

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	<b>10.26.2020</b>	<b>Meeting Date:</b>	<b>11.02.2020</b>
<b>Contact Information:</b>			
<b>Requested by:</b>	<b>Lynnette Gray</b>		
<b>On Behalf of Organization or Individual:</b>		<b>City of Franklin</b>	
<b>Telephone:</b>	<b>317-738-3365</b>		
<b>Email address:</b>	<b><a href="mailto:lynng@igmlawfirm.com">lynng@igmlawfirm.com</a></b>		
<b>Mailing Address:</b>	<b>63 E. Court St., P.O. Box 160, Franklin, IN 46131</b>		
<b>Describe Request:</b>			
A Resolution acknowledging review of Title VI Plan/Non-Discrimination Agreement			
<b>List Supporting Documentation Provided:</b>			
Resolution			
2020 Title VI Goals and Accomplishments Report with Attachements			
<b>Who will present the request?</b>			
<b>Name:</b>	<b>Lynnette Gray</b>	<b>Telephone:</b>	<b>317-738-3365</b>

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

**Resolution of the City of Franklin Board of Public Works  
and Safety**

**Resolution No.: 2020-09**

**A RESOLUTION ACKNOWLEDGING REVIEW OF TITLE VI PLAN/  
NON-DISCRIMINATION AGREEMENT**

**WHEREAS**, the City of Franklin, by and through its Board of Public Works and Safety, is a government entity required to conform to Title VI of the Civil Rights Act of 1964 and further desires that it's residents and all citizens shall be treated with dignity and respect; and

**WHEREAS**, the City of Franklin assures that no person in the City of Franklin shall, on the grounds of race, color, age, 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; and

**WHEREAS**, the City of Franklin wishes to acknowledge that it has previously adopted a Title VI Plan and Non-Discrimination Agreement and wishes to annually review its Title VI Goals and Accomplishments; and

**WHEREAS**, the Board of Works has been presented with the 2020 Title VI Goals and Accomplishments Report submitted by the City Attorney; ADA Coordinator and Title VI Coordinator.

**BE IT THEREFORE RESOLVED**, the City of Franklin, by and through its Board of Public Works and Safety, does hereby approve said Report and direct that a copy of said Report shall be maintained in the official records of the City of Franklin and that the provisions set forth therein be complied with and all projects receiving federal funds.

ALL OF WHICH IS ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

**City of Franklin, Indiana, By its Board of Public Works and Safety:**

Voting Affirmative:

Voting Opposed:

\_\_\_\_\_  
Mayor Steve Barnett

\_\_\_\_\_  
Mayor Steve Barnett

\_\_\_\_\_  
Melissa Jones, Member

\_\_\_\_\_  
Melissa Jones, Member

\_\_\_\_\_  
Robert Swinehamer, Member

\_\_\_\_\_  
Robert Swinehamer, Member

Attest:

\_\_\_\_\_  
Jayne Rhoades, Clerk Treasurer

Prepared by: Lynnette Gray  
Attorney No.: 11567-41

# CITY OF FRANKLIN, INDIANA

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## 2020 Title VI Goals and Accomplishments Report



Prepared by:

Mark Richards  
ADA Coordinator/City Engineer  
70 East Monroe  
Franklin, Indiana 46131

Lynnette Gray  
City Attorney  
63 East Court Street  
Franklin, Indiana 46131

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## **Policy Statement**

The City of Franklin (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 100-253 [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, Joanna Myers with the Department of Planning & Engineering, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 CFR 200.9 Title 49 CFR 21.

## **Program Area Reviews**

On February 27<sup>th</sup>, 2020, Attorney Lynnette Gray; Jayne Rhoades, Clerk Treasurer and Joanna Myers, Title VI Coordinator for the City of Franklin met for purposes of reviewing the Title VI program; objectively determining the accomplishments in the prior year and measuring areas needed to improve. The following program items were reviewed:

- Confirm attendance at non-discrimination and accessibility training for Title VI Coordinator and ADA Coordinator in 2019 and schedule attendance for year 2020.
- Reviewed Grievance Procedure and Complaint Log and determine if any complaints logged.
- Confirmed non-discrimination statement is adequate and discussed at the Board of Works Meeting and referenced in the City employee manual.
- City Engineer will continue to perform subrecipient monitoring from prior year and will confirm if additional subrecipient monitoring is needed.
- Title VI policy on revised website was updated and confirmed.
- Organizational chart on website was confirmed to be up to date.
- Renewed emphasis on survey questions including in public meetings for Amphitheater Project.
- Reviewed City agendas and website for ADA complaint information and Limited English Proficiency Information.
- Discuss significant road projects that will occur and renewed focus to make sure ADA compliance on curb ramps and intersections.
- The City Engineer and Title VI Coordinator set a goal of random inspections of at least two (2) major projects to determine compliance with all Title VI and ADA requirements as well as subrecipient compliance in contracts.
- The City also amended its existing rental lease with Aspire Johnson County, a nonprofit to include anti-discrimination provisions and Title VI requirements.

