. If it is determined that the respondent agency can take reasonably prompt action that will satisfy the complainant, the solution will be implemented within a time frame agreed upon with the complainant.

Situations where this informal process may be most effective is where the complainant's grievance is based on the condition of public infrastructure or of a public facility, which can be repaired or improved in a manner that serves to eliminate the condition giving rise the alleged denial of equal access or opportunity. An example is the condition of a sidewalk near a disabled person's home that prevents that person from freely and easily traversing the sidewalk as he/she goes about his/her daily life. The lack of access to the free use of the sidewalk may be viewed as a discriminatory practice toward the complainant on the part of DPW, but is a condition that DPW can rectify in a fairly reasonable period of time by repairing the sidewalk, a solution that is likely to satisfy the complainant's grievance.

This informal process is an optional service provided by DPW, and it is not a prerequisite to filing a formal written complaint under Chapter 581. And, a complainant may seek an informal resolution, but if that process fails to result in an acceptable solution, he/she may still file a formal complaint under Chapter 581.

Formal Discrimination Complaints

The procedures established under Chapter 581 should be followed by any person who believes that he/she has been the subject of discrimination within the territorial jurisdiction of the City/County prohibited under Chapter 581 (the “complainant”), including allegations of discrimination in relation to a DPW program area that has not been adequately resolved through any informal process. However, nothing in Chapter 581 shall affect any person's right to pursue any and all rights and remedies available in any other local, state or federal forum. R.C. § 581-416.

Complaint

A written complaint must be filed with the OEO within 180 calendar days from the date of occurrence of the alleged discriminatory practice, or, in the case of a continuing discriminatory practice, during the time of the occurrence of the alleged practice, but not more than 180 calendar days from the date of the most recent alleged discriminatory act. R.C. §§ 581-405, 581-406 and 581-408. It is unlawful for any person to willfully file a false complaint alleging discrimination under Chapter 581. R.C. § 581-402.

A complaint may be submitted by the complainant, one (1) or more members of the Board, or by one (1) or more employees of the OEO. R.C. § 581-405. The complaint must be signed and verified before a notary public or other person duly authorized by law to administer oaths and take acknowledgments (the OEO provides notary services without charge), and must include the following information:

- the full name and address of the complainant or other aggrieved person or persons;
- the full name and address of the person against whom the complaint is made;
- the alleged discriminatory practice and a statement of particulars thereof;
- the date or dates of the alleged discriminatory practice;
- if the alleged discriminatory practice is of a continuing nature, the dates between which the continuing discriminatory practices are alleged to have occurred;
- a statement as to any other action, civil or criminal, instituted before any other administrative agency, commission, department or court, whether state or federal, based upon the same grievance alleged in the complaint, with a statement as to the status or disposition of any such other action; and
- in the case of alleged employment discrimination, a statement that the employer employs six (6) or more employees in the territorial jurisdiction of the OEO.

R.C. §§ 581-406 and 581-407. The OEO shall cause a copy of the complaint to be served by certified mail upon the person against whom the allegation of discrimination is levied (the “respondent”). The respondent may file a written response to the complaint at any time prior the close of proceedings with respect thereto. R.C. § 581-411.

The administrator of the OEO, in his/her discretion, may refer any complaint to the Indiana Civil Rights Commission for proceedings in accordance with the Indiana state law. R.C. § 581-409. In addition, the OEO is authorized to receive any complaint transferred to it by the Indiana Civil Rights Commission and to take such action with respect to any such complaint as is authorized or required in the case of a complaint filed under Chapter 581. R.C. § 581-410.

A complaint agreement and pre-interview forms have been created by the OEO for use in the intake of formal complaints. Complaints may also be filed with the following government agencies:

Indiana Department of Transportation

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

Equal Employment Opportunity Commission

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

Indiana Civil Rights Commission

100 N. Senate Avenue, Room N103
Indianapolis, IN 46204
Toll Free: 1 (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560

The Indianapolis Office of Disability Affairs also provides a grievance form that can be filled out in the event of a grievance.

OEO's File a Charge of Discrimination: <https://www.indy.gov/activity/file-a-charge-of-discrimination>

OEO's Intake Agreement: <https://citybase-cms-prod.s3.amazonaws.com/b665d41bc7154f54abe84dad4273bd5d.pdf>

OEO's Pre-interview Questionnaire: <https://citybase-cms-prod.s3.amazonaws.com/a3f2a3e9f3894c9898c22e9da3fffc00.pdf>

Investigation

Within 30 days after receipt of a complaint, the OEO shall initiate an investigation of the alleged discriminatory practice charged in the complaint. Investigations may include informal conferences or discussions with any party to the complaint for the purpose of obtaining additional information or attempting to resolve or eliminate the alleged discriminatory practice by conciliation or persuasion. The OEO has the authority to initiate discovery, including but not limited to interrogatories, requests for production of documents and subpoenas. The OEO must make a good faith effort to complete investigations within 100 days after a complaint has been received. If it is impracticable to complete the investigation within 100 days, the administrator of the OEO may extend the time for conducting the investigation, in which case the parties shall be notified in writing of the reason(s) for the delay.

