



City of Fort Wayne, Indiana

Title VI

Program and Implementation

Plan

Prepared by:
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Title VI Policy Statement

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

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

This plan was developed to guide The City of Fort Wayne in its administration and management of Title VI related activities.

Organization and Staffing

The Risk Management Specialist within the City of Fort Wayne's Risk Management Department, Krista Maxwell, serves as the Title VI Coordinator on behalf of The City of Fort Wayne (Executive Order; Exhibit 2). The Title VI Coordinator is responsible for the overall management of the Title VI Program to ensure the compliance with provisions of the City's policy of non-discrimination with the law. The contact information for the Title VI Coordinator is as follows:

Krista Maxwell
Title VI Coordinator
200 E. Berry Street, Suite 470
Fort Wayne, IN 46802
Ph: 260-427-6362
Fax: 260-427-6947
Krista.Maxwell@Cityoffortwayne.org

Responsibilities of Title VI Coordinator

As authorized by the LPA Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring LPA compliance with Title VI requirements as follows:

- Administer, coordinate and Implement the Title VI Program plan.
- Review written Title VI complaints and ensure every effort is made to resolve complaints informally at the local or regional level.
- Review statistical data gathering process to ensure sufficiency of data for meeting requirements of Title VI program administration.
- Ensure that available census data is included as a part of all Environmental Impact Statements/Assessments (EIS/EIA) for projects receiving Federal Highway Administration or other Federal assistance.
- Conduct or facilitate training programs on Title VI issues and regulations for LPA employees; facilitate Title VI training for appropriate staff, contractors and sub-recipients.
- Review and update the LPA Title VI plan as needed or required.
- Prepare an annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year, identify goals and objectives for the upcoming year as required.
- Work with LPA staff to develop and disseminate Title VI program information to LPA employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public.

- Work with other LPA offices to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in and LPA processes.
- The Coordinator will maintain and update Legislative and Procedural information for the current LPA Title VI Plan.

Department Head (Title VI Liaison) Responsibilities

The Department Heads for the City of Fort Wayne are as follows:

Name	Title	Contact Number	E-mail Address
Thomas Henry	Mayor	260-427-1111	Mayor@cityoffortwayne.org
Lana Keesling	City Clerk	260-427-1221	Lana.Keesling@cityoffortwayne.org
Karl Bandemer	Deputy Mayor	260-427-1111	Mayor@cityoffortwayne.org
Jonathan Perlich	Public Information Officer	260-427-1111	John.Perlich@cityoffortwayne.org
Julie Sanchez	Director-Citizen Services	260-427-6311	Julie.Sanchez@cityoffortwayne.org
Carolyn Ovitt	Director-Human Resources	260-427-1178	Carolyn.Ovitt@cityoffortwayne.org
Laura Townsend	HR and Benefits Manager	260-427-2634	Laura.Townsend@cityoffortwayne.org
Len Poehler	City Controller	260-427-1349	Len.Poehler@cityoffortwayne.org
Valerie Ahr	Deputy Controller	260-427-1107	Valerie.Ahr@cityoffortwayne.org
Nancy McAfee	Director- Risk Management	260-427-1176	Nancy.Mcafee@cityoffortwayne.org
Barry Marquart	Property Manager	260-427-1457	Barry.Marquart@cityoffortwayne.org
Steven Gillette	Director-Purchasing	260-427-1155	Steve.Gillette@cityoffortwayne.org
James Haley	Chief Information Officer	260-427-1461	James.Haley@cityoffortwayne.org
Mona Snider	Payroll Manager	260-427-5285	Mona.Snider@cityoffortwayne.org
Gregory Leatherman	Director-Community Development	260-427-2102	Greg.L Leatherman@cityoffortwayne.org
Pamela Holocher	Deputy Director-Planning	260-427-2139	Pam.Holocher@cityoffortwayne.org
	Deputy Director-OHNS	260-427-2158	
Cindy Joyner	Deputy Director- NCE	260-427-1323	Cindy.Joyner@cityoffortwayne.org
Carol Helton	City Attorney	260-427-6360	Carol.Helton@cityoffortwayne.org
Teresa Neumeier	Director-Internal Audit	260-427-1119	Tracy.Neumeier@cityoffortwayne.org
Bob Kennedy	Director-Public Works	260-427-6971	Bob.Kennedy@cityoffortwayne.org
Michelle Nelson	BOPW-Manager	260-427-6987	Michelle.Nelson@cityoffortwayne.org
David Christman	Right of Way-Manager	260-427-2721	David.Christman@cityoffortwayne.org
Brent Spindler	Director-Traffic Ops	260-427-2344	Brent.Spindler@cityoffortwayne.org
Larry Campbell	Director-Fleet Management	260-427-5291	Larry.Campbell@cityoffortwayne.org
Matthew Gratz	Manager-Solid Waste	260-427-2474	Matt.Gratz@cityoffortwayne.org
Brian Shimkus	Street Commissioner	260-427-2333	Brian.Shimkus@cityoffortwayne.org

