



**THE BOARD OF COMMISSIONERS
OF THE COUNTY OF LAKE**

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Lake County, Indiana

Title VI Plan (2026)

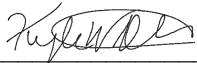
INTRODUCTION

This Title VI Implementation Plan is a part of Lake County, Indiana’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, Lake County seeks to provide continued transparency, clarity and technical guidance for internal and external constituents regarding its Title VI program.

Title VI of the Civil Rights Act of 196, as amended, prohibits discrimination on the basis of race, color, or national origin 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 or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (42 U.S.C § 2000d).

TITLE VI ASSURANCES AND IMPLEMENTATION

Fully executed Assurances are included as an Appendix and integrated into this document. This Title VI Implementation Plan shall be adopted, implemented and is being adhered to by Lake County. Lake County shall renew this plan in or before January for each calendar year in which it shall have a Title VI plan.



Lake County Board of Commissioners,
First District Commissioner



Lake County Board of Commissioners,
Second District Commissioner



Lake County Board of Commissioners,
Third District Commissioner

Date: May 20, 2026

LAKE COUNTY TITLE VI NON-DISCRIMINATION NOTICE & POLICY

Lake County, 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, Lake County conforms 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 from Lake County on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. Lake County 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 Lake County 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; 1973 Federal Aid 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; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 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, sub-recipients and contractors/consultants, regardless of whether such programs 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, Lake County 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.

Lake County 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, Lake County will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). Lake County will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

Whenever Lake County distributes federal-aid funds to a second-tier sub-recipient, Lake County will include Title VI language in all written agreements.

Lake County affirms its commitment to nondiscrimination annually by publishing its Annual Title VI Implementation Plan and reaffirming its Assurances of Nondiscrimination, incorporated herein.

Title VI Coordinator

The Lake County Board of Commissioners has appointed a Title VI Coordinator. This position is reappointed annually at the first County Commissioners' organizational meeting of each year. The following individual has been identified as Lake County's Title VI 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.

Name: Joe Travis
Title: Director of Human Resources
Address: 2293 N. Main Street
Crown Point, IN 46307
Office Phone: (219) 755-3200
Office Fax: (219) 755-3897
Email: travijm@lakecountyin.org or lchr@lakecountyin.org
Website: www.lakecountyin.org

The Lake County Title VI Coordinator will:

- Administer and implement Lake County's Title VI plan and policy.
- Develop and maintain a Title VI liaison team to ensure departments are implementing, monitoring and complying with Lake County's Title VI plan and policy.
- Conduct Title VI yearly reviews with liaisons in an effort to assist with identifying, addressing and eliminating discrimination concerns in every department.
- Conduct or facilitate Title VI training programs with departments and ensure policies are disseminated to employees.
- Work with liaisons to develop and disseminate Title VI information to contractors, subcontractors, vendors and consultants.
- Work with liaisons to ensure community involvement and outreach is in compliance with Title VI and provides equitable opportunities for participation.
- Ensure Title VI language is included in Lake County contracts.
- Collect, review and preserve statistical data (race, color, national origin, language, gender, etc.) of participants in activities and programs to ensure Lake County's continued compliance with Title VI.
- Collect, review and preserve data regarding the number of federally funded projects awarded or ongoing for the past three (3) years.
- Maintain all Title VI records and correspondence, including but not limited to, signed employee acknowledgements, complaints and all correspondence regarding such, requests for language services, demographic statistics, department compliance reviews and all Title VI federal agency correspondence and records.
- Address all Title VI discrimination complaints.

- Review and update the Title VI plan and policy as needed or require
- Prepare and submit the annual Title VI update report

LAKE COUNTY ORGANIZATION AND STAFFING

All Title VI concerns should be directed towards the Title VI Coordinator. Additional Title VI assistance may be provided by departmental contacts listed below:

