

**La Porte County Government**

**Implementation Plan  
Title VI of the Civil Rights Act of  
1964**

**July 20, 2016**

## **Title VI Overview**

Title VI of 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in , be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

The Civil Rights Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs and activities” to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors whether such programs and activities are federally funded or not.

Title VI seeks to prevent and eliminate existing discrimination and ensure that public funds are used for public benefit and to establish a mechanism for accountability. The full text of Title VI prohibits discrimination on the basis of race, color or national origin. However, since title VI was passed, additional regulations and executive orders have extended that list to also include prohibits for discrimination against others on the basis of: sexual orientation, gender identity, age, disability, religion, income status or limited English proficiency.

## **Title VI Coordinator Responsibilities**

The La Porte County Coordinator is responsible for ensuring the implementation and day-to-day administration of the La Porte County Title VI Plan. The La Porte County Title VI Coordinator is also responsible for implementing, monitoring and ensuring the County’s compliance with the Title VI regulations.

## **GENERAL RESPONSIBILITIES**

### ***A. Public Dissemination***

La Porte County will disseminate Title VI Program information to County employees, sub-recipients, and contractors, as well as the general public. Public dissemination will include posting of public statements, inclusion of Title VI language in contracts, and announcements of hearing and meetings in newspapers when determined necessary and funding is available.

### ***B. Prevention of Discrimination***

Procedures will be implemented to detect and eliminate discrimination when found to exist, including, but not limited to, providing regular Title VI training and having signed Assurances of Nondiscrimination, investigating complaints, monitoring activities and changes in requirements and regulations, and ensuring that Title VI implementation plan is annually updated to remain eligible for federal funds.

A log of all complaints will be kept on file, which will be used to monitor and discriminatory trends of issues. The data will be basis of continuing education and policy updates, if needed, to assure the County remains in compliance with its Title VI obligations.

### ***C. Annual Reports***

The La Porte County Title VI coordinator will be responsible for ensuring that annual reporting as required by the Department of Transportation is completed in a timely manner. The report will review Title VI accomplishments and goals for the upcoming year.

### ***D. Remedial Action***

La Porte County will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance through a program review with the program administrative requirements. If irregularities occur in the administration of the programs operation, procedures will be promptly implemented to resolve Title VI issues and reduce to writing remedial action agreed to be necessary, all within a period not to exceed 90 days.

INDOT will be notified of any complaint filed at La Porte County involving Title VI issues, as well as any resolution.

## **FILING A COMPLAINT**

Any person that 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, of 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 1987, as amended, any other federal nondiscrimination statute, may submit a complaint. A complaint may also be submitted on behalf of such a person.

It is the policy of the La Porte County Government to conduct a prompt and impartial investigation of all allegations of discrimination and to take prompt action, effect corrective action when a claim of discrimination is substantiated.

No one may intimidate, threaten, coerce or engage in other discriminated 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.

## **COMPLAINT PROCEDURE**

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 La Porte County supervisor or to

the Human Resources Director and/or the Title VI Coordinator. The complaint should be submitted within (180) days of the alleged discrimination.

Complaint forms can be obtained by mail or in person from the Human Resource Office at 555 Michigan Avenue, Suite 101, La Porte, IN 46350, or by calling 219-326-6808 X 2203.

Generally, a complaint should include the name, address, and telephone number of the individual complaining 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 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 possible level.

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

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

Indiana Civil Rights Commission  
100 North Senate Avenue, Room N103  
Indianapolis, IN 46204  
Phone: (317)232-2600  
Hearing Impaired: 1 (800) 743-3336  
Fax: (317) 233-6560

**La Porte County**  
**Title VI Policy Statement**

Las Porte County Government is committed to the nondiscrimination provisions of Title VI. No person shall, on grounds of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, limited English proficiency, or any other unlawful bias, be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the recipient regardless of whether programs are federally funded or not.

La Porte County will include the Title VI assurance language in all written agreements and bid notices and will monitor compliance.

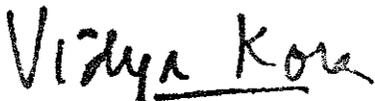
The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and all other responsibilities as required. The Title VI Coordinator is:

Barb Mossman  
Human Resources Director  
555 Michigan Avenue, Suite 101  
La Porte, IN 46250  
Phone: (219) 326-6808 X 2203  
[bmossman@laportecounty.org](mailto:bmossman@laportecounty.org)

This policy was adopted at a regular Board of Commissioners meeting held on 7-20-16.

  
\_\_\_\_\_  
Dave Decker, La Porte County Commission President

7-20-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vidya Kora, La Porte County Commission Vice President

7-20-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael Bohacek, La Porte County Commission Member

7-20-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Barbara Mossman, Title VI Coordinator

7-22-2016  
\_\_\_\_\_  
Date

## La Porte County Complaint Form

This form may be used to file a complaint with La Porte county Government based on alleged violations of Title VI of the Civil Rights Act of 1964, as amended. Use this form is not required. If you need assistance, please call (219)326-6808 X 2203

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number of Complainant: \_\_\_\_\_

If you are filing this form on behalf of the complainant, please provide:

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Phone number: \_\_\_\_\_

Your relationship to complainant: \_\_\_\_\_

Please provide information regarding the department/program/service or the individual that is the subject of this complaint.

Agency/Program/Department name: \_\_\_\_\_

Name of individual: \_\_\_\_\_

Address of Agency/Department: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate below the basis on which you believe there was a discriminatory action taken:

Race       Income Status       Disability       Gender Identity

Sex       Sexual Orientation       Limited English Proficiency       Religion

Age       Color       National Origin       Other