Mario Trevino	Tech Services-Manager	260-427-1136	Mario.Trevino@cityoffortwayne.org
Dawn Ritchie	Greenways-Manager	260-427-6002	Dawn.Ritchie@cityoffortwayne.org
Kumar Menon	Director-City Utilities	260-427-1301	Kumar.Menon@cityoffortwayne.org
Justin Brugger	Deputy Director-Business	260-427-2836	Justin.Brugger@cityoffortwayne.org
Matthew Wirtz	Deputy Director-Engineering	260-427-2690	Matthew.Wirtz@cityoffortwayne.org
Matthew Land	Deputy Director-Policy/Planning	260-427-2517	Matt.Land@cityoffortwayne.org
John Clark	Deputy Director-Asset Management	260-427-2698	John.Clark@cityoffortwayne.org
Kurt Roberts	Superintendent-WMS	260-427-2484	Kurt.Roberts@cityoffortwayne.org
Joseph Johnson	Superintendent-WPCM	260-427-1063	Joe.Johnson@cityoffortwayne.org
Brian Robinson	Superintendent-WPCP	260-427-2409	Brian.Robinson@cityoffortwayne.org
Mike Gierscher	Superintendent-FLP	260-427-2955	Mike.Gierscher@cityoffortwayne.org
Steven Reed	Chief of Police	260-427-1231	Steve.Reed@cityoffortwayne.org
Amy-Jo Sites	Director-Animal Care & Control	260-427-5501	Amy-Jo.Sites@cityoffortwayne.org
Eric Lahey	Fire Chief	260-427-1169	Eric.Lahey@cityoffortwayne.org
Alvin Moll	Director-Parks & Rec	260-427-6001	Al.Moll@cityoffortwayne.org
Garry Morr	Deputy Director-Parks	260-427-6060	Garry.Morr@cityoffortwayne.org
Steven McDaniel	Deputy Director- Park Maintenance	260-427-6407	Steve.McDaniel@cityoffortwayne.org
Charles Reddinger	Deputy Director-Parks	260-427-6009	Chuck.Reddinger@cityoffortwayne.org

Positions and contact information subject to change at any time.

Updated 1/30/2017

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

- Ensuring all City contract documents contain the appropriate Title VI provisions (Exhibit #3).
- Consulting with the Title VI Coordinator when Title VI complaints are received or issues arise.
- Ensure that all people are treated equitably regardless of race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status or limited English proficiency.
- Develop and update internal policies and procedures to ensure Title VI compliance during all phases of projects, activities, etc.
- Ensure all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color, national origin, disability, religion, sex, sexual orientation, gender identity, age, low income status, or limited English proficiency.
- Provide information in the appropriate language or interpreters (within reason) as needed for individuals with disabilities and LEP persons.

Department Head (Title VI Liaison) Reporting

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

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

- Number of federally funded projects awarded during the past year.
- Number of Title VI Complaints received during the past year.
- Attendance at public meetings/hearings tracked and broken down by ethnicity, race, gender, and disability.
- Data collected on ethnicity, race, gender, and disability for communities impacted by construction projects.
- Does your staff understand the Title VI Policy and Procedures set in place for the City?
- Information on number of LEP persons needing assistance including service used and any related costs.
- Any questions, comments, or concerns regarding the Title VI Policy and Procedure.

Training

The Title VI Coordinator will make Title VI Program and the LEP Plan training available to employees, contractors, sub-recipients, and the Title VI Liaisons. The training will provide information on Title VI provisions and operation and identifying Title VI issues and resolution of complaints. All City of Fort Wayne employees and Title VI Liaisons training will be tracked by the City's Human Resources tracker. This will be documented and added to the annual Title VI report.

City of Fort Wayne Complaint Procedure

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 identity, age, disability, sex, sexual orientation, 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 the City of Fort Wayne 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 may be communicated to any City of Fort Wayne Department Supervisor or to the City of Fort Wayne Title VI Coordinator, Krista Maxwell. The complaint should be submitted within 60 days of the alleged discrimination. Complaint forms may be found on the City of Fort Wayne website, <http://www.cityoffortwayne.org/>, or in the City of Fort Wayne Risk Management office (Exhibit #6). Individuals are not required to use the City of Fort Wayne complaint form. If necessary, the City of Fort Wayne will help an individual prepare 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.

