



# **City of Warsaw**

## **Title VI - Implementation Plan**

Resolution 2021-03-03

## INTRODUCTION

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

## CITY OF WARSAW’S TITLE VI NON-DISCRIMINATION NOTICE & POLICY

City of Warsaw’s 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, City of Warsaw’s 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 City of Warsaw’s on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. City of Warsaw’s 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 City of Warsaw’s 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, subrecipients 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, the City of Warsaw 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.

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

Whenever City of Warsaw distributes federal-aid funds to a second-tier subrecipient, City of Warsaw will include Title VI language in all written agreements.

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## MONITORING CONTRACTORS AND CONSULTANTS

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

## TITLE VI ASSURANCES & IMPLEMENTATION

Fully executed Assurances are included in Appendix A and integrated into this document. This Title VI Implementation Plan has been adopted, implemented and is being adhered to by the City of Warsaw. City of Warsaw first implemented this plan by Resolution 2016-05-02 and updated and reinstated by Resolution 2021-03-03.

## CITY OF WARSAW’S ORGANIZATION AND STAFFING

Joseph Thallemer, Mayor of the City of Warsaw, Indiana is responsible for ensuring the implementation of the City of Warsaw’s Title VI Program.

The following individual has been identified as the City of Warsaw’s Title VI Coordinator. Justin Taylor has been identified as the ADA Coordinator. Both Coordinators will work together for initiating and monitoring Title VI activities, preparing reports and perform other responsibilities (as defined by role), as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

Title VI / ADA Program Manager

Jennifer Whitaker  
102 S Buffalo Street  
Warsaw, IN 46580  
jwhitaker@warsaw.in.gov

ADA Coordinator

Justin Taylor  
102 S Buffalo Street  
Warsaw, IN 46580  
jtaylor@warsaw.in.gov

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

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## STAFFING LIAISONS NON-DISCRIMINATION MEASURES

Department Heads are named as liaisons for Title VI compliance for the City of Warsaw. Department Heads will work with the Title VI Coordinator and ADA Coordinator for the elimination of discrimination within departments by the following methods and establish procedures for promptly resolving deficiencies as needed.

Department Head (Title VI Liaison) Responsibilities - Each Department Head within the City of Warsaw are responsible for the following under Title VI:

- Ensuring all City contract documents contain the appropriate Title VI provisions;
- Consulting with the Mayor and 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, gender, 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, gender, age, low-income status or limited English proficiency;
- Ensure internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference; and
- Provide information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.

Department Head (Title VI Liaisons) Reporting - The Department Heads must submit annually their Title VI Compliance Review Form 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 Warsaw's Title VI Program requirements.

The Department Heads should prepare the report and submit it annually on or around June 30th of each year, and information 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 meeting/hearings tracked and broken down by ethnicity, race, gender and disability; Statistical data collected on ethnicity, race, gender and disability for communities impacted by construction projects, activities, events, and/or programs.

## CITY OF WARSAW'S OVERVIEW OF TITLE VI PROGRAM: DATA COLLECTION, ANALYSIS & REPORTING

The type of data collected is dependent on the program area's objective. City of Warsaw 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 are an example of what is currently being collected:

- Complaints received, logged, processed and investigated by the Title VI Coordinator
- 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.
- City of Warsaw collects data related to specific program areas being reviewed this year for disparate / disproportionate impacts or other evidence of potential discrimination or discriminatory outcomes.

