

# **Title VI Implementation Plan 2016**

Jackson County, Indiana

## **Board of Commissioners**

**Matt Reedy – President**

**Jerry Hounshel – Member**

**Tom Joray – Member**

**Title VI Coordinator**

**Jerry L. Ault**

Title VI Implementation Plan 2016

---

**Table of Contents**

I. Introduction.....3

II. Jackson County Title VI Mission Statement.....3

III. Jackson County Non-Discrimination Statement.....3

IV. Title VI Assurances.....3

V. Title VI Compliance Responsibilities.....10

    A. Title VI Coordinator & ADA Coordinator.....10

    B. Title VI/ADA Liaisons.....10

    C. Coordinator & Liaison Contact Information.....10

VI. Title VI Compliance Review Process.....12

VII. External Complaint Process.....12

    A. Complaint Investigation Procedures.....12

    B. Who May File a Complaint.....12

    C. Timeliness of Complaints.....13

    D. Location/Availability of Complaint Forms.....13

    E. How to File a Complaint.....13

    F. Elements of a Complete Complaint.....13

    G. Processing Complaints.....14

    H. Corrective Action.....14

    I. Pre-Investigative/Administrative Closures.....15

    J. Confidentiality.....15

    K. Records.....15

    L. Summary of Complaints Received.....16

VII. Public Involvement and Outreach.....16

    A. Website.....16

    B. Data Collection.....16

IX. Manuals, Directives, and Guidance.....16

    Jackson County Title VI Policy Statement.....16

    Jackson County Title VI Mission Statement.....16

X. Limited English Proficiency.....17

XI. Accomplishments.....17

XII. Annual Work Plan.....17

XIII. Appendix.....18

- A. Sample Title VI Complaint Log.....18
- B. Sample Title VI Complaint Procedure.....18
- C. External Complaint of Discrimination Form.....18
- D. Complaint Consent Release Form.....18
- E. Voluntary Title VI Public Involvement Survey.....18

## Title VI Implementation Plan 2016

---

### **I. Introduction**

This plan is part of Jackson County's continual and ongoing effort to comply with civil rights regulations. This document communicates the County's Intent to proactively meet and exceed minimum compliance requirements established under the Title VI of the Civil Rights Act of 1964 (Title VI), 49 CFR S 26, and the related anti-discrimination statutes and regulations. Jackson County strives to provide continued transparency, clarity, and technical guidance for internal and external constituents regarding its Title VI program.

### **II. Jackson County Title VI Mission Statement**

Jackson County will implement compliance with Title VI 49 CFR S 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the 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, or national origin.

### **III. Jackson County Non-Discrimination Statement**

Jackson County values each Individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this county. As a recipient of federal funds, Jackson County is required to conform 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 the DOT on the grounds of race, color, age, sex, disability, national origin, or income status.

### **IV. Title VI Assurances**

These are standard U.S. DOT assurances that outline the County's guarantee for compliance with Title VI of the Civil Rights Act of 1964 as a recipient of federal financial assistance. The executed assurances are included in the following pages.

## Jackson County Title VI Assurances

Jackson County (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 I.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 the 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 religion, race, color, national origin, sex (23 USC 324), sexual orientation, gender identity, (Executive Order 13672, age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a)(1) of the Regulations, copies of which are attached.

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

1. That the Recipient agrees that each "program" and each "facility as defined in 49 CFR subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

Jackson County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will affirmatively insure that in any 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 religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract to the Acts and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of the 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, 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 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 provisions 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, subcontracts, 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.

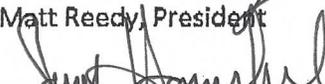
This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient under the **Federal Aid Transportation Program** and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the **Federal Aid Transportation Program**. The persons whose signatures appear below is authorized to sign this assurance on behalf of the Recipient.