The above program areas were reviewed and discussed at length. The group further reviewed the twelve (12) program areas identified in the February 27<sup>th</sup>, 2020 meeting and confirmed emphasis shall remain on those program areas.

## **2020 Summary of Accomplishments**

After conducting the program reviews and follow up analysis the following actions were taken and accomplished in calendar year 2020:

- On July 15<sup>th</sup>, 2020, staff in the Department of Planning and Engineering and the City Attorney revised all INDOT forms and certifications to be included in contracts as well as revised the Affidavit of Certification of Law required to be signed by Contractors performing work for the City.
- July 17<sup>th</sup>, 2020, the City Clerk Treasurer's Office, Fire Department and the Title VI Coordinator reviewed pregnancy policies in Title VI Question for Employees and provided reminders of available benefits.
- July 20<sup>th</sup>, 2020, the City of Franklin Board of Public Works and Safety authorized diversity training for all City Employees.
- On July 20<sup>th</sup>, 2020, the City of Franklin Common Council authorized the creation of a Mental Health Community Liaison to work with the City of Franklin Police Department in addressing citizen concerns regarding mental health issues.
- Diversity Trainer, Ontay Johnson, conducted small group diversity training for individual Department Heads.
- The following meetings were conducted:
  - August 4<sup>th</sup>, 2020 at 9am: Matt Culp, Fire Department, 1800 Thornsburg Lane, Franklin, IN 46131; 16 employees attended.
  - August 4<sup>th</sup>, 2020 at 1pm: Chip Orner, Parks Department, 396 Brangin Blvd, Franklin, IN 46131; 15 employees attended.
  - August 5<sup>th</sup>, 2020 at 9am: Matt Culp, Fire Department, 1800 Thornsburg Lane, Franklin, IN 46131; 12 employees attended.
  - August 5<sup>th</sup>, 2020 at 1pm: Stephanie Shepherd, Streets and City Court Departments, 2871 N. Morton Street, Franklin, IN 46131; 28 employees attended.
  - August 7<sup>th</sup>, 2020 at 1pm: Kirby Cochran, Police Department, 2801 N. Morton St., Franklin, IN 46131; 20 employees attended.

August 10<sup>th</sup>, 2020 at 9am and 1pm: Sally Brown, DPW, Street and Utility Departments, 70. E. Monroe St., Franklin, IN 46131; 13 employees attended total of both meetings.

August 12<sup>th</sup>, 2020 at 9am: Matt Culp, Fire Department, 1800 Thornburg Lane, Franklin, IN 46131; 12 employees attended.

August 13<sup>th</sup>, 2020 at 9am: Tara Payne, Clerk Treasurer's Office, Planning and Engineering Department, Mayor's Office and Community Development, 70 E. Monroe St., Franklin, IN 46131; 18 employees attended.

August 19<sup>th</sup>, 2020 at 5pm: Kirby Cochran, Police Department, 2801 N. Morton St., Franklin, IN 46131; 15 employees attended.

August 20<sup>th</sup>, 2020 at 9am: Kirby Cochran, Police Department, 2801 N. Morton St., Franklin, IN 46131; 16 employees attended.

## **General 2021 Goals**

As in 2020, training and emphasis on diversity, Title VI opportunities and non-discrimination education will continue to be the focus. Through the implicit bias training provided by the City to its Employees, it is believed the City has achieved a heightened awareness.

The Department of Community Development and Planning and Engineering have completed several major public improvement projects, including State Road 144 roadway improvements and local road improvements. It is anticipated that the amphitheater park will be completed in calendar year 2021. In conjunction with those projects, the City Engineer will emphasize the need and desire to continue focus on requirements of ADA compliance. Attached to this report is a sample of an email consistently sent to contractors throughout construction projects undertaken in the City.