Complaints should be directed to:

Krista Maxwell
Title VI Coordinator
Risk Management Specialist, Risk Management
City of Fort Wayne
200 E. Berry Street
Fort Wayne, Indiana 46802
260-427-6362
Krista.Maxwell@cityoffortwayne.org

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

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

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

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

Indiana Civil Rights Commission
100 N. Senate Ave., Room N103
Indianapolis, IN 46204
Toll Free: 1 (800) 628-2909
Phone: (317) 232-2600
Fax: (317) 232-6560
Hearing Impaired: 1 (800) 743-33

Processing Complaints

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

- Maintaining a log of all complaints. The Title VI Coordinator will note the complaint in the log (Exhibit #7) by sequential case number based on the year, month and order in which the City received the complaint. For example, if the City received its first complaint on March 4, 2011, the case number would be 2011-03-01.
- Acknowledging receipt of the complaint and informing the Complainant of the action taken or proposed action to be taken to process the complaint in the form of an acknowledgement letter. The acknowledgement letter shall include a restatement of the complaint, brief statement of the City's jurisdiction over the sub-recipient if the complaint is regarding a sub-recipient, and contact information for the investigator assigned to conduct the investigation.
- Providing written notice of the complaint to INDOT within 10 working days of receipt of the complaint.
- Forwarding a notice via certified mail to the Respondent informing them of the allegations, requesting a position statement and providing the name and telephone number of the Title VI Program staff person assigned to investigate the complaint.
- Informing the Complainant that he or she has a right: (1) to have a witness or representative present during any interviews and (2) to submit any documentation he or she perceives as relevant to proving the allegations contained in the complaint.
- Providing the Respondent an opportunity to respond to all aspects of the Complainant's allegations.
- Determining which witnesses will be contacted and interviewed.
- Contacting the Complainant at the conclusion of the investigation to provide the Complainant an opportunity to provide additional information before the City prepares its final report to be forwarded to INDOT.
- Writing a confidential investigative report (IR) and forwarding a copy of the same to INDOT. The report shall not be disclosed to the Complainant or Respondent. The report shall include the following:
 - A summary of the written complaint;
 - A brief description of the standard of review/methodology used to investigate the complaint;
 - Summarized statements taken from witnesses;
 - Findings of fact and an analysis of the evidence gathered. The analysis should address each allegation in the complaint and Respondent's position;
 - A determination, based on the preponderance of evidence presented, of whether the complaint is substantiated or unsubstantiated; and
 - Proposed corrective action for substantiated cases.
- Drafting a Letter of Findings (LOF) and mailing the LOF to INDOT, Respondent and

Complainant (by certified mail) within 60 calendar days of the date the complaint was received by the City. The LOF will include the following:

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

Corrective Action

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

Pre-Investigative/Administrative Closures

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

- Complaints that fail to state a claim or provide any substantial or coherent claim;
- Complaints that are outside the scope of the City's Title VI jurisdiction;
- Untimely complaints filed more than 60 days after the alleged discriminatory acts;
- Complaints voluntarily withdrawn by the Complainant;
- Complaints in which the investigation has been impaired by the City's inability to locate the Complainant;
- Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found factually or legally unsubstantiated by the City;
- Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the City;
- Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice or the City policy determinations;
- Complaints filed for complainants or parties who refuse to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation. In such circumstances, the Complainant should be contacted and advised that their lack of cooperation has hindered the investigation. Furthermore, the Complainant must be advised that continued failure to cooperate may result in an administrative closure of the complaint without further investigation;
- Complaints transferred to another agency for investigation; and
- Complaints where the death of a Complainant makes it impossible to investigate the allegations fully or the death of the Complainant forecloses the possibility of relief because the complaint involved potential relief solely for the Complainant or injured party.

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

Appeals Procedures

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

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

Confidentiality

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

Records

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

Summary of Complaints Received

- As of April 2017 there were no Title VI related complaints.

Public Participation and Outreach

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

The City of Fort Wayne, Indiana will make available a Voluntary Title VI Public Involvement Survey (Exhibit #8) available at all public meetings and hearings. The Presiding Officer is responsible for making an announcement at the beginning and at the end of the meeting or hearing informing the attendees of the purpose of the survey and requests the attendees to complete the survey.