Dated: June 17<sup>th</sup>, 2016

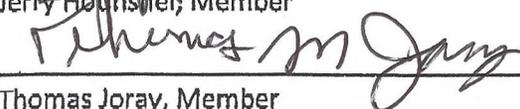
**THE JACKSON COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_

Matt Reedy, President

  
\_\_\_\_\_

Jerry Hounshel, Member

  
\_\_\_\_\_

Thomas Joray, Member

## APPENDIX A

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

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted Programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin, sex, age, and disability/handicap and low income 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 49 CFR, Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for 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, sex, age, and disability/handicap and low income.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Jackson County, Indiana or the Indiana Department of Transportation (INDOT) or the 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 falls or refuses to furnish this information the contractor shall so certify to Jackson County, Indiana, or INDOT or the FHWA as appropriate, and shall set forth what efforts it has made to obtain this information.
- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Jackson County, Indiana shall impose such contract sanctions as it or INDOT or the 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 actions with respect to any subcontract or procurement as Jackson County, Indiana or INDOT or the 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 Jackson County, Indiana to enter into such litigation to protect the interests of Jackson County, Indiana and, in addition, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

## **APPENDIX 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 Jackson County, Indiana will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations, the Regulations for the Administration of Federal Aid Highway Programs and the policies and procedures prescribed by FHWA, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 USC 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto Jackson County, Indiana all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### **(Habendum Clause)**

**TO HAVE AND TO HOLD** said lands and interests therein unto the Jackson County, 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 provisions of similar services or benefits and shall be binding on Jackson County, Indiana its successors and assigns.

**Jackson County, 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, sex, age, and disability/handicap, and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed (,)(and)\* (2) that Jackson County, Indiana shall use the lands and interests in lands and interest in lands conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A,

Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its 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 Jackson County, Indiana pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest and assigns, as 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, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

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

(Include in deed.)\*

That in the event of breach of any of the above nondiscrimination covenants, Jackson County, Indiana shall have the right to re-enter 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 Jackson County, Indiana and its assigns.

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

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, sex, age, disability/handicap, and low income shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, or national origin, sex, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted

programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

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

(Include in deeds)\*

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

**V. Title VI Compliance Responsibilities**

**A. Title VI Coordinator & ADA Coordinator**

The Title VI Coordinator and ADA Coordinator work together to oversee the coordination of Jackson County's compliance with Title VI and Section 504 statutes, regulations, and directives. These coordinators report directly to the County Commissioners. Responsibilities include, but are not limited to :

1. Implementing Jackson County's Title VI and Americans with Disability Act ( ADA ) Transition Plans.
2. Assisting with the development of processes and procedures for the investigation of complaints filed under Title VI and ADA.
3. Coordinating Title VI and ADA program development with Title VI / ADA Liaisons.
4. Preparing required reports as necessary.
5. Participating in the design, development, and dissemination of Title VI and ADA information to the public.
6. Update Jackson County's Title VI Implementation Plan as required.
7. Update Jackson County's ADA Transition Plan as required.

**B. Title VI / ADA Liaisons**

This interdisciplinary team is composed of department heads from each department in Jackson County. The Liaisons responsibilities are:

1. Ensure compliance with Title VI and related non-discrimination laws.
2. Remove programmatic and architectural barriers from programs and activities in accordance with relevant non-discrimination laws.
3. Ensure meaningful access to County services and programs to minorities, persons with limited English proficiencies and low income persons.
4. Provide input in the development and review of the Title VI and ADA Implementation Plans.

**C. Coordinator & Liaison Contact Information**

All concerns should be directed to the Title VI or ADA Coordinator; however, additional contacts for each department are listed on next page.

## 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 CFR 200.9 (b)(4)). Jackson County is distributing this voluntary survey to fulfill the 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 Jackson County 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 Jackson County's responsibilities under Title VI of the Civil Rights Act of 1964, or the Americans with Disabilities Act, please contact

Jerry Ault	Jerry Ault	360 South County Road 25 East
Title VI Coordinator	ADA Coordinator	Brownstown, Indiana 47220
You may return the survey by U.S. Mail or via E-Mail		<a href="mailto:jchs1@c3bb.com">jchs1@c3bb.com</a>

Date ( month, day, year ) \_\_\_\_\_

Project Name : \_\_\_\_\_

Proposed Project Location : \_\_\_\_\_

Gender :    Male    Female    Ethnicity :    Hispanic or Latino    Not Hispanic or Latino

Race : ( Check one or more )

\_\_\_\_ American Indian or Alaska Native

\_\_\_\_ Asian

\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_ White

\_\_\_\_ Black or African-American

\_\_\_\_ Multiracial

Age :    \_\_\_\_ 1 - 21

\_\_\_\_ 22 - 40

Disability :    \_\_\_\_ Yes

\_\_\_\_ 41 - 65

\_\_\_\_ 65 +

\_\_\_\_ No

Household Income :