Additionally, the Mayor of the City of Franklin, through his leadership outreach worked with and collaborated with the Franklin College President and Superintendent of Franklin Community Schools on diversity, equity and inclusion training. Attached to this report is a copy of a newspaper article reporting in the City's ongoing effort to promote discussion of and adherence to Title VI related policies.

The City Engineer and staff continue to spot check executed agreements to ensure the Title VI language is indeed being included and followed as intended and required. The City of Franklin Public Relations Director monitors the City of Franklin website to ensure that the website is responsive to non-English speaking users and forms upon the website are easily obtainable by the public.

## **Contractor and Subrecipient Compliance Monitoring**

In 2020, the City Engineer and the Department of Planning and Engineering developed a process to define how the City would prioritize reviews and how the City would determine compliance with said subrecipient requirements. In conjunction with that process the following entities have been identified as a sampling of subrecipients to be reviewed:

- a. Consultants
  - i. CrossRoad Engineers PC
- b. Contractors
  - i. Dave O'Mara Contractor, Inc.

## **Complaints**

In compliance with the City of Franklin Title VI Plan/Non-Discrimination Agreement adopted February 24, 2016 and revised March 24, 2016, (a copy of which is attached hereto) the City of Franklin makes available to the public, both online and in person, complaint forms for persons desiring to file a discrimination complaint. A complaint log is also maintained.

In calendar year 2019 through the date of this report, the City has received zero complaints and has not investigated any complaints.

## **Public Involvement Surveys**

Due to the Corona Pandemic, in person public meetings were limited throughout the calendar year 2020. However, the public involvement survey remains on the website with hard copies available at various public meetings, primarily regularly scheduled Board of Public Works and City Council meetings.

In conjunction with said meetings the City has held various presentations regarding the new amphitheater which will include a splash pad and handicapped accessible playground. In those public meetings, surveys are available all though response from the public continues to be limited. The City will monitor the upcoming census status to determine if future programs can be more focused on Title VI goals.

## **Lynnette Gray**

---

**From:** Mark Richards <mrichards@franklin.in.gov>  
**Sent:** Monday, September 21, 2020 6:59 PM  
**To:** Jason Wilson  
**Cc:** Lynnette Gray; Brett Jones  
**Subject:** Trail at Cumberland Commons

Jason,

We need to address the lack of ADA compliant curb ramps at the intersections of Cumberland Drive and Fiesta, and Cumberland Drive and Niagara. I've had a call from the mother of a child with a disability and she has requested that we get those on the list for replacement. There are no detectable warnings there currently on the west (trail) side, and there are other issues with trip hazards at the curb line, and insufficient width of the depressed curb line. I'm out starting Wednesday and will return on 10/1. Let's plan to meet when I return and get a plan lined out.

Lynn - just keeping you in the loop so you know this is being addressed. It will be something we should include in our annual report.

Brett - keeping you in the loop because you'll be paying the bill. 😊

Thanks,  
Mark

# City Leaders Collaborating on Diversity, Equity and Inclusion



From left to right:  
Kerry Prather, Steve Barnett and Dr. David Clendenning

This is an opportune time in history to focus on how we in Franklin, Indiana, can collaborate to ensure a welcoming, inclusive, respectful and supportive community for all citizens.

As community leaders, we are committed to looking critically at our respective roles in local government and education to help address barriers to inclusivity. We want to be leaders who inspire open arms and hearts, especially with respect to our Black citizens and other persons of diverse race and ethnicity.

We resolve to collaborate in community-wide efforts toward racial equity and inclusivity. We pledge to listen to the needs of our underrepresented populations and act in their interests. With every challenge come opportunities, and we are excited to work together for a better, stronger Franklin. From the children in our school corporation to the many wonderful citizens of the city to the vibrant campus of college students, we are all blessed to share this community. We want to be our best by offering our best to one another at every opportunity.

To those who may have felt marginalized or unfairly scrutinized, we open ourselves to your concerns and pledge to address them. To those who are energized to help make Franklin the inviting and inclusive community it can be, we look forward to partnering with you.

We are excited and optimistic about an unlimited future for the city of Franklin. Our resources, our economy, our work force and our quality of life are enviable. We want that future to include the diversity we see in the world at large, and we welcome and embrace that diversity.

For more information about how we are addressing issues related to diversity, equity and inclusion, please visit these websites:

City of Franklin: The Diversity/Equity/Inclusion Plan can be found on the Franklin.IN.Gov website under the Mayor's Office page.