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

Title VI Civil Rights Compliance Reviews

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

Limited English Proficiency (LEP) Plan

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

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

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

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

The City of Fort Wayne has a population of 253,691 based on the 2010 U.S. Census. The total population for The City of Fort Wayne 5 years of age and older is 237,780 based on the 2011-2015 5 Year American Community Survey. The 2011-2015 5 Year American Community Survey determined that 13,240 (5.6% of the City's population) persons in The City of Fort Wayne have limited English proficiency; that is; they speak English "not well" or "not at all". The Spanish language was the largest non-English speaking language group. Based on the 2011-2015 5 Year American Community Survey there were 6,477 respondents age 5 and older identified as speaking the Spanish language that spoke English "not well" or "not at all".

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

The City of Fort Wayne will be implementing the LEP Plan in July 2017 therefore the City will assess the frequency at which employees have or could have contact with LEP persons over the next year.

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

The majority of the population, 88.7%in The City of Fort Wayne speaks only English. Based on the 2011-2015 5 Year American Community Survey the largest geographic

concentration of any one type of LEP individuals in The City of Fort Wayne service area is Spanish.

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

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

Language Assistance

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

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

Language Assistance Measures

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

- If an individual asks for language assistance and The City of Fort Wayne determines that the individual is an LEP person and if language assistance is necessary to provide meaningful access. The City of Fort Wayne has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and access the language interpreting service provided to the staff.
- The City of Fort Wayne will periodically assess the need for language assistance based on requests for interpreters and/or translation.

Summary of Language Services requests 2017

- As of April 2017 there were no requests for language services.

Title VI Goals

2017 Goals	Goal Date	Completion Date
Place the Title VI Implementation Plan and all Title VI forms on the City of Fort Wayne website.	4/30/2017	
Train the Title VI Liaisons on the Title VI Program and LEP Plan	5/30/2017	
Implement training to all City employees	6/30/2017	
Ensure Title VI Assurances are in all contracts with sub-recipients.	7/30/2017	
Identify a procedure for sub-recipient monitoring.	8/30/2017	
Collect Compliance Review Forms and address any concerns	10/30/2017	
Update Title VI plan as needed	N/A	
Identify 2018 Goals	12/1/2017	
Identify 2017 Accomplishments	N/A	

Title VI Reporting/Accomplishments

1. Completion of the Title VI Implementation Plan

EXHIBITS

EXHIBIT #1:

City of Fort Wayne Nondiscrimination Statement of Policy



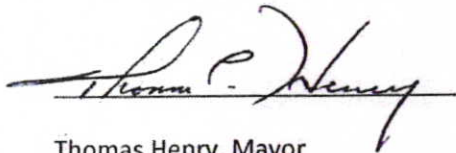
CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

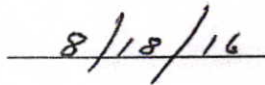
The City of Fort Wayne's Nondiscrimination Statement of Policy

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

The City of Fort Wayne



Thomas Henry, Mayor



Date

ENGAGE • INNOVATE • PERFORM

CITIZENS SQUARE

200 E. Berry St. • Fort Wayne, Indiana • 46802 • www.cityoffortwayne.org
An Equal Opportunity Employer

EXHIBIT #2:

Title VI Coordinator Executive Order

EXECUTIVE ORDER – 16-01

OF THE CITY OF FORT WAYNE, INDIANA
APPOINTING THE TITLE VI COORDINATOR

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

WHEREAS in compliance with Title VI, the City of Fort Wayne will name a Title VI Coordinator;

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor of the City of Fort Wayne, Indiana as follows:

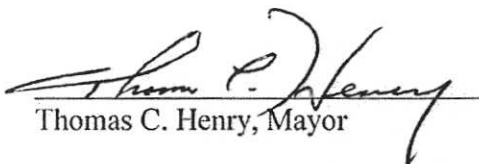
Krista Maxwell, Risk Management Specialist, Risk Management, is designated as the Title VI Coordinator for the City of Fort Wayne.

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

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

RESOLVED AND ADOPTED this 16th day of May, 2016.

CITY OF FORT WAYNE

BY: 
Thomas C. Henry, Mayor

APPROVED AS TO FORM AND LEGALITY



Carol Helton, City Attorney

EXHIBIT #3:

Title VI Assurances (Including Appendix A, B, and C)

City of Fort Wayne Title VI Assurances

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

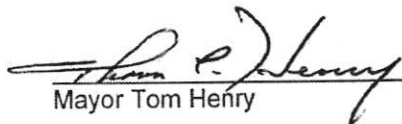
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real 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, subgrantees, 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



Mayor Tom Henry

8/18/16
Date

Appendix A

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

1. Compliance with Regulations

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

2. Nondiscrimination

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

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

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

4. Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Fort Wayne, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the City of Fort Wayne, Indiana, the Indiana Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

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

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

6. Incorporation of Provisions:

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

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

Appendix B

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

(GRANTING CLAUSE)

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

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Fort Wayne, Indiana and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the City of Fort Wayne, Indiana, its successors, and assigns.