Lake County Departments and Contact Information			
ADA Coordinator	Joe Travis	219-755-3200	travijm@lakecountyin.org
Area Plan Commission	Ned Novachevich	219-755-3700	kovacnx@lakecountyin.org
Assessor	Nyamat Singh	219-755-3100	singhnx@lakecountyin.org
Auditor	Linda Midkiff	219-755-3163	midkilx@lakecountyin.org
Commissioners	Joe Travis	219-755-3089	travijm@lakecountyin.org
Clerk	Shawn Miller	219-755-3049	millesm@lakecountyin.org
Coroner	Yvette Manfredy	219-755-3265	manfrym@lakecountyin.org
County Council	Ray Szarmach	219-755-3280	szarmrl@lakecountyin.org
County Engineer	Dwayne Alverson (Hwy)	219-663-0525	alverda@lakecountyin.org
Emergency Management Agency	Robert Walker	219-755-3549	rwalker@lakecountyin.org
Health Department	Sheila Paul	219-755-3662	paulsl@lakecountyin.org
Highway Department	Donna Brown Steve Bielak	219-663-0525	brownda@lakecountyin.org bielasx@lakecountyin.org
Recorder	Sherry Serences	219-755-3079	serensl@lakecountyin.org
Sheriff	Lauren Chambers	219-755-3047	lchambers@lakecountysheriff.com
Soil & Water Conservation District	Julie Duttlinger	219-663-7042	duttlja@lakecountyin.org
Solid Waste Management			
Surveyor	Jean Gray	219-755-3745	grayaj@lakecountyin.org
Treasurer	Priscilla Kirrin	219-755-3785	kirripix@lakecountyin.org
Veterans Service Officer	Jason Gootee	219-755-3285	gootejr@lakecountyin.org
Voters Registration	Michelle Fajman	219-755-3819	fajmamr@lakecountyin.org
Weights & Measures	Lacey Robinson	219-755-3680	robinla@lakecountyin.org

TITLE VI TRAINING AND INFORMATION DISSEMINATION

Employees

The Title VI Coordinator and appropriate staff members will attend training provided through INDOT. This could include workshops provided by INDOT at either the INDOT district offices or at the central office. The staff training could also include training sessions provided at statewide conferences such as Association of Indiana Counties or other conferences sponsored by Indiana LTAP. The training may also include webinars hosted by various agencies. County staff will also participate in other training opportunities as they become available. Training will be obtained on an annual basis, as available.

The Title VI Coordinator will work with liaisons from each department in Lake County in order to integrate Title VI compliance into all County offices. The Title VI Coordinator will work with department liaisons to educate new and existing County employees regarding Title VI requirements. The Title VI Coordinator will maintain records of attendance, training materials, and agendas regarding any training provided to County employees.

Title VI plan and policy education and literature will be provided to all Lake County employees. Lake County employees will be required to sign an acknowledgement of receipt indicating they have received and reviewed Title VI policy guidelines. New employees will be provided with education and literature at new employee orientation. Employees will be provided with updated education and literature as Lake County deems necessary.

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, Lake County employees should make every effort to alleviate any barriers to service or public use that would restrict public access or usage, take prompt and reasonable action to avoid or minimize discrimination incidences and immediately notify the Title VI Coordinator, in writing, of any questions, complaints or allegations of discrimination.

Contractors, Subcontractors, Vendors and Consultants

All contractors, subcontractors, and vendors who receive payments from Lake County where funding originates from any federal assistance program are subject to the provisions of Title VI of the Civil Rights Act of 1964, as amended. Lake County will include Title VI language, as per the Standard U.S. Department of Transportation Assurances, as relevant and appropriate, in written agreements and bid notices. Written agreements relevant to Title VI shall not contain any form of discrimination, either written or implied.

Public Dissemination

Title VI information shall be displayed in Lake County buildings and all places in which public meetings are held. The name and contact information of the Lake County Title VI Coordinator will be displayed on the Title VI information.

The Lake County Title VI plan and policy and complaint procedures are available on the Lake County website at www.lakecountyin.org. Copies of the plan will be provided upon request. Any questions or comments regarding this plan should be directed to the Title VI Coordinator.

Community Involvement and Outreach

Lake County is committed to ensuring that community involvement and outreach is done in a respectful and appropriate manner that will allow for diverse involvement. Public meetings, programs and activities will provide equitable opportunities for participation.

Lake County hosts various meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on Lake County's website. All Lake County public meetings are held in locations accessible to individuals with disabilities. Upon request, translators can be provided free of charge to those individuals with limited English proficiency. Auxiliary aids are also available upon request. Requests must be made within forty-eight (48) hours in advance.