Franklin Community Schools: [www.franklinschools.org/diversityandinclusion](http://www.franklinschools.org/diversityandinclusion)

Franklin College: [www.FranklinCollege.edu/about-fc/diversity-equity-inclusion](http://www.FranklinCollege.edu/about-fc/diversity-equity-inclusion)

**KERRY PRATHER**  
Franklin College President

**FRANKLIN**  
COLLEGE

**STEVE BARNETT**  
City of Franklin Mayor



**DR. DAVID CLENDENING**  
Franklin Community Schools

**FRANKLIN**  
COMMUNITY SCHOOLS



**CITY OF FRANKLIN, INDIANA  
TITLE VI PLAN/NONDISCRIMINATION AGREEMENT**

**February 24, 2016  
Revised March 24, 2016**



City of Franklin  
70 East Monroe Street  
Franklin, Indiana 46131

[sshepherd@franklin.in.gov](mailto:sshepherd@franklin.in.gov)

**CITY OF FRANKLIN, INDIANA**  
**TITLE VI PLAN/NONDISCRIMINATION AGREEMENT**

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## A. POLICY STATEMENT

The City of Franklin (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.

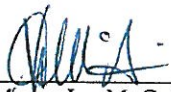
The City assures that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance (23 CFR 200.9 Title 49 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, Stephanie Shepherd with the Clerk Treasurer's Office, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 CFR 200.9 Title 49 CFR 21.

### BOARD OF PUBLIC WORKS

  
\_\_\_\_\_  
Mayor Joe McGuinness, Chairman

  
\_\_\_\_\_  
Steve Barnett, Member

April 4<sup>th</sup>, 2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bob Swinchamer, Member

## B. AUTHORITIES

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(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).