\_\_\_\_ 0 - \$ 12,000

\_\_\_\_ \$ 12,001 - \$ 24,000

\_\_\_\_ \$ 24,001 - \$ 36,000

\_\_\_\_ \$ 36,001 - \$ 48,000

\_\_\_\_ \$ 48,001 - \$ 60,000

\_\_\_\_ \$ 60,001 +

Jerry Ault

360 South County Road 25 East

[jchs1@c3bb.com](mailto:jchs1@c3bb.com)

Title VI Coordinator

Brownstown, Indiana 47220

Fax : (812)358-0953

**COMPLAINANT CONSENT / RELEASE FORM**

---

Name ( first, middle, last )

Telephone Number

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

---

Case Number(s) ( If known )

---

As a complainant, I understand that during an investigation it may be necessary for Jackson County to reveal my identity to individuals outside of Jackson County 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 Jackson County 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 Jackson County.

---

Please read both paragraphs below, check your choice of CONSENT or CONSENT DENIED and sign below.

CONSENT

I have read and understand the above information and authorize Jackson County 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 Jackson County 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.

CONSENT DENIED

I have read and understand the above information and do not want Jackson County 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 Jackson County making a determination in my case.

---

Signature

Date

Jerry Ault

360 South County Road 25 East

jchs1@c3bb.com

Title VI Coordinator

Brownstown, Indiana 47220

Fax ( 812 ) 358-0953

JACKSON COUNTY DEPARTMENT HEADS

DEPARTMENT	DEPARTMENT HEAD	TELEPHONE	EMAIL ADDRESS
AMBULANCE	DENNIS BRASHER	812-523-7501	<a href="mailto:brasher@jacksoncountync.org">brasher@jacksoncountync.org</a>
ASSESSOR	KATIE KAUFMAN	812-358-6112	<a href="mailto:kkaufman@jacksoncounty.in.gov">kkaufman@jacksoncounty.in.gov</a>
ATTORNEY	SUSAN BEVERS	812-524-9000	<a href="mailto:sdbevers@gmail.com">sdbevers@gmail.com</a>
AUDITOR	KATHY HOHENSTREITER	812-358-6161	<a href="mailto:auditor@jacksoncounty.in.gov">auditor@jacksoncounty.in.gov</a>
CLERK	AMANDA LOWERY	812-358-6117	<a href="mailto:alowery@jacksoncounty.in.gov">alowery@jacksoncounty.in.gov</a>
COMM. CORRECTION	J.L. BREWER	812-271-1401	<a href="mailto:jlbrewer@jacksoncounty.in.gov">jlbrewer@jacksoncounty.in.gov</a>
COMPUTER ROOM	MARK SIMMONS	812-358-6184	<a href="mailto:msimmons@jacksoncounty.in.gov">msimmons@jacksoncounty.in.gov</a>
CORONER	ROGER WHEELER	812-523-7501	<a href="mailto:rogkrl@cinergymetro.net">rogkrl@cinergymetro.net</a>
COUNTY HIGHWAY	JERRY AULT	812-358-2226	<a href="mailto:jchs1@c3bb.com">jchs1@c3bb.com</a>
CIRCUIT COURT	JUDGE RICK POYNTER	812-358-6135	<a href="mailto:ssluckwisch@jacksoncounty.in.gov">ssluckwisch@jacksoncounty.in.gov</a>
CUSTODIAN	JANA WESSEL	812-358-6148	<a href="mailto:jwessel@jacksoncounty.in.gov">jwessel@jacksoncounty.in.gov</a>
EMERGENCY MGMT	DUANE DAVIS	812-358-6110	<a href="mailto:ema@jacksoncounty.in.gov">ema@jacksoncounty.in.gov</a>
EXTENSION OFFICE	RICHARD BECKORT	812-358-6104	<a href="mailto:rbeckort@purdue.edu">rbeckort@purdue.edu</a>