The City of Fort Wayne, Indiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, and disability/handicap and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,][and]*(2) that the City of Fort Wayne, Indiana shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assign as such interest existed prior to this instruction.*

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

Appendix C

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

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

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

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

[Include in deed.]*

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

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

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or be 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.]*

*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.

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

[[Include in deeds]*

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

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

EXHIBIT #4:

City of Fort Wayne Title VI Notice to the Public

City of Fort Wayne, Indiana Title VI Notice to the Public

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

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Fort Wayne, Indiana. Any such complaint must be filed with the City within sixty (60) days following the date of the alleged discriminatory occurrence. Title VI discrimination complaint forms may be obtained from the City's website at www.cityoffortwayne.org or by contacting the Title VI Coordinator, Krista Maxwell, by phone at 260-427-6362 or by e-mail at krista.maxwell@cityoffortwayne.org.

EXHIBIT #5:

Title VI Compliance Review Form

**City of Fort Wayne, Indiana
Title VI Compliance Review Form**

Name of Preparer:	Date:
Department:	Phone Number & Email Address:
Data Collection - Do you have a process to collect the following:	
Number of INDOT federally funded projects awarded during the past two years. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the number by year for the past two years below: 	
Number of Title VI complaints received for the past three years. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the number received by year for the past three years below: 	
Attendance at public meetings/hearings tracked and broken down by ethnicity, race, gender and disability. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the attendance statistics for last year below: If no, explain why below: 	
Statistical data collected on ethnicity, race, gender and disability for communities impacted by construction projects. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the data collected below for the past year: If no, explain why below: 	
Have you had any LEP (limited english proficiency) persons requesting service?	

Yes No

If yes, how many and what services were requested?

Policies, Procedures and Processes:

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

Yes No

If no, explain why below:

Training:

Have you and your staff completed the Title VI training?

Yes No

If no, explain why below:

EXHIBIT #6:

External Complaint of Discrimination

EXTERNAL COMPLAINT OF DISCRIMINATION

Krista Maxwell
Title VI Coordinator
Risk Management Specialist
200 E. Berry Street, Suite 470
Fort Wayne, IN 46802
Ph: 260-427-6362
Fax: 260-427-6947
Krista.Maxwell@Cityoffortwayne.org

INSTRUCTIONS:

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

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

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

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

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

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

The City of Fort Wayne, Indiana and its sub-recipients, consultants, and contractors are prohibited from retaliating against any individual because he or she opposed an unlawful policy or practice, filed charges, testified, or participated in any complaint action under Title VI or other nondiscrimination authorities.

Please make a copy of your complaint form for your personal records. Mail the original complaint form along with any copies of documents or records relevant to your complaint to the address above.

Complaints of discrimination must be filed, within 60 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 60 days ago, please explain your delay in filing this complaint.

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

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

COMPLAINT INFORMATION		
Name (first, middle, and last)		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
Name of complainant		Date (month, day, year)

PERSON/AGENCY/COMPANY YOU BELIEVE DISCRIMINATED AGAINST YOU		
Name (first, middle, and last)	Title	
Name of company		
Address (number and street, city, state and ZIP code)		
Home telephone number () -	Work telephone number () -	Cellular telephone number () -
When was the last alleged discriminatory act? (month, day, year) _____		

Complaints of discrimination must be filed within 60 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 60 days ago, please explain your delay in filing this complaint.

The alleged discrimination was based on:

_____ Race	_____ Color	_____ Age	_____ Gender Identity
_____ Disability	_____ National Origin	_____ LEP	_____ Retaliation
_____ Religion	_____ Sex	_____ Income	_____ Sexual Orientation
_____ Other			

Name of complainant

Date (month, day, year)

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

A large rectangular area with horizontal dashed lines for writing.

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

Name of witness 1 (first, middle, and last)	Title
---	-------

Name of company

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

Home telephone number () -	Work telephone number () -	Cellular telephone number () -
--------------------------------	--------------------------------	------------------------------------

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

Name of witness 2 (first, middle, and last)	Title
---	-------

Name of company

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

Home telephone number () -	Work telephone number () -	Cellular telephone number () -
--------------------------------	--------------------------------	------------------------------------

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

Name of witness 3 (first, middle, and last)	Title
---	-------

Name of company

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

Home telephone number () -	Work telephone number () -	Cellular telephone number () -
--------------------------------	--------------------------------	------------------------------------

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

How would you like your complaint to be resolved?