## C. ORGANIZATION AND STAFFING

**Mayor's Office**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3602  
Fax: 317-736-3603

**City Council**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3602  
Fax: 317-736-3603

**Board of Public Works**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3602  
Fax: 317-736-3603

**City Court**  
1 Caisson Drive  
Franklin, IN 46131  
Phone: 317-736-3619  
Fax: 317-346-9800

**Clerk-Treasurer**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3609  
Fax: 317-736-7244

**Fire Department**  
1800 Thornburg Lane  
Franklin, IN 46131  
Phone: 888-736-3650  
Fax: 317-346-9885

**Parks and Recreation**  
396 Branigin Blvd.  
Franklin, IN 46131  
Phone: 317-736-3689  
Fax: 317-736-6200

**Community Development**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3631  
Fax: 317-736-5310

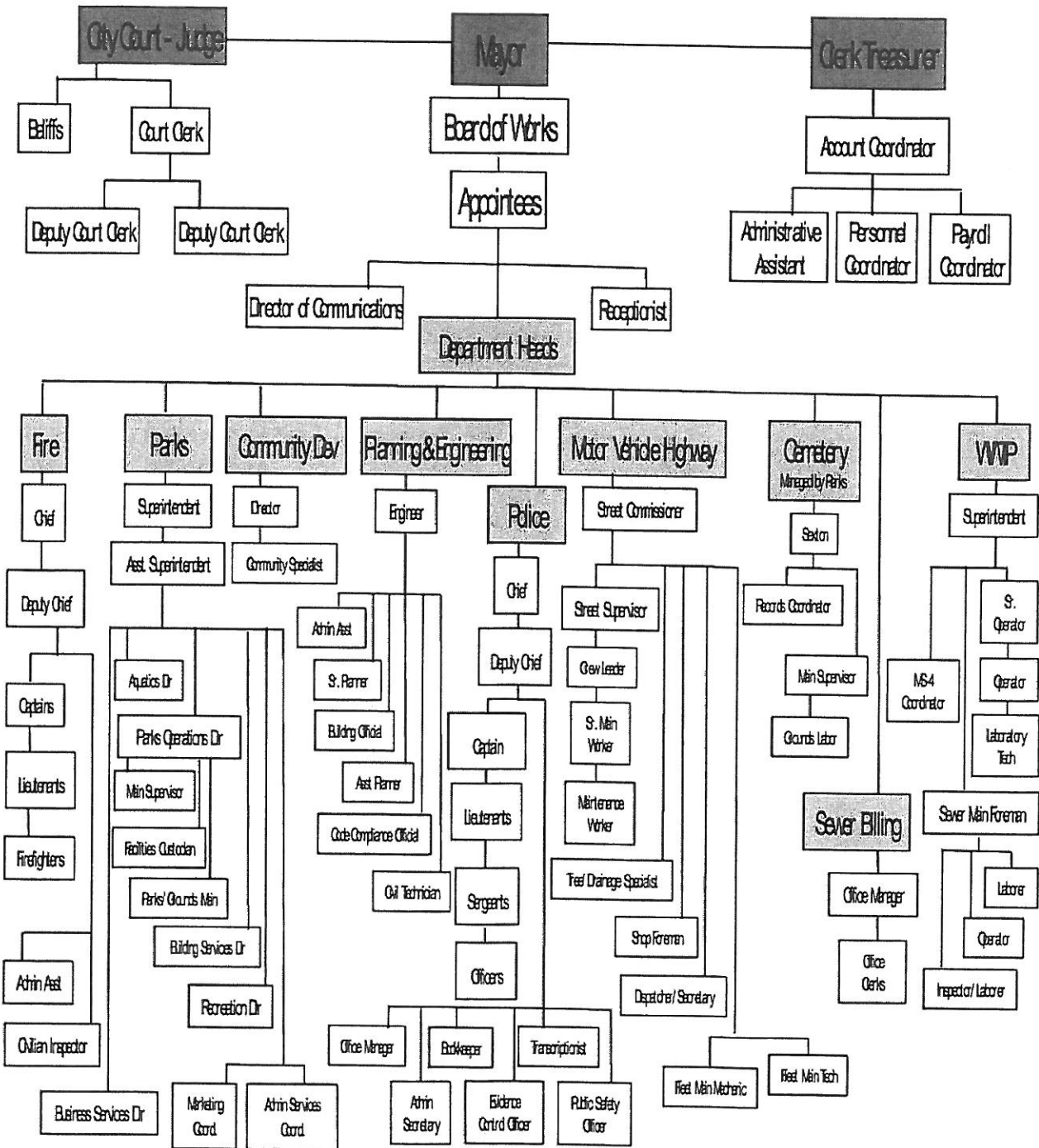
**Planning and Engineering**  
City Hall  
70 East Monroe Street  
Franklin, IN 46131  
Phone: 317-736-3631  
Fax: 317-736-5310

**Police Department**  
2801 North Morton Street  
Franklin, IN 46131  
Phone: 317-736-3670  
Fax: 317-736-6840

**Street Department**  
2871 North Morton Street  
Franklin, IN 46131  
Phone: 317-736-3660  
Fax: 317-346-9881

**Cemetery**  
100 West South Street  
Franklin, IN 46131  
Phone: 317-736-3680  
Fax: 317-736-6854

# CITY OF FRANKLIN



#### D. FILING A COMPLAINT

**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, age, disability, religion, low income status, or Limited English Proficiency (LEP) 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 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 to the designated Title VI Coordinator. A complaint must include the name, address and telephone number of the individual making the complaint (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 the Title VI Coordinator:

Clerk Treasurer's Office

Stephanie Shepherd

70 E. Monroe Street

Franklin, Indiana, 46131

317-736-3609 ext. 1165

[sshepherd@franklin.in.gov](mailto:sshepherd@franklin.in.gov)

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

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

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

## E. COMPLAINT PROCESSING

1. The Title VI Coordinator will review the complaint upon receipt to ensure that all information is provided, the complaint meets the 180 day filing deadline and falls within the jurisdiction of the City.
  2. 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.
  3. 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.
  4. 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.
  5. Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator, Board of Public Works and Mayor's office.
  6. Once the City has investigated the report findings, the City will adopt a final resolution.
  7. All parties will be properly notified of the outcome of the City's investigative report.
  8. 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.
  9. 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>
  10. **Title VI Complaint Filing** - Complaints filed with the City of Franklin, Indiana, based on violations of Title VI of the Civil Rights Act of 1964, must include the following information:
    - Name of Complainant
    - Address of Complainant
    - Name of Agency / Department Accused of Discriminatory Practices
    - Address of Agency
    - Description of Alleged Discrimination (see below)
    - Date of Complaint
    - Telephone Number of Complainant
    - Name of Individual Accused of Discriminatory Practices
    - Date of Alleged Discrimination
- Appendix E provides a sample complaint form that may be used for this process.