## COMPLAINTS OF DISCRIMINATION

### HOW TO FILE A COMPLAINT

While a Complainant may preliminarily submit his or her complaint by online form submission, mail, facsimile, or email to the Title VI Coordinator, a signed, original copy of the complaint must be mailed to the Title VI Coordinator to officially begin the complaint process. Any person with a disability may request to file his or her complaint using an alternative format. City of Warsaw does not require a Complainant to use the City of Warsaw's complaint form (Appendix B) when submitting his or her complaint. Direct all complaints of discrimination pursuant to Title VI to:

Title VI Coordinator  
Jennifer Whitaker, Human Resources Director  
102 S. Buffalo Street  
Warsaw, IN 46580  
Email: [jwhitaker@warsaw.in.gov](mailto:jwhitaker@warsaw.in.gov)  
Phone: (574) 372-3373  
Facsimile: (574) 372-3256

### ELEMENTS OF A COMPLETE COMPLAINT

A complaint must be both written and signed to be complete. Verbal complaints must be reduced to writing and provided to the Complainant for confirmation, review and signature before processing. The complaint form is available for download from the City of Warsaw's website at <http://www.warsaw.in.gov>

Additionally, a complaint must include the following information:

- The full name and address of the Complainant;
- The full name and address of the Respondent, the individual, agency, department or program that allegedly discriminated against Complainant; and
- A description of the alleged discriminatory act(s) that violated Title VI (i.e., an act of intentional discrimination or one that has the effect of discriminating on the basis of race, color, national origin, sex, age or disability) and the date of occurrence.

*Note: The City of Warsaw, Indiana prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the Title VI Coordinator if you feel you were intimidated or experience perceived retaliation in relation to filing a complaint.*

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## PROCESSING COMPLAINTS

The Title VI Coordinator will process all complaints.

- The Title VI Coordinator will review the complaint upon receipt to ensure that all required information is provided, the complaint meets the filing deadline date which is 180 days from the date the alleged discriminatory act occurred, and falls within the jurisdiction of the City.
- The Title VI Coordinator will then investigate the complaint. If the complaint is against the City then the Mayor's office or their designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the City Attorney.
- If the complaint warrants a full investigation, the Complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency.
- The party alleged to have acted in a discriminatory manner will also be notified by certified mail as of the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
- Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator, Board of Public Works and Mayor's office.
- Once the City has investigated the report findings, the City will adopt a final resolution.
- All parties associated with the complaint will be properly notified of the outcome of the City's investigative report.
- If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), she/he shall be advised of their right to appeal the City's decision. Appeals must be filed within 180 days after the City's final resolution. Unless new facts not previously considered come to light, reconsideration of the City's determination will not be available.
- 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," available online at:

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

## ENVIRONMENTAL JUSTICE (EJ) ANALYSIS & REPORTS

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.”

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.

City of Warsaw is committed to these three environmental justice principles in all work that the City performs.

## LIMITED ENGLISH PROFICIENCY (LEP) POLICY

On August 11, 2000, the President signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency (LEP), to clarify Title VI of the Civil Rights Act of 1964. It has as its purpose, to ensure meaningful access to programs and services to otherwise eligible persons who are not proficient in the English language. In addition, The US Department of Transportation published Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person in the December 14, 2005 Federal Register. This guidance outlines the following four factors that the City uses to access the LEP populations in the City of Warsaw.

1. The number and proportion of LEP persons eligible to be served or likely to be encountered by the City.
2. The frequency with which LEP individuals come into contact with the program, activity or service.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the City and costs.

In addition, City of Warsaw has implemented the safe harbor provision whereby it identifies and translate all vital documents into any language where the 5% threshold is met whereby 5% or more of the population in the county both:

- Does not speak English very well AND
- Primarily speaks another specific language as identified in current census data or other publicly available records.

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## SUMMARY OF THE FOUR FACTOR ANALYSIS

**Factor 1:** The number and proportion of LEP persons eligible to be served or likely to be encountered by the City can only be estimated until the actual number of persons who can speak English less than “very well” are documented as needing assistance by City Staff. With this Title VI Plan being in early development stages and considered a document that may need regular updates, US Census Bureau information from 2010 - and will be updated with most recent census as they become available - is being used at this time. The total population is provided below to shown general distribution of race and ethnicity in the community. The estimated number of persons that may not speak English “very well” is following in the US Census Bureau 2006-2010 American Community Survey.

The U.S. Census Bureau provides statistics from 2010 (or most recent census) for the City of Warsaw as follows is provided under Reports. This data will be updated with the most current U.S. Census taken in 2020 when it becomes available.