Have you filed a complaint alleging the same discrimination with another state or federal agency?

_____ Yes

_____ No

If yes, please provide the following information for each agency:

Name of agency

Date complaint filed (month, day, year)

Case number assigned to your complaint

Current status of your complaint

How did you learn about your right to file a discrimination complaint with The City of Fort Wayne, Indiana?

Signature

Date signed (month, day, year)

EXHIBIT #7:

City of Fort Wayne Complaint Log

CITY OF FORT WAYNE TITLE VI COMPLAINT LOG

Case #	Investigator(s)	Complainant	Sub-recipient	Basis of Complaint (race, color, national origin, etc.)	Date Filed	Date of Final Report	Action Taken

EXHIBIT #8:

Voluntary Title VI Public Involvement Survey

VOLUNTARY TITLE VI PUBLIC INVOLVEMENT SURVEY

As an obligation for receiving federal highway funds, the Indiana Department of Transportation (INDOT) requires the City of Fort Wayne to gather statistical data on participants and beneficiaries of the agency's federal aid highway programs and activities.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the City of Fort Wayne 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.

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

Date: (Month, Day, Year):		
Project Name:		
Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female	Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Race/Ethnicity (Check one or more):		
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Multiracial
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Other _____
<input type="checkbox"/> Black/African-American	<input type="checkbox"/> Hispanic	
Age: <input type="checkbox"/> 1-21	<input type="checkbox"/> 22-40	
<input type="checkbox"/> 41-64	<input type="checkbox"/> 65+	
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-\$100,000
<input type="checkbox"/> \$100,001+		

Krista Maxwell
Title VI Coordinator
200 E. Berry Street
Fort Wayne, IN 46802
260-427-6362

Krista.Maxwell@cityoffortwayne.org

EXHIBIT #9:

Limited English Proficiency (LEP) Report

LIMITED ENGLISH PROFICIENCY (LEP) REPORT

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

TRANSMITTAL: Please complete this form and deliver it to the City of Fort Wayne Title VI Coordinator
 Krista Maxwell-Title VI Coordinator
 200 East Berry Street, Suite 470
 Fort Wayne, IN 46802
 260-427-6362
 260-427-6947 FAX
krista.maxwell@cityoffortwayne.org

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

EXHIBIT #10:

United States 2000 Census Language Identification Cards



LANGUAGE IDENTIFICATION FLASHCARD

املا هذا المربع اذا كنت تقرأ أو تتحدث العربية.

Arabic

Խոսողո՞ւմ ե՞նք նշո՞ւմ կատարե՞ք այս քանակաւում՝
եթե խոսում կամ կարդում եք հայերէն:

Armenian

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

Bengali

សូមញាកក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

Cambodian

Matka i kahhon komu un taitai pat un sang i Chamorro.

Chamorro

如果您具有中文閱讀和會話能力，請在本空格內標上X記號。

Chinese

Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.

Creole

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

Croatian (Serbo-Croatian)

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

Czech

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

Dutch

Mark this box if you read or speak English.

English

اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.

Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गोले पर चिह्न लगाएँ।	Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	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。	Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	Laotian
<input type="checkbox"/>	Zaznacz tę kratkę jeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/>	Assinale este quadrado se voce lê ou fala Português.	Portuguese

- | | |
|---|--------------------------|
| <input type="checkbox"/> Însemnați această căsuță dacă citiți sau vorbiți Românește. | Romanian |
| <input type="checkbox"/> Поставьте этот квадратик, если вы читаете или говорите по-русски. | Russian |
| <input type="checkbox"/> Maka pe fa'ailoga le pusa lea pe afai e te faitau pe tusitusi i le gagana Samoa. | Samoan |
| <input type="checkbox"/> Обележите овај квадратик уколико читате или говорите српски језик. | Serbian (Serbo-Croatian) |
| <input type="checkbox"/> Označte tento štvorček, ak viete čitať alebo hovoriť po slovensky. | Slovak |
| <input type="checkbox"/> Marque esta casilla si lee o habla español. | Spanish |
| <input type="checkbox"/> Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog. | Tagalog |
| <input type="checkbox"/> ให้ทำเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. | Thai |
| <input type="checkbox"/> Faka'ilonga'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ae lea fakatonga. | Tongan |
| <input type="checkbox"/> Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | Ukrainian |
| <input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیں. | Urdu |
| <input type="checkbox"/> Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ. | Vietnamese |
| <input type="checkbox"/> צייכנט דעם קעסטל אויב איר שרייבט אדער ליינט אידיש. | Yiddish |