HEALTH DEPT	KIMBERLI MYER	812-522-6474	<a href="mailto:kmyers@jacksoncounty.in.gov">kmyers@jacksoncounty.in.gov</a>
HUMAN RESOURCES	JEFF HUBBARD	812-358-6184	<a href="mailto:jhubbard@jacksoncounty.in.gov">jhubbard@jacksoncounty.in.gov</a>
JAIL / SHERIFF	MIKE CAROTHERS	812-358-6190	<a href="mailto:mecarothers@gmail.com">mecarothers@gmail.com</a>
JUVENILE DETENTION	STEVE REDICKER	812-358-2981	<a href="mailto:sredicker@jacksoncounty.in.gov">sredicker@jacksoncounty.in.gov</a>
JUVENILE HOME	DAN BANKS	812-358-5180	<a href="mailto:juvenilehome@comcast.net">juvenilehome@comcast.net</a>
PLANNING/ZONING	CONNER BARNETTE	812-358-6108	<a href="mailto:cbarnette@jacksoncounty.in.gov">cbarnette@jacksoncounty.in.gov</a>
PROBATION	NORM PHILLIPS	812-358-6140	<a href="mailto:probation@jacksoncounty.in.gov">probation@jacksoncounty.in.gov</a>
PROSECUTOR	AMY TRAVIS	812-358-6151	<a href="mailto:atravis@icprosecutor.us">atravis@icprosecutor.us</a>
RECORDER	LINDA AULEMAN	812-358-6113	<a href="mailto:lauleman@yahoo.com">lauleman@yahoo.com</a>
SUPERIOR COURT 1	JUDGE MARKEL	812-522-9677	<a href="mailto:bmarkel@jacksoncounty.in.gov">bmarkel@jacksoncounty.in.gov</a>
SUPERIOR COURT 2	JUDGE MACTAVISH	812-358-6803	<a href="mailto:bmactavish@jacksoncounty.in.gov">bmactavish@jacksoncounty.in.gov</a>
SURVEYOR	DAN BLANN	812-358-6107	<a href="mailto:dblann@jacksoncounty.in.gov">dblann@jacksoncounty.in.gov</a>
TREASURER	MARIA FISHER	812-358-6126	<a href="mailto:treasurer@jacksoncounty.in.gov">treasurer@jacksoncounty.in.gov</a>
VETERAN AFFAIRS	KEITH BOLING	812-358-6115	<a href="mailto:jvets@jacksoncounty.in.gov">jvets@jacksoncounty.in.gov</a>
VOTER REGISTRATION	DESEREE MCKAIN-HAUREZ	812-358-6120	<a href="mailto:dhaurez@jacksoncounty.in.gov">dhaurez@jacksoncounty.in.gov</a>
COMMISSIONER	MATT REEDY	812-525-8963	<a href="mailto:mreedy@jereedyinc.com">mreedy@jereedyinc.com</a>
COMMISSIONER	JERRY HOUNSHEL	812-569-2620	<a href="mailto:jhounshel@schneckmed.org">jhounshel@schneckmed.org</a>
COMMISSIONER	TOM JORAY	812-498-7735	<a href="mailto:tjoray@schneckmed.org">tjoray@schneckmed.org</a>
COUNTY COUNCIL	CHARLIE MURPHY	812-521-7694	<a href="mailto:cmurphy3625@gmail.com">cmurphy3625@gmail.com</a>
COUNTY COUNCIL	BRIAN THOMPSON	812-521-0038	<a href="mailto:bhthompson@c3bb.com">bhthompson@c3bb.com</a>
COUNTY COUNCIL	LEON POTTSCHMIDT	812-528-2569	<a href="mailto:leonpottschmidt@yahoo.com">leonpottschmidt@yahoo.com</a>
COUNTY COUNCIL	MICHAEL DAVIDSON	317-517-2250	<a href="mailto:mdavidson24@hotmail.com">mdavidson24@hotmail.com</a>
COUNTY COUNCIL	BRIDEY GRANT JACOBI	812-521-8233	<a href="mailto:bgrantjacobi@gmail.com">bgrantjacobi@gmail.com</a>
COUNTY COUNCIL	REBECCA SCHEPMAN	812-216-0742	<a href="mailto:rebeccaschepman@yahoo.com">rebeccaschepman@yahoo.com</a>
COUNTY COUNCIL	JOE BOWMAN	812-521-9852	<a href="mailto:bowmanaero@yahoo.com">bowmanaero@yahoo.com</a>

**VI. Title VI Compliance Review Process**

Once formally adopted, Jackson County will provide an internal assessment of its Title VI compliance efforts.