### **Population**

Population, Census, April 1, 2010: 13,559

### **Race and Hispanic Origin**

White alone, percent: 85.5%

Black or African American alone, percent(a): 2.3%

American Indian and Alaska Native alone, percent(a): 1.7%

Asian alone, percent(a): 4.7%

Native Hawaiian and Other Pacific Islander alone, percent(a): 0.0%

Two or More Races, percent: 3.3%

Hispanic or Latino, percent(b): 12.4%

White alone, not Hispanic or Latino, percent: 76.8%

### **Fact Notes**

(a)Includes persons reporting only one race

(b)Hispanics may be of any race, so also are included in applicable race categories

(c)Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

**Factor 2:** The frequency with which LEP individuals come into contact with the program, activity or service: Due to the infrequent requests for translation services, there appears to be a minimal need for translation services from the City. This may be attributed to the high percentage of younger people (**87.6%** for ages up to 17) who are available as family members for translation services or who speak dual language.

**Factor 3:** The nature and importance of the program, activity, or service provided by the program: 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 City will provide, upon request, services to assist the LEP population including translation of vital City documents and interpretation services.

**Factor 4:** The resources available to the City and costs: The city currently employees who speak dual language; we have several teachers at local schools who can be called upon for assistance; I-Speak cards; translation app's on tablets and phones that will begin the conversation when needed.

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## SUMMARY OF LEP ACCOMMODATION PLAN

- The City of Warsaw strives to serve its population to the best of its ability and will provide upon request, services to assist the LEP population including translation of vital documents and interpretation services deemed necessary to provide meaningful access to City services.
- A U.S. Census Bureau I Speak card is available as part of this document. This card allows LEP individuals to communicate their preferred language to City Staff whereas City Staff may then access a translation service as determined by the City.
- The City of Warsaw utilizes a voluntary public involvement survey to collect information regarding persons affected by proposed projects. The survey permits respondents to remain anonymous, while voluntarily answering questions regarding their gender, ethnicity, race, age, sex, disability status, and household income. Once the survey data has been collected, it will be reviewed and then the survey will be placed in a file for future reference. In the case enough surveys are collected over time to show a significant increase in LEP populations, the City may consider changes to their LEP policy. Completed surveys shall be retained for a period of three years from the date of the meeting and/or completion of the related project, if applicable.
- The City reviews written Title VI complaints and ensures every effort is made to resolve complaints informally at the local or regional level and review and update the City's Title VI plan and procedures as required.
- Staff for the City will be provided training on the requirements for providing meaningful access to services for LEP persons and new employees will receive the same training.

## TITLE VI TRAINING

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### EMPLOYER/EMPLOYEE DISSEMINATION & TRAINING

At the time of hire (and annually to all employees where applicable) Title VI policy education and literature will be provided to all City of Warsaw employees. New employees (and annually to all employees where applicable) 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 and will be provided with updated education and literature as City of Warsaw deems necessary.

Employees will be expected to follow the Title VI policy and the guidelines set forth. In addition, City of Warsaw 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.

## PUBLIC INVOLVEMENT

### DATA COLLECTION

Pursuant to 23 CFR 200.9(b) (4), City of Warsaw through Department Head Title VI Liaisons, shall collect and analyze statistical information regarding demographics to assist in monitoring and ensuring nondiscrimination in all of its programs and activities. This also includes interactions in offices, via telephone, or virtual settings (where permitted).

City of Warsaw 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 announce 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 are to be forwarded with annual reports on or around June 30th of each year and 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.

### COMMUNITY INVOLVEMENT & OUTREACH

City of Warsaw 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.

The City of Warsaw's host meetings monthly and those meetings are open to the public. Any meetings that are open to the public are published on City of Warsaw's website's main page. All City of Warsaw's 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 and shall be made through the ADA Coordinator.