11. **Alleged Discrimination** - If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- Race / Color / Religion
- Age
- Disability
- Explanation of Alleged Discrimination - Please explain as clearly as possible what happened. Provide the name(s) of witness(s) and others involved in the alleged discrimination. (Attach additional sheets if necessary and provide a copy of written material pertaining to your case.)
- National Origin
- Sex
- Income Status
- Signature of Complainant
- Date of Complaint

*Note: The City of Franklin 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.*

12. **Letter Acknowledging Receipt of Complaint** – Following receipt of the complaint alleging discriminatory actions / behavior, the Title VI Coordinator will send the complainant a letter acknowledging receipt by the City of the complaint.
13. **Letter Notifying Complainant that the Complaint is Substantiated** - If, after investigation, the City determines that the filed complaint alleging a Title VI violation has been substantiated, the City shall notify the complainant of such determination and that the City has implemented measures to correct the issue. Such notice shall also indicate that the complainant may be notified again by the City or state or federal authorities if an administrative hearing process is initiated.
14. **Letter Notifying Complainant that the Complaint is Not Substantiated** - If, after investigation, the City determines that the filed complaint alleging a Title VI violation has not been substantiated, the City shall notify the complainant of such determination and that the City is closing the file for this issue. Such notice shall also indicate that the complainant has the right to:
- i. appeal within seven (7) calendar days of receipt of this final written decision from the City, and/or
  - ii. file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator East Building, 5th Floor – TCR 1200 New Jersey Ave SE Washington DC, 20590

## **F. ENVIRONMENTAL JUSTICE**

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

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.

The City of Franklin has a commitment to these three environmental justice principles in all work that the City performs.

## **G. ADMINISTRATION – WORK PLAN**

Pursuant to 23 CFR 200, the City of Franklin has designated a Title VI Coordinator who is responsible for initiating, monitoring, and ensuring the City's compliance with Title VI requirements for the following work plan:

- Administer, coordinate and Implement the Title VI Program plan and distribute internally and externally via website and update annually as required.
- Ensure that Assurances are used in contracts for federal projects.
- Attend Title VI training.
- Collect public involvement data.
- Review written Title VI complaints and ensure 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.
- Implement a plan that provides training to City Staff on the basic requirements of the Title VI implementation plan.

Title VI Coordinator:  
Clerk Treasurer's Office  
Stephanie Shepherd  
70 E. Monroe Street  
Franklin, Indiana, 46131  
317-736-3609 ext. 1165  
[sshepherd@franklin.in.gov](mailto:sshepherd@franklin.in.gov)

## **H. 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 Franklin.

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.

### **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:

The U.S. Census Bureau provides statistics from 2014 for the City of Franklin. The 2014 estimate shows the population in Franklin to be 24,356 with the census showing race or ethnicity distribution in 2010 as:

White – 93.4%

Black or African American – 1.4%

American Indian or Alaska Native – 0.3%

Asian - 0.8%

Two or more races 1.6%

Hispanic or Latino- 2.5%

The most common language spoken besides English is Spanish with no other remaining LEP language groups identified by the census or by interaction between the City Staff and the Public.

Based on the above figures, the estimated populations for possible language groups are:

White - 22,748

Black or African American - 341

American Indian or Alaska Native - 73

Asian - 195

Two or more races - 390

Hispanic or Latino- 609

Factor 1(continued)-

The U.S. Census Bureau has a range of four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For planning purposes, the City considers people that speak English less than 'very well' as Limited English Proficient (LEP) persons. It is estimated that the majority of minorities in the community speak English well or very well or have translation availability within their own families or friends. Using the four classification range, the number of LEP persons estimated to be living in Franklin is calculated with consideration to the Census Bureau's data which shows 1.9% of the population for the years 2009-2013 may be foreign born. The census also shows that the total population growth from 2010 to 2014 was approximately 2.62% which equals approximately 621 people (24,356 for 2014 minus 23,735 for 2010) moving to Franklin over a four year period. These figures indicate that approximately 3 people that are foreign born (1.9% of 621/4 year period) annually *may* move to the City of Franklin from other countries. Of these foreign born residents, it is estimated that at least 1 of these individuals speaks English "very well". These numbers indicate that approximately 2 individuals move to the City from foreign countries annually *and may* be considered as having Limited English Proficiency LEP.

Factor 2- The frequency with which LEP individuals come into contact with the program, activity or service:

There have not been any recorded language translation requests nor has there been any complaints concerning discrimination regarding the LEP population known to the City at this time.

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. The City is not required to provide any and all documents to be translated in their entirety but only enough to convey the basic meaning of those documents to the requesting individual(s).