Also published on the Lake County websites are announcements, news, events, and minutes from various meetings. Some departments may also utilize signage, media and social media websites as other avenues to communicate with the community.

Data Collection

Pursuant to 23 CFR 200.9(b) (4), Lake County shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities.

Lake County shall utilize a voluntary Title VI public involvement survey that will be available at all public hearings and meetings. The survey will allow respondents to remain anonymous. The survey will ask questions regarding the respondent's gender, ethnicity, race, age, income and if they are disabled. The facilitator of the public hearings and meetings will make an announcement at the beginning of the meeting informing attendees of the survey and its purpose and a request

will be made for the attendees to complete the voluntary survey. Completed surveys will be retained by the Title VI Coordinator for three (3) years.

The Title VI Coordinator will also collect and report statistical data for the past three (3) years as it relates to the number of federally funded projects, complaints filed and the results of those complaints, any requests for language services, demographic statistics and department compliance reviews.

The type of data collected is dependent on the program area's objective. Lake County collects various types of data to ensure compliance with Title VI. Some information is collected for a period of time with the objective of determining what data needs to be collected.

The following types of data will be collected by Lake County:

- Complaints received, logged, processed and investigated by Lake County
- Environmental Justice analysis and reports
- Limited English Proficiency reports
- Title VI Training
- Public Involvement Survey
- Records of meeting minutes and discussions related to Title VI in all program areas

FORMAL TITLE VI COMPLAINT PROCESS

How to File a Complaint

Lake County will take prompt and reasonable actions to thoroughly investigate concerns and complaints of discrimination under Title VI. Any individual, who believes they have been subjected to discrimination for a prohibited reason, may file a complaint with the Lake County Title VI Coordinator. Complaint forms can be found on the county's website www.lakecountyin.org, in the Lake County Human Resources office, or by contacting the Lake County Title VI Coordinator. Any person with a disability may request to file his or her complaint using an alternative format. Although it is recommended to use the Lake County complaint form when submitting a complaint, Lake County does not require the use of this specific complaint form when a Complainant submits his or her complaint. In order for the complaint to be considered, the Complainant must file the appropriate documentation:

1. Within 180 days of the alleged act of discrimination; or
2. Where there has been a continuing course of alleged discriminatory conduct, on the date in which the alleged conduct was discontinued.

All complaints pursuant to Title VI shall be directed to:

Name: Joe Travis
Title: Director of Human Resources
Address: 2293 N. Main Street
Crown Point, IN 46307
Office Phone: (219) 755-3200
Office Fax: (219) 755-3897
Email: travijm@lakecountyin.org or lchr@lakecountyin.org

Elements of a Complete Complaint

Complaints must be made in writing and must be signed by the Complainant and/or the Complainant's representative. Verbal complaints must be reduced to writing before they can be acted upon. If the Complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Lake County Title VI Coordinator. Under these circumstances, the Complainant will be interviewed and the Title VI Coordinator will assist the Complainant in completing a written statement. Complaints must contain the following and describe as completely as possible the facts and circumstances surrounding the alleged discrimination:

- Name of the Complainant.
- Contact information for Complainant (telephone number, address, email address).
- Name of agency/department accused of discrimination.

- Name of individual accused of discrimination.
- Date on which discriminatory act occurred.
- Basis for the allegation(s) (i.e., race, color, national origin, gender, age, etc.).
- A detailed description of the alleged discrimination (how, when, where & why they believe they were discriminated against including the location(s), name(s) and contact information of all witnesses, if applicable).
- Any other information that is deemed significant.

Complaint Process

Within fifteen (15) calendar days after receipt of the complaint, the Title VI Coordinator will arrange to speak or meet with the Complainant to discuss the complaint and the possible resolutions if applicable. If a complaint is deemed incomplete, additional information will be requested. The Complainant has sixty (60) business days to respond to the request for additional information. A complainant's failure to respond to the request within sixty (60) business days may result in the administrative closure of the complaint.