Also published on the City of Warsaw's website are various meeting agenda's, meeting minutes, notices, events and news. Some departments within City of Warsaw's utilize signage, media and social media websites as another avenue to communicate with the community.

## **APPENDIX**

- A. Title VI Notice
- B. Assurances
- C. Complaint Policy
- D. Complaint Consent
- E. External Complaint of Discrimination Form
- F. External Complaint of Discrimination Log
- G. Voluntary Public Involvement Survey
- H. LEP / EJ Log
- I. I Speak Cards
- J. Review of Program / Annual Goals & Accomplishments  
Reports and Outcomes of Data Collected  
Training Materials & Records of Training Attendance

**THE CITY OF WARSAW, INDIANA**  
**TITLE VI – NOTICE**  
**NON-DISCRIMINATION POLICIES, PUBLIC ACCESS TO**  
**FACILITIES, PROGRAMS, ACTIVITIES & SERVICES**

The City of Warsaw (hereafter referred to as “City”) 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, age, national origin, gender, disability or income status.

The City assures 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 (23 CFR 200.9 Title 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs and activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S.557] March 22, 1988).

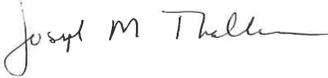
Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (29 USC §794), the City hereby gives assurance that no qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from Federal financial assistance.

In the event the City distributes federal aid funds to a sub-recipient, the City will include Title VI language in all written agreements and will monitor for compliance. The City’s Title VI Coordinator is Jennifer Whitaker, Human Resources Director, City of Warsaw, 102 S. Buffalo Street, Warsaw, IN 46580. (574) 372-3373-office, (574) 372-3256-fax, email: [jwhitaker@warsaw.in.gov](mailto:jwhitaker@warsaw.in.gov).

Additionally, the City of Warsaw values each individual’s civil rights and intends to provide equal opportunity and equitable services for the residents and patrons of the city, and acknowledges throughout the years, additional regulations, statutes, directives and executive orders have been passed which expand the breadth of Title VI, and has endeavored to provide non-discrimination in all areas (including employment opportunities).

Therefore, regardless of receiving federally funds, the City of Warsaw prohibits discrimination and/or the exclusion of individuals from employment or participation opportunities, its municipal facilities, programs, activities and services not only based on the individual person’s race, color, national origin, disability, sex, age, low income status or limited English proficiency (Title VI), but also individual person’s religion, citizenship status, military status, genetic information, or any other category protected under federal, state, or local law. Further, irrespective of whether sexual orientation or transgender status are legally-protected statuses, the City does not tolerate discrimination on the basis of sexual orientation or transgender status.

The City of Warsaw has recognized these tenets, to include INDOT’s annual Pre-Awarding Certification Process pertaining to the Local Public Agency (LPA) and all other Grant opportunities, and will continue to monitor policies for compliance.

  
\_\_\_\_\_  
Joseph Thallemer, Mayor  
City of Warsaw

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March 01, 2021  
Date

**TITLE VI ASSURANCES**

*These are standard U.S. Department of Transportation assurances that outline the City of Warsaw's guarantee for compliance with Title VI of the Civil Rights Act of 1964 as a recipient of federal financial assistance.*

**Standard U.S. D O T Title VI Assurances** - The City of Warsaw, Warsaw, Indiana (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, (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency, 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 Indiana Department of Transportation, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Transportation Program.

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and (b) 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 the Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements: *The City of Warsaw, Warsaw, Indiana 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 of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract 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, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency in consideration for an award.*

3. That the Recipient shall insert the clauses of Supplement A of this assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Supplement 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 Supplement 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 Transportation 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 Transportation 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/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, 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 Transportation Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

## **TITLE VI - ASSURANCES**

### **SUPPLEMENT 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, 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 race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low-income status or limited English proficiency 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 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 race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency.