Factor 4- The resources available to the City and costs:

The City of Franklin is a relatively small community with limited resources so an intricate plan to accommodate LEP persons is not practical at this time. Considering the minor numbers as estimated in Factor 1 above for the LEP population, the City plans to provide basic services upon request as discussed in factor 3 above.

#### **Summary of LEP Accommodation Plan**

- The City of Franklin 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 ISpeak card is available as part of this document and on the City's webpage and is also available at City Hall located at 70 E. Monroe St. This card allows LEP individuals to communicate their preferred language to City Staff whereas City Staff may then access a language translation service to accommodate the needs of the person with LEP. A translation service called INDY Translations, phone number 1-800-695-8772 is available to City Staff or other translation services may be used as determined by the City.
- Collect public involvement data to monitor possible LEP individuals in the community. The City of Franklin 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, disability status, and household income. This voluntary public involvement survey is available at all public hearings and meetings. 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. See Appendix G for a sample of this Survey.
- Review written Title VI complaints and ensure 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 Training- Staff for the City will be provided training on the requirements for providing meaningful access to services for LEP persons. Considering the relatively small size of the City and the estimated small number of LEP individuals in the service area and limited financial resources, current training may be limited to web access to this document and its attachments by all City Staff, a log showing the names of all Staff that have been made aware of this document (sign off that they have read the document) and require that all new employees receive the same training.

## Standard U.S. DOT Title VI Assurances

The City of Franklin, 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, Sub-Title A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority 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, or national origin in consideration for an award.

The City of Franklin, 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, 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.

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:

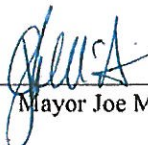
1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the 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 all Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements:
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act 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 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 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 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 person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient

Dated April 4, 2016

City of Franklin, Indiana

by   
Mayor Joe McGuinness

## APPENDIX A

### (to be inserted in all Federal Aid Contracts)

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, or national origin 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, or national origin.

(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 (Recipient) or the (Name of Appropriate 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 (Recipient), or the (Name of Appropriate 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 this contract, the (Recipient) shall impose such contract sanctions as it or the (Name of Appropriate Administration) 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 subcontractor procurement as the (Recipient) or the (Name of Appropriate 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 (Recipient) to enter into such litigation to protect the interests of the (Recipient), 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 Franklin, Indiana will accept Title to the lands and maintain the project constructed thereon, in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of the Federal Aid Transportation Program and the policies and procedures prescribed by INDOT or FHWA of the Department of Transportation 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 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Franklin, 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 City of Franklin, 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 Franklin, Indiana, its successors and assigns.

The City of Franklin, 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 race, color, or national origin, 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 Franklin, 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, Sub-Title 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.

## APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the City of Franklin, Indiana pursuant to the provisions of Assurance 6(a).

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

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

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 race, color, or national origin shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of, race, color, or national origin 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, Sub-Title 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.]\*

\* 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, City of Franklin, Indiana 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, City of Franklin, Indiana shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of City of Franklin, 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.

## **Appendix D- Title VI Complaint Log**

[illegible]

## **Appendix E- External Complaint of Discrimination**



## INSTRUCTIONS: EXTERNAL COMPLAINT OF DISCRIMINATION

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

Title VI of the Civil Rights Act of 1964, as amended and its related statutes and regulations (Title VI) prohibit discrimination on the basis of race, color, national origin, sex, age, disability/handicap, 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 Franklin 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 Franklin. Additionally, you have the right to seek private counsel.

The City of Franklin 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.**

Title VI Coordinator:  
Clerk Treasurer's Office  
Stephanie Shepherd  
70 E. Monroe Street  
Franklin, Indiana, 46131

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

PERSON / DEPARTMENT YOU BELIEVE DISCRIMINATED AGAINST YOU																	
Name (first, middle, last)		Title															
Name of department																	
Address (number and street, city, state, ZIP code)																	
Home telephone number ( ) -	Work telephone number ( ) -	Cellular telephone number ( ) -															
When was the last alleged discriminatory act? (month, day, year)																	
<p>Complaints of discrimination must be filed within 180 days of the alleged discriminatory act. If the alleged act of discrimination occurred more than 180 days ago, please explain your delay in filing this complaint.</p>																	
<p>The alleged discrimination was based on:</p> <table border="0"> <tr> <td>Race</td> <td>Color</td> <td>Age</td> <td>Gender</td> <td>National</td> </tr> <tr> <td>Disability</td> <td>Ancestry</td> <td>Retaliation</td> <td>Religious</td> <td>Origin</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Affiliation</td> <td></td> </tr> </table>			Race	Color	Age	Gender	National	Disability	Ancestry	Retaliation	Religious	Origin				Affiliation	
Race	Color	Age	Gender	National													
Disability	Ancestry	Retaliation	Religious	Origin													
			Affiliation														