**VII. External Compliant Process**

Jackson County will promptly investigate all properly submitted complaints of alleged discrimination. Jackson County will also attempt to resolve such complaints and take corrective action upon a finding of a substantiated complaint.

**A. Complaint Investigation Procedures**

The VI and ADA Coordinators will make a determination to accept, reject, or refer to the appropriate agency a complaint within seven working days of its receipt. Jackson County will determine whether the person or entity purportedly engaged in the alleged discriminatory act as a sub-recipient of federal funds. If the complaint does not specifically mention that the alleged discriminatory actor is a sub-recipient of federal funds, Jackson County may presume so in deciding whether to accept the complaint for further processing.

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 and its related statutes, regulations and directives; the Americans with Disability Act of 1990, as amended; and Section 504 of the Vocational Rehabilitation Act of 1973. These procedures do not affect the right of the Complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaint alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the Complainant.

Jackson County will make every effort to facilitate a voluntary early resolution of complaints at the lowest level possible. The County may exercise the option of Informal resolution at any stage of the process.

**B. Who May File a Complaint**

Any person who believes that he or she has been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Jackson County service, program, or activity whether federally funded or not, based on their race, color, national origin, gender, age, disability, religion, ancestry, income status, or Limited English Proficiency may file a complaint. A complainant's representative may also file a complaint on the behalf of such a person.

**C. Timeliness of Complaints**

For a complaint to be considered timely, it must be filed within 180 calendar days after the alleged incident has occurred. The file date of a complaint is the earlier of the postmark or date received by Jackson County.

**D. Location/Availability of Complaint Forms**

Jackson County will make complaint forms available online via the County website. Additionally, persons may contact the Title VI or ADA Coordinator to request a copy of the complaint form via email, facsimile, or United States mail. Copies of complaint forms in alternative formats are available upon request.

**E. How to File a Complaint**

A complainant may file his or her complaint by mail, facsimile, or email. Any person with a disability may request to file his or her complaint using an alternative format. Jackson County will acknowledge complaints received by fax or email and will process them once the County establishes the identity of the complainant. Complainants must mail a signed, original copy of the fax or email transmittal to the County to begin the complaint process. Jackson County does not require a complainant to use the County complaint form for submitting his or her complaint.

**Direct Title VI Complaints to:**

Jerry Ault  
Title VI Coordinator  
360 S. 25 E  
Brownstown, IN 47220  
[jchs1@c3bb.com](mailto:jchs1@c3bb.com)  
(812) 358-2226

**Direct AFA Complaints to:**

Jerry Ault  
ADA Coordinator  
360 S. 25 E  
Brownstown, IN 47220  
[jchs1@c3bb.com](mailto:jchs1@c3bb.com)  
(812) 358-2226

**F. Elements of a Complete Complaint**

A complete complaint is written and signed. Verbal complaints must be reduced to writing and provided to the complainant for confirmation, review, and signature before processing. The complaint form is available in the appendix of this report and on the county website.

Additionally, a complete complaint is filed within 180 calendar days of the alleged discriminatory act(s) and includes at minimum 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 the 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 the occurrence.

The following items are not acceptable as a complete complaint :

- \*Anonymous complaints
- \*Newspaper articles
- \*Inquiries seeking advice or information
- \*Oral complaints
- \*Courtesy copies of court pleadings
- \*Courtesy copies of internal grievances
- \*Courtesy copies of complaints addressed to other agencies

Title VI or ADA coordinator shall notify the complainant in writing if his or her complaint is incomplete and allot 15 calendar days for the complaint to respond and provide the supplemental information needed to complete the complaint.

#### **G. Processing Complaints**

The Title VI and ADA Coordinator will process all complaints and will :

- \*Maintain a log of all complaints
- \*Acknowledge receipt of a complaint and inform the complainant of the action taken or proposed action to be taken to process the complaint.
- \*Inform respondent of allegations and request a position statement and response to all aspects of the complainant's allegations.
- \*Coordinate investigation and assign a staff member to the case
- \*Contact the complainant at the conclusion of the investigation

#### **H. Corrective Action**

If Jackson County recommends corrective action, the County will give the respondent 30 calendar days to inform the County of the actions taken for compliance. The Title VI or ADA coordinator shall monitor the respondent's corrective action compliance.