(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 Warsaw or the Indiana Department of Transportation (INDOT) or the Federal Highway Administration (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 The City of Warsaw, or 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, The City of Warsaw shall impose such contract sanctions as it or INDOT or 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 City of Warsaw or INDOT or FHWA 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 contract may request The City of Warsaw to enter into such litigation to protect the interests of the City of Warsaw and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **TITLE VI - ASSURANCES**

### **SUPPLEMENT 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 for the United States.

*(GRANTING CLAUSE)* - NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that The City of Warsaw 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 (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 USC 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto The City of Warsaw 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 Warsaw 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 Warsaw, its successors and assigns.

The City of Warsaw, 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 race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency, 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 Warsaw 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, 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 reenter 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 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.

## **TITLE VI - ASSURANCES**

### **SUPPLEMENT C**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by The City of Warsaw 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 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, 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 Warsaw 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 deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, The City of Warsaw 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 Warsaw and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by The City of Warsaw 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 grounds of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency 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 race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency 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, 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 Warsaw shall have the right to terminate the [license, lease, permit, etc.] and to reenter 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 Warsaw shall have the right to reenter 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 Warsaw 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.*

## City of Warsaw, Indiana

**TITLE VI COMPLAINTANT POLICY**

Any person may who believes that he or she as a member of a protected class, has been discriminated against based on race, sex, age, color, religion, national origin, disability, citizenship status, military status, genetic information, or any other category protected under federal, state, or local law which may include low-income status, or limited English proficiency may file a complaint. Further, irrespective of whether sexual orientation or transgender status are legally-protected statuses, the City does not tolerate discrimination on the basis of sexual orientation or transgender status, or 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 Warsaw 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.

Individuals with requests for services, questions or complaints concerning “Section 504 of the ADA” or “Title VI Non-Discrimination Policy on Public Access to Facilities, Programs, Activities & Services, Employment or Participation Opportunities” should submit a written or verbal complaint to the Title VI Coordinator.

**Title VI Coordinator**

Jennifer Whitaker, Human Resources Director,  
City of Warsaw, 102 S. Buffalo Street, Warsaw, IN 46580  
(574) 372-3373-office (574) 372-3256-fax  
email: [jwhitaker@warsaw.in.gov](mailto:jwhitaker@warsaw.in.gov)

The complaint should be submitted within 180 days of the alleged discrimination. Complaint forms may be found on the City’s website ([www.warsaw.in.gov](http://www.warsaw.in.gov)) or at City Hall located at 102 S. Buffalo Street, Warsaw, IN 46580. Although it is highly recommended, individuals are not required to use the City’s complaint form. If necessary, the City will help an individual reduce their complaint to writing for 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 City 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 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) 743-3336

**City of Warsaw, Indiana**

**TITLE VI COMPLAINANT  
CONSENT / RELEASE FORM**



Name:	Telephone Number:
Address <i>(number and street, city, state, ZIP code)</i>	
<p><i>As a complainant, I understand that during an investigation it may become necessary for The City of Warsaw to reveal my identity to individuals outside of the City of Warsaw 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 the City of Warsaw 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 the City of Warsaw.</i></p>	
<p><i>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please Circle One)</i></p>	
<p>CONSENT _____</p> <p>I have read and understand the above information and authorize the City of Warsaw 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 the City of Warsaw 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>CONSENT DENIED _____</p> <p>I have read and understand the above information and do not want the City of Warsaw 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 City of Warsaw making a determination in my case.</p>	
Signature	Date:
Printed Name:	

City of Warsaw, Indiana

**TITLE VI EXTERNAL COMPLAINT  
of DISCRIMINATION FORM**



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

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, 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 the City of Warsaw as a sub-recipient of federal financial assistance.

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

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

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

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

Complaints of discrimination must be filed within 180 days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint. **\*\*Your complaint cannot be processed without your signature.**

COMPLAINANT INFORMATION		
Name (first, middle, and last)		Date:
Address (number and street, state, city, and zip code)		
Home Telephone Number ( )	Work Telephone Number ( )	Cellular Telephone Number ( )
PERSON / AGENCY YOU BELIEVE DISCRIMINATED AGAINST YOU		
Name (first, middle, and last)		
Name of Company		
Address (number and street, state, city, and zip code)		
Work Telephone Number ( )	Cellular Telephone Number ( )	Title
When was the last alleged discriminatory act? (month, day, year)		
Complaints of discrimination must be filed within 180-days of the date of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180-days ago, please explain your delay in filing this complaint.		