--	--

Name of complainant

Date (month, day, year)

**Describe the alleged act(s) of discrimination. (Use additional pages, if necessary)**

<b>Provide the names of any individuals with additional information regarding your complaint:</b>		
Name of witness 1 <i>(first, middle, last)</i>		Title
Name of company		
Address <i>(number and street, city, state, ZIP code)</i>		
Home telephone number (     )     -	Work telephone number (     )     -	Cellular telephone number (     )     -
Include a brief description of the relevant information the witness may provide to support your complain of discrimination:		

Name of complainant	Date (month, day, year)

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

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

## **Appendix F- Complainant Consent/ Release Form**

## COMPLAINANT CONSENT / RELEASE

Name <i>(first, middle, last)</i>	Telephone number (    )    -
Address <i>(number and street, city, state, ZIP code)</i>	
Case number(s) <i>(if known)</i>	
<p>As a complainant, I understand that during an investigation it may become necessary for The City of Franklin to reveal my identity to individuals outside of the City of Franklin 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 Franklin 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 Franklin.</p>	
<p><i>Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below. (Please mark one)</i></p> <p style="text-align: center;"><b>CONSENT</b></p> <p>I have read and understand the above information and authorize the City of Franklin 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 Franklin to receive, review, and discuss material and information about me relevant to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release and volunteer to do so.</p> <p style="text-align: center;"><b>CONSENT DENIED</b></p> <p>I have read and understand the above information and do not want the City of Franklin 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 Franklin making a determination in my case.</p>	
Signature	Date <i>(month, day, year)</i>

## **Appendix G- Voluntary Title VI Public Involvement Survey**

## 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 Franklin 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 Franklin 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 Franklin's responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact Stephanie Shepherd Title VI Coordinator with the Clerk Treasurer's Office.

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.

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

Title VI Coordinator:  
Clerk Treasurer's Office  
Stephanie Shepherd  
70 E. Monroe Street  
Franklin, Indiana, 46131  
317-736-3609 ext. 1165  
[sshepherd@franklin.in.gov](mailto:sshepherd@franklin.in.gov)

## **Appendix H- U.S. Census Bureau ISpeak Card**

LANGUAGE IDENTIFICATION FLASHCARD

<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/>	Եթե դուք կարդալիք կամ խոսակցալիք արարերէն, նշել խոսակցալիքը կամ կարդալիքը:	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/>	លុះបញ្ចាំក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសាខ្មែរ។	4. Cambodian
<input type="checkbox"/>	Motka i kahhon ya yangin ünüŋgnu' manaitai pat ünüŋgnu' 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"/>	如果你能读中文或讲中文，请选择此框。	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، علامت بزنید.	12. Farsi

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<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 kazyé 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 बक्ख पर चिह्न लगाईं।	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 megénti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/> Markaan daytoy nga kahon no makabasa wenno makasuoka iti Ilocano.	20. Ilocano
<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/> 日本語を購んだり、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"/> ເໝາະທີ່ຈະຕັ້ງ ຖັງນີ້ຖ້າທ່ານຮູ້ພາສາລາວ.	24. Laotian
<input type="checkbox"/> Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

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<input type="checkbox"/> Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/> Asotomaji asotani elomji dani daji mu wadaji asotomaji.	27. Romanian
<input type="checkbox"/> Помните этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/> Obilazite ovaj kvadratić yameno vidite ako razgovara srpskim jezik.	29. Serbian
<input type="checkbox"/> Označte tento štvorek, 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 kupo ay narunong maghan o magadita ng Tagalog.	32. Tagalog
<input type="checkbox"/> ເຄົາລົບກວາດຣາດນີ້ຖ້າວ່າທ່ານຮູ້ພາສາໄທ.	33. Thai
<input type="checkbox"/> Maaka 'i he paha ni kupa 'oku ke lau pe laa fakatonga.	34. Tongan
<input type="checkbox"/> Відзначте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/> اگر آپ اردو پڑھتے ہیں یا اردو بولتے ہیں تو اس خانے پر 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"/> באמצעות דפדוף קוואדראט זה תוכלו לזהות את שפתכם.	38. Yiddish

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