Unless the complaint has been satisfactorily resolved prior to completion of the investigation, the OEO shall report the results of the investigation to a predetermined panel of three (3) members of the Board designated by the chairperson or vice chairperson or pursuant to the rules of the Board. No member of the board who initiated a complaint, who is the subject of a complaint, or who has an immediate family member who is the subject of a complaint shall participate in the adjudication of that complaint as a member of the panel, the adjudication committee or the Board.

In its report to panel, the OEO shall make a recommendation as to whether there is reasonable cause to believe that the respondent has violated Chapter 581 by engaging in a discriminatory practice. The panel shall then determine by majority vote whether reasonable cause exists to believe that any respondent has violated Chapter 581. In making such a determination, the panel shall consider only the complaint, the response, if any, and the administrator's report; provided, however, the panel may request the administrator to make a supplemental investigation and report with respect to any matter which it deems material to such determination. R.C. § 581-412.

Conciliation

If the panel determines that reasonable cause exists to believe that any respondent has violated Chapter 581, it may direct the OEO to endeavor to eliminate the alleged discriminatory practice through a conciliation conference. At least one (1) panel member shall be present at any conciliation conference, at which both the complainant and respondent are present or represented. If the complaint is satisfactorily resolved through conciliation, the terms of any agreement reached or undertaking given by any party shall be reduced to writing and signed by the complainant, respondent and the OEO administrator. Any disagreement between the respondent and the administrator in regard to the terms or conditions of a proposed conciliation agreement may be referred to the panel which considered the complaint, and the decision of the panel with respect to such terms or conditions shall be final for purposes of conciliation proceedings, but shall not be binding upon the respondent without his/her written consent thereto. The Board or OEO may institute legal proceedings for enforcement of any written agreement or undertaking executed in accordance with Chapter 581. R.C. § 581-412.

Adjudication

If a complaint has not been satisfactorily resolved within a reasonable time through informal proceedings, a conciliation conference, or if the panel determines that a conciliation conference is inappropriate under the circumstances surrounding the complaint, then the chairperson of the Board shall assign the case to the Board's adjudication committee or, in the case of a complaint not related to housing, to either the adjudication committee or to a hearing officer. The adjudication committee or the hearing officer may hold a public hearing thereon upon not less than ten (10) working days' written notice to the complainant or other aggrieved person and to the respondent. If the respondent has not previously filed a written response to the complaint, he/she may file such response and serve a copy thereof upon the complainant and the office not later than five (5) working days prior to the date of the hearing.

The adjudication committee or the hearing officer shall have the power, upon any matter pertinent to the complaint or response thereto, to subpoena witnesses and compel their attendance; to require the production of pertinent books, papers or other documents; and to administer oaths. The complainant shall have the right to be represented by the OEO administrator or any attorney of his/her choice. The respondent shall have the right to be represented by an attorney or any other person of his or her choice. The complainant and respondent shall have the right to appear in person at the hearing, to be represented by an attorney or any other person, to subpoena and compel the attendance of witnesses, and to examine and cross examine witnesses. The adjudication committee, the hearing officer and the board shall have the power to enforce discovery and subpoenas by appropriate petition to the Marion County Circuit or Superior Courts.

Following the close of the hearing, the adjudication committee or the hearing officer shall prepare a report containing written recommended findings of fact and conclusions and file such report with the OEO. The adjudication committee or hearing officer shall make a good faith effort to complete the report within 30 working days from the close of the hearing, but may extend the time for completing the report as needed, up to an additional 30 working days. A copy of the report shall be furnished to the complainant and respondent, each of whom shall have an opportunity to submit written exceptions within such time as the rules of the complaint adjudication committee shall permit. The adjudication committee or the hearing officer may, in its, his or her discretion, upon notice to each interested party, hear further evidence or argument upon the issues presented by the report and exceptions, if any.