If Lake County does not have sufficient jurisdiction to investigate the complaint, the Title VI Coordinator will refer the complaint to the appropriate local, state or federal agency holding such jurisdiction. The Title VI Coordinator will notify the Complainant or their representative, in writing, that the complaint is outside of Lake County's jurisdiction and where the Complaint has been referred for further handling. The Title VI Coordinator will conduct a complete and thorough investigation of complaints inside Lake County's jurisdiction and based upon the information obtained will render a final written response letter to the Complainant or their representative by certified mail or hand delivery within sixty (60) business days. The final written response will include a description of the complaint, a summary of the investigation and the findings of such, summaries of all individuals interviewed, and if appropriate, recommendations and resolutions. All written complaints, investigations and responses will be retained by Lake County for at least three (3) years. A Complainant's identity shall be kept confidential except to the extent necessary to complete the investigation. If it is necessary to disclose the Complainant's identity to the alleged person who may have discriminated or a third-party, Lake County must first obtain the Complainant's written consent. Lake County must also obtain the Complainant's written consent before providing a copy of the complaint to any other individual(s) involved with the investigation.

If, after investigation, the Coordinator determines that the filed complaint alleging a Title VI violation has been substantiated, the Coordinator shall notify the Complainant of such determination and that the County has implemented measures to correct the issue. Such notice shall also indicate that the Complainant may be notified again by the county or state or federal authorities if an administrative hearing process is initiated.

If, after investigation, the Coordinator determines that the filed complaint alleging a Title VI violation has not been substantiated, the County shall notify the Complainant of such determination and that the County is closing the file for this issue. Such notice shall also indicate that the Complainant has the right to file an appeal if new facts have come to light, and that the Complainant has the right to file a complaint with:

Indiana Civil Rights Commission
100 N. Senate Ave., Room N103
Indianapolis, IN 46204

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204

Department of Justice
Federal Coordination and Compliance Section – NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled “Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes.” This manual is available online at the following website:

<http://www.justice.gov/crt/about/cor/Pubs/manuals/complain.pdf>.

Optional Informal Resolution of Discrimination Allegations

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 agencies (the “respondent agency”) may first meet with the Lake County Title VI Coordinator 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 Coordinator will conduct an investigation and meet with the appropriate staff of the department, including the department head or elected official if necessary, to determine whether action can be taken to resolve the Complainant’s grievance. If it is determined that the respondent department can take reasonably prompt action that will satisfy the Complainant, the solution will be implemented within a timeframe 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 a County form being only available in English with no available translation services. The lack of access to government forms may be viewed as a discriminatory practice toward the Complainant on the part of Lake County, but is a

condition that Lake County can rectify in a fairly reasonable period of time by translating the form or having alternative forms available, a solution that is likely to satisfy the Complainant's grievance.

This informal process is an optional service provided by Lake County, and it is not a prerequisite to filing a formal written complaint under the Title VI complaint process. 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 the Title VI complaint process.

ENVIRONMENTAL JUSTICE

In accordance with Title VI of the Civil Rights Act of 1964, each Federal agency shall ensure that all programs or activities receiving Federal financial assistance that affect human health or the environment do not directly, or through other arrangements, use criteria, methods, or practices that discriminate on the basis of race, color, or national origin. Part of Title VI reads, “No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

Environmental justice requires additional public participation and mitigation strategies when programs are in a disproportionately low income or minority area. Lake County is committed to performing environmental justice analysis for any project that may result in a disproportionately high adverse impact on a minority or low-income population in or near the project area.

The three fundamental environmental justice (EJ) principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

Lake County is committed to these three environmental justice principles in all work that the County performs. When the need for environmental justice analysis is appropriate, the County will utilize the NEPA (National Environmental Policy Act) process and guidelines as defined on the NEPA website: www.epa.gov/NEPA

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Lake County has prepared this plan in accordance with Title VI of the Civil Rights Act of 1964, as amended, which states that no person shall be subjected to discrimination on the basis of race, color or national origin. The purpose of this plan is to help identify reasonable steps for providing language assistance to individuals with limited English proficiency who wish to access services provided by Lake County.