Corrective action may include actions that the respondent will complete at a future date of the initial 30 days and must include project time in which the respondent will complete the action.

If the respondent has not taken the recommended corrective action within the 30 day period allowed, Jackson County will for the respondent to be in noncompliance with Title VI and its implementing regulations. Noncompliance not corrected by informal means as described above may be subject to sanctions as per 49 CFR 21.13.

**I. Pre-Investigative / Administrative Closures**

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

- \*Complaints that fail to state a claim or provide any substantial or coherent claim.
- \*Complaints that are outside of the scope of Jackson County's Title VI jurisdiction.
- \*Untimely complaints filed more than 180 days after the alleged discriminatory acts.
- \*Complaints voluntarily withdrawn by the complainant.
- \*Complaints in which the investigation has been impaired by the County's ability to locate the complainant.
- \*Complaints that are a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found factually or legally unsubstantiated by Jackson County.
- \*Complaints containing the same allegations and issues that have been addressed in a recently closed complaint or compliance review conducted by the County.
- \*Complaints containing allegations that are foreclosed by previous decisions by the Federal courts, Department of Justice, or County Policy determinations.
- \*Complaints filed for complainants or parties who refuse to cooperate with the investigation and whose lack of cooperation substantially impairs the completion of the investigation.
- \*Complaints transferred to another agency for investigation.
- \*Complaints where the death of a complainant makes it impossible to investigate the allegations fully.

Jackson County shall notify complainant in writing when a determination is made to administratively close a case without further investigation. The notification shall include an explanation of the basis for administrative close.

**J. Confidentiality**

In accordance with DOT Order 1000.12, Jackson County shall keep all complainants identities confidential except to the extent necessary for carrying out an investigation. If an investigator determines that it is necessary to disclose the complainant's identity to the responder or a third party, the investigator must first obtain complainant's written permission.

**K. Records**

Jackson County shall maintain all records of an investigation in a confidential area for three years after the completion of the investigation.

**L. Summary of Complaints Received**

No complaints have been filed within this reporting period.

**VIII. Public Involvement and Outreach**

**A. Website**

Jackson County recently updated its website for better functionality and access. A dedicated Title VI / ADA webpage has been included to provide vital information to the public. It is proposed that technical assistance with complaints be implemented in the future as the website continues to develop.

**B. Data Collection**

Jackson County plans to utilize 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.

Jackson County plans to make this survey available at all public hearings and meetings. 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.

**IX. Manuals, Directives, and Guidance**

Jackson County plans to incorporate Title VI Policy and Mission Statements into its employee handbook for the next revision.

**Jackson County Title VI Policy Statement**

Jackson County values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of Jackson County. As a recipient of federal funds, Jackson County is required to conform 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 the DOT on the grounds of race, color, age, sex, disability, national origin, or income status.

**Jackson County Title VI Mission Statement**

Jackson County will implement compliance with Title VI 49 CFR 26; and its related statutes and regulations to ensure that no person is excluded from participation in, denied the 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, or national origin.

---

Jackson County will continue to develop additional manuals and directives as needed to provide guidance regarding Title VI and ADA compliance and will be made available where appropriate.

**X. Limited English Proficiency**

On August 11, 2000, President Clinton signed an executive order, Executive Order # 13166; Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. Its purpose was to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

Jackson County strives to serve its population to the best of its ability. To better accommodate these individuals, Jackson County will provide upon request, services to assist the LEP population including translation of vital documents, interpretation services, and alternative public outreach media.

**XI. Accomplishments**

All accomplishments need to be documented and updated annually to keep a record of the previous year's work plan.

**XII. Annual Work Plan**

This section outlines annual goals set forth by the County to comply with Title VI and ADA requirements and statutes. This list will be continually updated and monitored for additions.

<b>Goals</b>	<b>Completion Date</b>
1. Develop and distribute Title VI Implementation Plan Internally and externally via website and County Offices.	June 2016
2. Ensure that assurances are being used in contracts for Federal Projects	June 2016
3. Attend Title VI Training for all relevant staff	December 2016
4. Collect public involvement data	Ongoing

**XIII. Appendix**

- A. Sample Title VI Complaint Log
- B. Sample Title VI Complaint Procedure
- C. External Complaint of Discrimination Form
- D. Complaint Consent Release Form
- E. Voluntary Title VI Public Involvement Survey