

PORTER COUNTY GOVERNMENT
IMPLEMENTATION PLAN
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
(AS AMENDED)

JUNE 14, 2016

TITLE VI OVERVIEW

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

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

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

TITLE VI COORDINATOR RESPONSIBILITIES

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

GENERAL RESPONSIBILITIES

A. Public Dissemination

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

B. Prevention of Discrimination

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

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

C. Annual Reports

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

D. Remedial Action

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

Indiana DOT will be notified of any complaint filed at Porter County involving Title VI issues, as well as any resolution.

FILING A COMPLAINT

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

It is the policy of Porter County Government 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.

COMPLAINT PROCEDURE

Any individual who feels that he or she has been discriminated against may submit a written or verbal complaint. The complaint may be communicated to any Porter County supervisor or to the Human Resources Director/Title VI Coordinator. The complaint should be submitted within 180 days of the alleged discrimination.

Complaint forms may be obtained by mail or in person from the Human Resources Office at the office at 155 Indiana Avenue, Suite 203, Valparaiso, Indiana 46383, or by calling 219-510-6075. Individuals are not required to use the County's complaint form. If necessary, the County's Title VI Coordinator will help an individual reduce his or her complaint to writing for his or her signature.

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

Complaints should be directed to:

Human Resources Director/Title VI Coordinator
155 Indiana Avenue, Suite 203
Valparaiso, IN 46383
PH: 219-510-6075
FAX: 219-510-6077
Email: pcourtney@porterco.org

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

A complainant's identity shall be kept confidential except to the extent necessary to conduct an investigation. All complaints 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 North Senate Avenue, Room N750
Indianapolis, IN 46204
Phone: (317) 233-6511
Fax: (317) 233-0891

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

Indiana Civil Rights Commission
100 North Senate Avenue, 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