Presidential Executive Order No. 13166, titled “Improving Access to Services for Persons with Limited English Proficiency,” indicates that individuals treated differently based upon their inability to speak, read, write or understand English is a type of national origin discrimination. Presidential Executive Order 13166 defines limited English proficiency persons as those individuals who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

In order to prepare this plan, Lake County utilized the U.S. Department of Transportation four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Lake County program, activity or service.
2. The frequency with which LEP persons come in contact with Lake County programs, activities or services.
3. The nature and importance of programs, activities or services provided by Lake County to the LEP population.
4. The resources available to Lake County and the overall costs to provide LEP assistance.

LEP ANALYSIS/OUTCOME AND PLAN:

FACTOR 1 - The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Lake County program, activity or service.

Using 2020 census data, it has been estimated that Lake County’s population was 498,700. The US Census Bureau 2019-2024 American Community Survey 5 Year Estimates under Selected Social Characteristics indicates the number of people in Lake County who speak English less than “very well” at 4.4% with a percent margin of error of +/-0.3. This is equal to the state average of 4.4% (percent margin of error +/-0.1), but trending downward from Lake County’s 4.9% from the 2013-2018 American Community Survey. This means that although LEP is decreasing in Lake County, it is still near the 5% standard. As such, a Language Assistance Plan is still recommended. However, staff reports very few requests for translation services, indicating that those LEP persons may have translation services available with family or via other means.

FACTOR 2 - The frequency with which LEP persons come in contact with Lake County programs, activities or services.

Lake County is beginning a process to assess the true frequency with which LEP individuals come in contact with any of our programs, activities or services. This will be accomplished by utilization of the Voluntary Title VI Public Involvement Survey, regularly questioning department heads and elected officials on their department's encounters with LEP individuals, and asking that any requests for language assistance are reported to the Title VI Coordinator. Based on the results of our research Lake County will make a determination regarding the amount of contact with LEP individuals.

FACTOR 3 - The nature and importance of programs, activities or services provided by Lake County to the LEP population.

The majority of federal funding dollars that are provided to Lake County are applied to transportation-related needs. Some federal funding is received in the way of grants for programs for criminal offenders, adult protective services, emergency planning and other important programs that serve the entire County population.

If at any time a LEP individual requests translation services that are considered important such that denial or delay of access or services or information could have serious or even life-threatening implications, the County will provide, upon request, services to assist the LEP population including translation of vital County documents and interpretation services.

FACTOR 4 - The resources available to Lake County and the overall costs to provide LEP assistance.

Lake County currently has several staff members who are bilingual in English and Spanish and are available to translate requests from the Hispanic population on a day to day basis. In addition, the County also provides many of their outreach services in the predominate languages of the community, English and Spanish. Although the analyses of the four factors suggest that LEP services are not substantiated on a purely statistical basis at Lake County at this time, Lake County has committed to the following:

Offer, wherever possible and not deemed financially prohibitive, translators for Lake County public meetings, programs and activities if requested within forty-eight (48) hours in advance.

Work with the local colleges, such as Indiana University Northwest, Purdue University Northwest, and Ivy Tech, to determine what resources they may have for language education and interpreters.

Build a list of language assistance professionals and resources within the staff of Lake County.

In any programs or services where administrators see a need for dual language documents or personal assistance, departments are encouraged to use good judgment and work to accommodate citizens.

Continually monitor our website and make adjustments as necessary to ensure information is accessible to LEP individuals when appropriate.

Lake County is aware that the community profile is ever-changing; therefore, this LEP plan and the four factor analysis will be re-evaluated on an annual basis to ensure that the plan remains reflective of the community's needs. Individuals requiring special language services or accommodations should contact Lake County's Title VI Coordinator.

APPENDIX A

LAKE COUNTY TITLE VI COMPLAINT POLICY

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

It is the policy of Lake County to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt effective corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by the civil rights laws. Any individual alleging such harassment or intimidation may submit a complaint by following the procedure printed below.

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint must be submitted to the Lake County Title VI Coordinator as listed below. The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found at the Lake County Commissioners' webpage at www.lakecountyin.org, or they may be obtained at the Lake Human Resources Department office at 2293 N. Main Street, Crown Point, IN 46307. Individuals are encouraged to use the County's complaint form, but its use is not required. If necessary, Lake County will help an individual reduce his or her complaint to writing for his or her signature.