ငါဖတ်ပခြင်းသို့မဟုတ်ဗမာဘာသာစကားမပမြောက်။

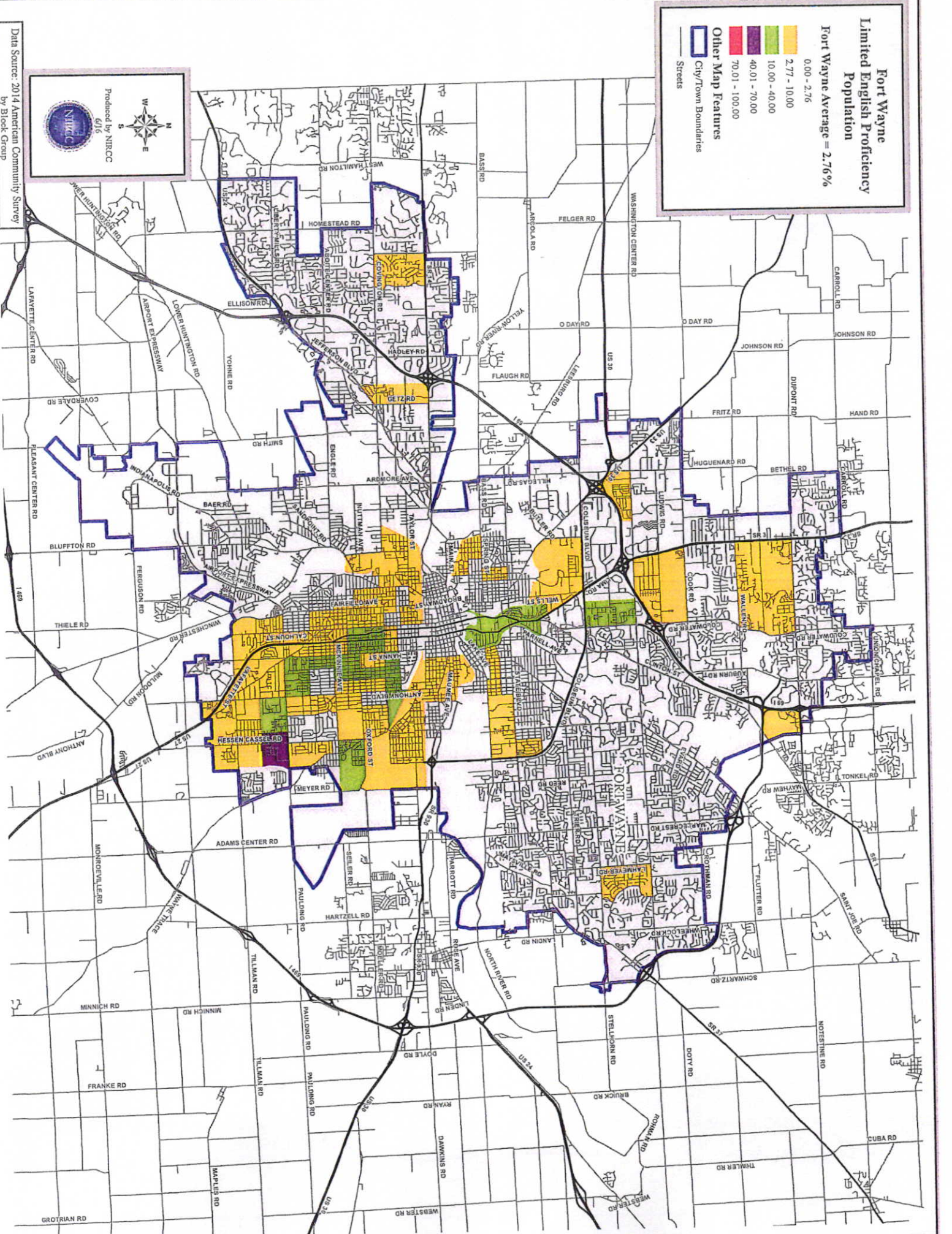
Myanmar (Burmese)