Upon the preponderance of the evidence, the adjudication committee or the hearing officer shall issue written findings of fact and conclusions, and shall and serve a copy thereof upon the complainant and the respondent. Findings and conclusions made by the adjudication committee or the hearing officer shall be based solely upon the record of the evidence presented at the hearing. If, in the opinion of the adjudication committee or the hearing officer, any respondent has engaged or is engaging in a discriminatory practice in violation of Chapter 581, the adjudication committee or the hearing officer may cause to be served on the respondent an order requiring the respondent to cease and desist from the unlawful discriminatory practice and requiring such person to take further affirmative action as will effectuate the purposes of Chapter 581, including but not limited to:

- the restoration of complainant's losses incurred as a result of discriminatory treatment, as the adjudication committee or hearing officer may deem necessary to assure justice;
- the posting of notice setting forth the public policy of the City and County concerning equal opportunity and respondent's compliance with such policy in places of public accommodations;
- the submission of proof of compliance to be filed by respondent at periodic intervals; and
- if the respondent is licensed by a City or County agency authorized to grant a license, the submission of a statement to show cause to the licensing agency why his/her license should not be revoked or suspended.

If, in the opinion of the adjudication committee or the hearing officer, any respondent has not engaged in a discriminatory practice in violation Chapter 581, the adjudication committee or the hearing officer shall dismiss the complaint against that respondent.

The adjudication committee or the hearing officer shall make a good faith effort to serve its, his or her findings and conclusions within one (1) year from the date of receipt of the complaint. If it is impracticable to serve the findings and conclusions within one (1) year from the date of receipt of the complaint, the adjudication committee or the hearing officer may extend the time for serving the findings and conclusions. The adjudication committee or the hearing officer also shall notify the parties in writing of the reason(s) for the delay.

Within 30 working days after the issuance of findings and conclusions by the adjudication committee or the hearing officer, either the complainant or the respondent may file a written appeal of the decision of the adjudication committee or the hearing officer to the Board. If no appeal is filed within 30 working days, then the findings and conclusions are final. After considering the record of the evidence presented at the hearing and the findings and conclusions of the adjudication committee or the hearing officer, the Board may:

- affirm the decision of the adjudication committee or the hearing officer and adopt the findings and conclusions of the adjudication committee or the hearing officer;
- affirm the decision of the adjudication committee or the hearing officer and make supplemental findings and conclusions of its own; or
- reverse the decision of the adjudication committee or the hearing officer and make findings of fact and conclusions to support its decision.

The board may also adopt, modify or reverse any relief ordered by the adjudication committee or the hearing officer. The board shall make a good faith effort to take any of the above actions within 30 working days after the appeal is filed, but may extend the time as needed, up to an additional 30 working days. R.C. § 581-414.

Judicial Review

Any respondent who disagrees with a decision of the Board upon appeal shall have the right to file a verified petition to the Marion County Circuit or Superior Court for a review of the Board's decision. The petition for review must be filed within 30 calendar days after the date of issuance of the written decision of the Board. The City shall be the sole defendant in the petition for review. Within 30 calendar days after receipt of a summons, the City shall cause the Board to file a true and complete copy of the transcript of the hearing with the court. The court, without jury, shall review the record and render its decision as in other administrative reviews. The clerk of the court shall send a copy of the court's decision to the respondent and to the OEO, either of whom may appeal the court's decision. R.C. § 581-415.

Court Enforcement

During the course of the adjudication of a complaint, the adjudication committee, the hearing officer and the Board shall have the power to enforce discovery and subpoenas by appropriate petition to the Marion County Circuit or Superior Courts. R.C. § 581-414.

If the Board determines that any party to a conciliation agreement approved by the OEO administrator has failed or refused to comply with the terms of the agreement, it may file a complaint in the name of the Board in the Marion County Circuit or Superior Courts seeking an appropriate decree for the enforcement of the agreement. R.C. § 581-415.

In any case where the Board, the adjudication committee or the hearing officer has found that a respondent has engaged in or is engaging in a discriminatory practice in violation of Chapter 581 and such respondent has failed to correct or eliminate such discriminatory practice within the time limit prescribed by the Board, the adjudication committee or the hearing officer and the time limit for appeal to the Board has elapsed, the Board may file in its own name in the Marion County Circuit or Superior Courts a complaint against the respondent for the enforcement of Chapter 581. Such complaint may request such temporary or permanent injunctive relief as may be appropriate and such additional affirmative relief or orders as will effectuate the purposes of this chapter and as may be equitable, within the powers and jurisdiction of the court. R.C. § 581-415.