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

Within 60 days of the receipt of the complaint, the County will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the Complainant. The County will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

A complainant's identity and all complaints shall be kept confidential except to the extent necessary to conduct an investigation.

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 government agencies:

Indiana Civil Rights Commission
100 N. Senate Ave., Room N103
Indianapolis, IN 46204

Indianapolis District EEOC Office
101 West Ohio Street, Ste 1900
Indianapolis, IN 46204

Department of Justice
Federal Coordination and Compliance Section – NWB
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

APPENDIX C

EXTERNAL COMPLAINT OF DISCRIMINATION

INSTRUCTIONS:

The purpose of this form is to help any person interested in filing a discrimination complaint with Lake County. 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. 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, or income status in connection with programs or activities receiving federal financial assistance for the United States Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration. These prohibitions extend to Lake County 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.

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

Lake County 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 shown on the complaint form.

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act.

YOUR COMPLAINT CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE.

Lake County Complaint Form

COMPLAINANT INFORMATION			<i>Page 1 of 4</i>												
Complainant Name <i>(first, middle, last)</i>															
Address <i>(number and street, city, state and ZIP code)</i>															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
Email address		Date <i>(month, day, year)</i>													
PERSON DISCRIMINATED AGAINST (if different than Complainant)															
Name <i>(first, middle, last)</i>															
Address <i>(number and street, city, state and ZIP code)</i>															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
Email address		Date <i>(month, day, year)</i>													
PERSON/AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU															
Name <i>(first, middle, and last)</i>		Title													
Name of Office or Department															
Address <i>(number and street, city, state, and ZIP code)</i>															
Home telephone number () -	Work telephone number () -	Cellular telephone number () -													
What was the date of the last alleged discriminatory act? <i>(month, day, year)</i> _____															
Where did the alleged discrimination take place? _____															
The alleged discrimination was based on: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Race</td> <td style="width: 33%;"><input type="checkbox"/> Color</td> <td style="width: 33%;"><input type="checkbox"/> Age</td> </tr> <tr> <td><input type="checkbox"/> Sex</td> <td><input type="checkbox"/> Sexual Orientation</td> <td><input type="checkbox"/> Gender Identity</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> National Origin</td> <td><input type="checkbox"/> Religion</td> </tr> <tr> <td><input type="checkbox"/> Income Status</td> <td><input type="checkbox"/> Limited English Proficiency</td> <td><input type="checkbox"/> Other – please explain below:</td> </tr> </table>				<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Disability	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion	<input type="checkbox"/> Income Status	<input type="checkbox"/> Limited English Proficiency	<input type="checkbox"/> Other – please explain below:
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Age													
<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity													
<input type="checkbox"/> Disability	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion													
<input type="checkbox"/> Income Status	<input type="checkbox"/> Limited English Proficiency	<input type="checkbox"/> Other – please explain below:													

Complainant Name (first, middle, last):

Date (month, day, year)

Please describe the alleged act(s) of discrimination. Be as specific as possible. (*Attach additional pages if necessary*)

Provide the names of any individuals with additional information regarding your complaint. Use additional copies of this form if necessary.

Name of Witness No. 1 *(first, middle, last)*

Address *(number and street, city, state and ZIP code)*

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

Email address

Date *(month, day, year)*

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

Name of Witness No. 2 *(first, middle, last)*

Address *(number and street, city, state and ZIP code)*

Home telephone number
() -

Work telephone number
() -

Cellular telephone number
() -

Email address

Date *(month, day, year)*

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

Complainant Printed Name (first, middle, last):

Signature:

Date Signed:

Please note that your complaint cannot be processed without your signature.

Please submit this complaint form and any other documents or other information that you believe is relevant to your complaint to the following addresses:

Joe Travis
Director of Human Resources
Lake County Title VI Coordinator
2293 N. Main Street
Crown Point, IN 46307

APPENDIX D

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 Lake County to reveal my identity to individuals outside of Lake County Government in the course of verifying information or gathering facts and evidence to develop a basis for making a civil rights compliance determination. I understand that it may be necessary for Lake County 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 Lake County.</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 style="text-align: center;">CONSENT</p> <p>I have read and understand the above information and authorize Lake County 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 Lake County to receive, review, and discuss material and information about me relevant to the investigation of my complaint.</p> <p>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 style="text-align: center;">CONSENT DENIED</p> <p>I have read and understand the above information and do not want Lake County 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 the Lake County making a determination in my case.</p>	
Signature	Date <i>(month, day, year)</i>

APPENDIX E

EMPLOYEE ACKNOWLEDGEMENT

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance” (42 U.S.C. 2000d).

Pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Lake County will not exclude from participation in, deny the benefits of, or subject to discrimination any individual on the grounds of race, color, or national origin.

All Lake County employees are expected to consider, respect and observe this policy in their daily work responsibilities and interactions with other employees and the public. Lake County employees should work to prevent and alleviate any barriers to service or public use that would restrict public access or usage and take prompt and reasonable action to avoid or minimize discrimination incidences. If another employee or citizen approaches with a question, concern, or complaint regarding discrimination, please refers them to Lake County’s Title VI Coordinator:

Joe Travis
Director of Human Resources
Lake County Title VI Coordinator
2293 N. Main Street
Crown Point, IN 46307
(219) 755-3089
travijm@lakecountyin.org

Employee Name: _____

Employee Signature: _____

Date: _____

EXHIBIT F

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

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)). Lake County 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 Lake County 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 Lake County’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Joe Travis Title VI Coordinator.

You may return the survey by folding it and placing it on the registration table or by mailing it to Joe Travis, Title VI Coordinator, 2293 N. Main Street, Crown Point, IN 46307.

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

EXHIBIT G
US Census Bureau ISpeak Cards

- | | |
|--|------------------------|
| <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՞նք նշո՞ւմ կատարե՞ք այս քանակո՞ւսում, եթե խոսո՞ւմ կա՞մ կարո՞ւմ ե՞ք 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 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 căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај 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 H

US DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCES

Lake County (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal Highway Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of religion, race color, or 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 be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(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 assurances with respect to its Federal Aid Highway Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in 49 CFR 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 Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Recipient, 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 Acts, hereby notifies all bidders that it will affirmatively insure that in any contact 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 Acts 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 the Federal-Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal-Aid Highway 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, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal

financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

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

US DOT ASSURANCES 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 Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "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, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by 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 Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, 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 Indiana Department of Transportation (INDOT) or the FHWA 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 INDOT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, INDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

(a.) withholding of payments to the Contractor under the contract until the Contractor complies, and/or

(b.) cancellation, termination or suspension of the contract, in whole or in part.

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

The Contractor shall take such action with respect to any subcontract or procurement as INDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: 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 Indiana Department of Transportation to enter into such litigation to protect the interests of the Indiana Department of Transportation and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

US DOT ASSURANCES APPENDIX B

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

(GRANTING CLAUSE)

NOW, THEREFORE, Lake County, as authorized by law, and upon the condition that Lake County 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 Highway Programs and the policies and procedures prescribed by FHWA, 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 Lake County all the right, title and interest of Lake County 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 Lake County 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 Lake County its successors and assigns.

Lake County, 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, 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 Lake County 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

* 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.

– 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, Lake County 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 Lake County and its assigns as such interest existed prior to this instruction.*

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

US DOT ASSURANCES APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Lake County 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 the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, 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, Lake County 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, Lake County shall have the right to re-enter 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 Lake County 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.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Lake County 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, Lake County 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, Lake County 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 Lake County 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.

NOTICE OF NON-DISCRIMINATION

Lake County, 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, Lake County conforms 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 from Lake County on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. Lake County 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 Lake County 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; 1973 Federal Aid 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; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

If you believe you have been discriminated against in employment or in the provision of any service by person associated with Lake County, Indiana, you may file a complaint with the Title VI Coordinator listed below:

Name: Joe Travis
Title: Director of Human Resources
Address: 2293 N. Main Street
Crown Point, IN 46307
Office Phone: (219) 755-3200
Office Fax: (219) 755-3897
Email: travijm@lakecountyin.org or lchr@lakecountyin.org
Website: www.lakecountyin.org

Please be advised that while complaints may be made orally or in writing, all complaints must be in writing and signed by the person making the complaint to complete an investigation into the complaint. A complainant's identity and all complaints shall be kept confidential except to the extent necessary to conduct an investigation.