Fort Wayne Limited English Proficiency Population

Fort Wayne Average = 2.76%

- 0.00 - 2.76
- 2.77 - 10.00
- 10.00 - 40.00
- 40.01 - 70.00
- 70.01 - 100.00

- Other Map Features
- City/Town Boundaries
- Streets

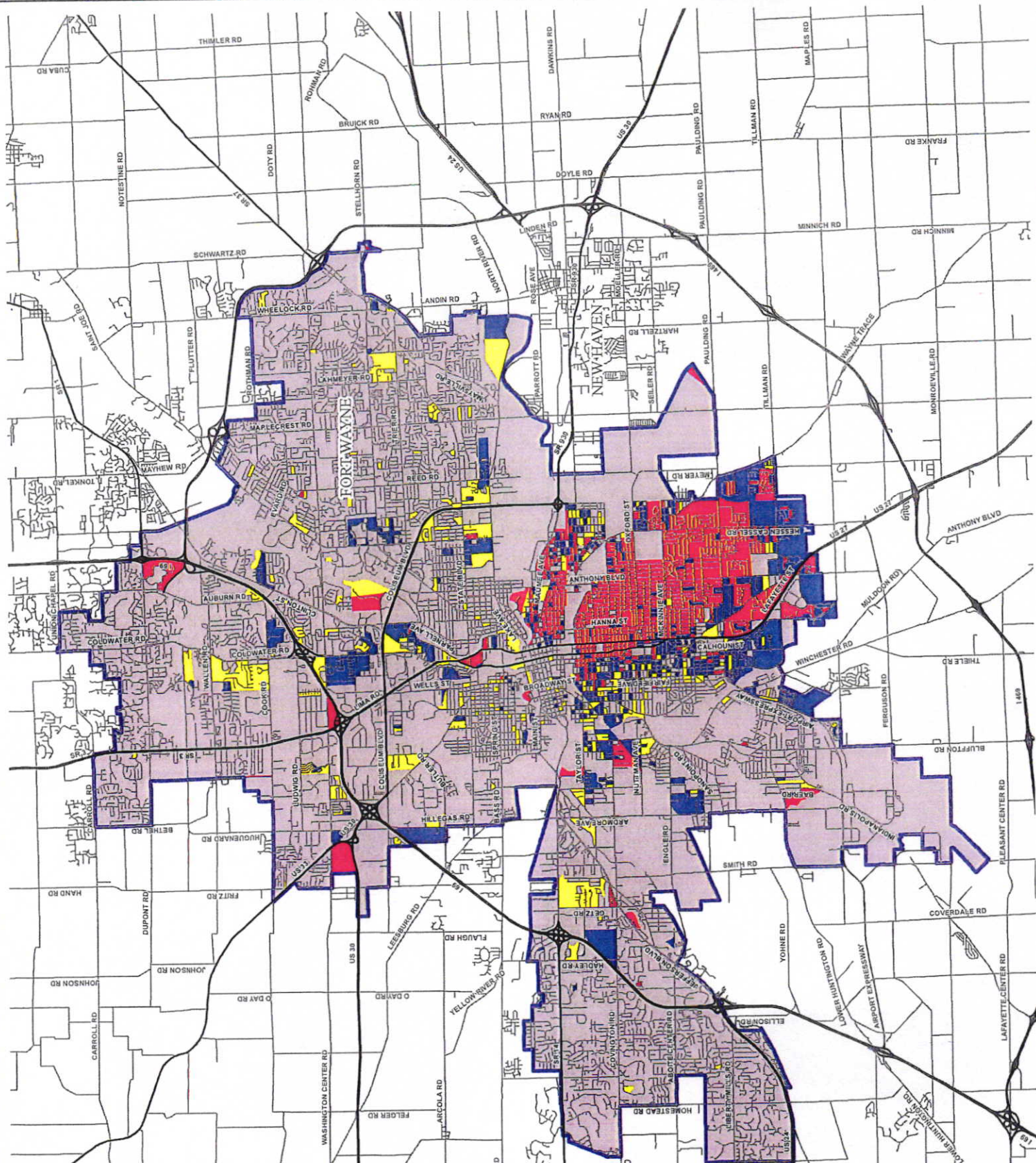


Produced by NIRCC
6/16

Data Source: 2014 American Community Survey
by Block Group

EXHIBIT #12:

2010 Census Map: Fort Wayne Minority Population





Fort Wayne, IN
Minority Population
 Fort Wayne Average = 29.66%

Light Purple	0.00 - 29.66
Yellow	29.67 - 40.00
Blue	40.01 - 70.00
Red	70.01 - 100.00

Other Map Features

- City/Town Boundaries (Thick Blue Line)
- Streets (Thin Black Line)


 Produced by NIRCC
 6/16


Data Source: 2010 Census by Blocks

EXHIBIT #13:

2014 American Community Survey Map: Population Living in Poverty

Fort Wayne, IN

Population Living in Poverty

Fort Wayne Average = 16.78%



Data Source: 2014 American Community Survey
by Block Group