Chapter 581 of the Revised Code may be viewed at:

https://www.municode.com/library/in/indianapolis_-_marion_county/codes/code_of_ordinances?nodeId=TITIIPUHEWE_CH581HUREEQO

Appendix B

Complaint Log

Appendix C

Sample External Complaint of Discrimination Form

**EXTERNAL COMPLAINT OF DISCRIMINATION
DPW**

Office of Equal Opportunity
200 E Washington St. Ste 1601
Indianapolis, IN 46204
Phone 317-327-4055

INSTRUCTIONS:

The purpose of this form is to provide a template for any person interested in filing a discrimination complaint with the DPW/OEO.. You are not required to use this form. You may write a letter with the same information, sign it, and return it to the address below. All bold items must be completed for your complaint to be investigated. Failure to provide complete information may impair the investigation of your complaint.

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, income status, gender identity, or sexual orientation in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to DPW as a sub-recipient of federal financial assistance.

Upon request, assistance will be provided if you are an individual with a disability or have limited English proficiency. Complaints may also be filed using alternative formats such as computer disk, audiotape, or Braille.

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

DPW is prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Do not send your original documents as they will not be returned. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address below.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.

(Signature)

****Your complaint cannot be processed without your signature.**

Name of complainant	Date (<i>month, day, year</i>)
---------------------	----------------------------------

COMPLAINANT INFORMATION		
Name (<i>first, middle, last</i>)		
Address (<i>number and street, city, state, ZIP code</i>)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -

PERSON / DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU												
Name (<i>first, middle, last</i>)	Title											
Department												
Address (<i>number and street, city, state, ZIP code</i>)												
Home telephone number () -	Work telephone number () -	Cellular telephone number () -										
When was the last alleged discriminatory act? (<i>month, day, year</i>)												
<p>Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.</p>												
<p>The alleged discrimination was based on:</p> <table border="1"> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Gender</td> <td><input type="checkbox"/> Nation Origin</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Ancestry</td> <td><input type="checkbox"/> Retaliation</td> <td><input type="checkbox"/> Religious Affiliation</td> <td></td> </tr> </table>			<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Age	<input type="checkbox"/> Gender	<input type="checkbox"/> Nation Origin	<input type="checkbox"/> Disability	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Religious Affiliation	
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Age	<input type="checkbox"/> Gender	<input type="checkbox"/> Nation Origin								
<input type="checkbox"/> Disability	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Religious Affiliation									

Name of complainant	Date (<i>month, day, year</i>)
---------------------	----------------------------------

Name of witness 2 (<i>first, middle, last</i>)		Title
Name of company		
Address (<i>number and street, city, state, ZIP code</i>)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complain of discrimination:		

Name of witness 3 (<i>first, middle, last</i>)		Title
Name of company		
Address (<i>number and street, city, state, ZIP code</i>)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Include a brief description of the relevant information the witness may provide to support your complain of discrimination:		

Appendix D

Complaint Consent Release Form

COMPLAINANT CONSENT / RELEASE

Name <i>(first, middle, last)</i>	Telephone number () -
Address <i>(number and street, city, state, ZIP code)</i>	
Case number(s) <i>(if known)</i>	
<p>As a complainant, I understand that during an investigation it may become necessary for DPW to reveal my identity to individuals outside of DPW and OEO in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for DPW and OEO to share information, including personal details collected as part of its complaint investigation. In addition, I understand that as a complainant, I am protected by Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations prohibiting intimidation or retaliation for taking action or participating in an action to secure rights protected by the nondiscrimination statutes enforced by DPW and OEO.</p>	
<p><i>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</i></p> <p><input type="checkbox"/> CONSENT</p> <p>I have read and understand the above information and authorize DPW and OEO to disclose my identity to individuals as needed during the course of the investigation for the purpose of verifying information or gathering facts and evidence relevant to the investigation of my complaint. I authorize DPW and OEO to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p><input type="checkbox"/> CONSENT DENIED</p> <p>I have read and understand the above information and do not want DPW and OEO to disclose my identity to any individual during the course of the investigation. I understand this choice could delay the investigation of my complaint and may, in some circumstances, result in an administrative closure of the investigation of my complaint without DPW and/or OEO making a determination in my case.</p>	
Signature	Date <i>(month, day, year)</i>

Appendix E

Voluntary Title VI Public Involvement Survey

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

CITY OF INDIANAPOLIS, DEPARTMENT OF PUBLIC WORKS (DPW)

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)). DPW 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 DPW 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 DPW's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact The Office of Disability Affairs.

Rachel Kratky McBride E-mail ODA@indy.gov
ADA & Title VI Coordinator
200 E Washington St.
Indianapolis, IN 46204

You may return the survey 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+	

Appendix F

LEP "I Speak" Cards

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

<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 megérte 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

Appendix G

Training Log