<b>Continued / Claimant Name:</b>
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Witness 3 Name (first, middle, and last)		
Name of Company		
Address (number and street, state, city, and zip code)		
Work Telephone Number (    )	Work Telephone Number (    )	Work 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?		
<input type="radio"/> Yes	<input type="radio"/> 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 Warsaw?		

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(NOTE: we cannot accept your complaint without a signature)*

Please mail or return this completed form to the attention of: Jennifer Whitaker (Title VI Coordinator), City of Warsaw, 102 S. Buffalo Street, Warsaw, IN 46580. You may fax it to (574) 372-3256 or email it to [jwhitaker@warsaw.in.gov](mailto:jwhitaker@warsaw.in.gov).



**City of Warsaw, Indiana**

**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)). The City of Warsaw 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 the City of Warsaw 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 City of Warsaw’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Jennifer Whitaker, Title VI Coordinator.

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

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

Title VI Coordinator  
 Jennifer Whitaker, Human Resources Director,  
 City of Warsaw, 102 S. Buffalo Street,  
 Warsaw, IN 46580  
 (574) 372-3373-office  
 (574) 372-3256-fax  
 email: [jwhitaker@warsaw.in.gov](mailto:jwhitaker@warsaw.in.gov).



**2004  
Census  
Test**

United States  
**Census  
2010**

**LANGUAGE IDENTIFICATION FLASHCARD**

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

## REVIEW OF PROGRAM AREA

This section outlines annual goals set forth by City of Warsaw to comply with Title VI requirements and statutes. This list will be monitored for updates and additions.

The City of Warsaw represents that the representations are made in good faith and represent its commitment toward achieving compliance with all nondiscrimination and accessibility requirements. The City of Warsaw commits to continue to address deficiencies and annually evaluate and improve Title VI Plan by continues training on Title VI and continue researching and developing “Best Practices” for Title VI Policies and Procedures with areas of concentration to include: Limited English Speaking (LES) disparity impact; by using surveys and logs received from interaction at departments, programs and also public safety stops and interactions.

## ANNUAL WORK PLAN

### Prior Accomplishments

- Continued to Research/Develop “Best Practices” for Title VI Policies and Procedures
- Joined Professional Group/ Indiana ADA & Title VI Coordinators' Association
- Follow Group’s Communication/Recommendations
- Created PowerPoint Specific to Warsaw’s Policy
- Trained Department Heads on Title VI Policies & Procedures
- Trained Administrative Employees on Title VI Policies & Procedures
- Trained Police Department Officers on Title VI Policies & Procedures
- Developed “Bidding” Language Document w/ Instructions to Attached Where Required

### Goals

- Meet Separately with Management to Reintroduce Expectations and Requirements
- Retrain Administrative Staff on Data Collection to Document Areas of LEP / EJ
- Develop New-Hire Training Documents and Acknowledgement Forms
- Obtain / Review Current US Census Data / Review Factor Data

## REPORTS AND OUTCOMES OF DATA COLLECTED

### **Population**

Population, Census, April 1, 2010: 13,559

### **Race and Hispanic Origin**

White alone, percent: 85.5%

Black or African American alone, percent(a): 2.3%

American Indian and Alaska Native alone, percent(a): 1.7%

Asian alone, percent(a): 4.7%

Native Hawaiian and Other Pacific Islander alone, percent(a): 0.0%

Two or More Races, percent: 3.3%

Hispanic or Latino, percent(b): 12.4%

White alone, not Hispanic or Latino, percent: 76.8%

### **Fact Notes**

(a)Includes persons reporting only one race

(b)Hispanics may be of any race, so also are included in applicable race categories

(c)Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

